



President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Irene Malmgren, *VP of Instruction* • Audrey Yamagata-Noji, *VP of Student Services*
Mike Gregoryk, *VP of Administrative Services* • James Czaja, *VP of Human Resources*



December 1, 2015

1. Cabinet revisited the issue of social media policy and procedure. Audrey and Irene reported that discussions with the Academic Senate had not resolved differences that have evolved over the last few months. Cabinet agreed to forward BP 3700 Social Media ([attached](#)) and AP 3700 Social Media ([attached](#)) to President's Advisory Council for their recommendations.
2. Cabinet made minor adjustments to the calendar of Education/Information Reports to the Board ([attached](#)).
3. James presented a draft version of a form ([attached](#)) that could be used for providing ergonomic solutions or disability accommodations to employees that involve supplies, furniture, equipment, and/or fixtures. Accommodations for certified disabilities that the college finds to be reasonable would be funded by an open account that would pay for all such needs. Ergonomic solutions are not mandated but may be granted if an analysis shows that prevention of injuries or other reasons are supportable. A fixed annual fund amount could be provided for expenses related to such non-mandated ergonomic needs, such that exhaustion of the fund would curtail allocations for that year. Cabinet agreed that an Administrative Procedure is needed to implement this program. **James will initiate a draft AP for ergonomic and disability accommodations involving workplace modifications.**
4. Cabinet was joined by Gary Nellesen, Director of Facilities Planning and Management, to provide the quarterly update on facilities. Mike reported that the Administrative Services team is going to begin publishing a periodic update in newsletter format. This publication will communicate happenings in each of the Admin units. Gary shared that the Facilities Department will be part of this regular communication. Facilities projects are managed using Smart Sheet software ([link](#)). [Attached](#) is a page from the Facilities Department Smart Sheet spreadsheet that has a high level of detail about each project. Gary made several points:
 - Making the Facilities Smart Sheet available is a goal targeted for completion in a month or two.
 - The Smart Sheet needs a guide for users and an explanation of the codes, colors and data labels.
 - It is anticipated that the Smart Sheet posting will be in Excel format allowing sorting.
 - A version editing out some of the technical columns and formatted as a pdf will also be included. [Attached](#) is a prototype produced by each of the project managers.
 - Also included will be a brief description of the process for getting projects on the list plus how priorities are set and adjusted.
5. Cabinet was joined by Vic Belinski, Chief Technology Officer; Dale Vickers, Associate Chief Technology Officer; Bob Hughes, Director of Enterprise Applications Systems; and Chris Schroeder, Assistant Director of Infrastructure and Data Security. As with Facilities, Mike mentioned that the Admin Newsletter will include updates on IT projects. In fact, IT has posted its Smart Sheet spreadsheets online by Completed Projects ([link](#)), Projects in Progress ([link](#)), and Projects Pending ([link](#)). Note that opening the tool bar by clicking on the icon at the lower left of the page will allow

the spreadsheet to be exported in Excel or PDF format. The IT Team presented the [attached update](#) and exchanged lively comments with Cabinet.

- One project not in the update was the enrollment management portion of the Decision Support System. Bob and Irene discussed the next steps to improve both schedule building and FTES estimating.
- Also discussed was the Emergency Communication System. Vic reported that the workgroup on this project had agreed on the Alertus Mass Notification System ([link](#)) using the wall mounted Alert Beacon (see image). The workgroup is Karen Saldana, Bill Eastham, Vic Belinski, Chris Shroeder, and Dave Wilson. However, a risk assessment is legally required and has just begun. When completed, an implementation plan will be developed which will begin with a pilot of the Alert Beacon in a selected building.



6. James presented a template ([attached](#)) for a faculty hiring brochure. The purpose is to standardize the institutional requirement portion of the job announcement (in black), the hiring schedule set by HR (in red), and the specific duties, responsibilities, and preferred qualifications (in green) for which suggested language is provided for consideration by the screening committee who will finalize the language in these sections. **James will share the faculty hiring brochure template with hiring committees as an effective practice.**
7. Cabinet approved an Immediate Need Request ([attached](#)) to extend the shuttle service from Parking Lot M.
8. Cabinet approved an Immediate Need Request ([attached](#)) to implement software previously purchased to assist HR and Payroll in tracking family leave dates and times.
9. Bill reported on an invitation ([attached](#)) from the School of Education at Cal State Fullerton to suggest Mt. SAC folks who might be interested in participating in their LIFT program (Leadership Institute For Tomorrow—[brochure attached](#)). Scholarships are available. **Cabinet will circulate the information on the CSUF LIFT program.**
10. As stated in the [attached report](#), “Representatives Judy Chu (D-CA) and Ed Royce (R-CA) [and two senators] introduced the Minority-Serving Institution Fairness Act in the U.S. Senate and U.S. House of Representatives today, legislation that would make Minority-Serving Institutions (MSI) eligible to compete for, and receive, multiple federal grants for the purpose of serving a wider range of minority students.” The advantage for Mt. SAC would be eligibility for multiple MSI grants (there are seven types some of which are mutually exclusive under current law).
11. Bill reported on an offer from Diego Navarro of Cabrillo College to join with other colleges to compete for a Renewing Communities Initiative in California grant ([link](#)). The purpose of the project is to “fund innovative programs that increase college opportunities and successes for formerly and currently incarcerated Californians.” The consortium is spearheaded by The Opportunity Institute, the Stanford Criminal Justice Center, and the Vera Institute of Justice. See the [attached announcement](#) as well as the attached [request for proposals](#). Mt. SAC will join with the other partner colleges in signing a letter of commitment later this month.

12. Cabinet discussed the appropriate use of the Supervisor category of employment at Mt. SAC. The position was created a few years ago to enable these Supervisors to evaluate classified employees who either work at a location or during a shift when the immediate manager is not typically present. As this is the only management task permitted by Supervisors, they are not “exempt” under federal guidelines and thus are eligible to be paid overtime. As currently implemented, Supervisors are neither members of a CSEA unit nor of the Management unit. Following up on past discussions, the currently employed Supervisors ([list attached](#)) in some cases would better serve the college as Managers with full administrative authority and in other cases would better serve the college as lead or coordinators in the classified service. Cabinet discussed the appropriate use of the Supervisor category and the possible reclassification of those currently holding a Supervisor position, either to a Manager or a Lead/Coordinator position. **James will follow up with the vice president to assist in any reclassifications of Supervisors.**
13. James shared the latest update ([attached](#)) on active searches to fill vacant positions.
14. Bill shared an announcement ([attached](#)) of a state Workforce Investment Opportunity Act Roadshow to provide input on the WIOA State Plan. With short notice of the meeting this Friday in Costa Mesa, **Irene will try to find someone to attend The WIOA Roadshow and bring back relevant information.**
15. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 1/19)
 - b. Staffing Work Experience (Irene & Audrey, 1/19)
 - c. Text messaging (**Mike, Yen & Vic, 12/8**)
 - d. EV Charging Stations (Mike, 12/15)
 - e. Next Steps on the Foothill Transit Center (Mike, 12/15)
 - f. Follow Up on Ergonomic Accommodations (James, 1/19)
 - g. Review of Student Equity Budget (**Audrey, 12/8**)
 - h. Student Media Rights (Bill & Yen, 2/9)
 - i. Emergency Preparedness Response to Academic Senate (**All, 12/8**)
 - j. Shared Calendar for Student Services & Instruction (Irene & Audrey, 12/15)
16. Quarterly Reports to Cabinet
 - a. Emergency Response Plan Implementation (Karen Saldana, 1/12)
 - b. Classroom Utilization Project (Mike & Irene, 12/15)
 - c. Faculty Position Control Report (Irene, 2/15) **Corrected report needed from 11/17.**
 - d. Timely Employee Evaluations & Quarterly Cabinet Review (**All, 12/8**)
 - e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 3/8)
 - f. IT Projects Quarterly Report (Mike & Vic, 3/8)