



**President's Cabinet  
Action Notes**

**December 11, 2012**

Bill Scroggins, President/CEO  
Virginia Burley, VP of Instruction  
Audrey Yamagata-Noji, VP of Student Services  
Mike Gregoryk, VP of Administrative Services

1. Upon the recommendation of the Classified Professional Development Committee ([attached](#)), Cabinet approved Wednesday, February 20, as Classified Professional Development Day and that the Classified Opening Meeting will be at 10:00 am in the Clarke Theatre that day. **The President's Office will schedule and coordinate the Classified Opening Meeting.** The Classified Professional Development Committee is currently developing training opportunities for those who participate in the Professional Development Day.
2. [AP 3450, Accessibility of Audiovisual Media – Captioning](#) has now been passed by the Academic Senate and has been accepted by AMAC with no changes. **The final version of AP 3450 will now be sent to President's Advisory Council as an information item.**
3. Cabinet discussed [AP 5142, Students with Disabilities—Accessibility of Multimedia Instructional Material: Captioning](#) as recommended by the Academic Senate. After reviewing relevant laws ([34 CFR 104.44](#) and [36 CFR 1194.24](#)) and case law ([Wong v UC](#)), Cabinet concluded that having captions on when multimedia is used for instructional purposes is a legal requirement. Consequently, Cabinet recommended that the [SPAS version](#) of AP 5142 be accepted with two changes. First, the paragraph on student rights in the Complaint/Grievance Process would be better located in in AP 5530, Student Rights and Grievances. Second, the list of four directions to students about what to request from their instructor seemed moot points given the directives in the Cabinet version of AP 5142. [The revised Cabinet recommended version of AP 5142 is attached.](#) Recognizing that not accepting the recommendation of the Academic Senate on an academic and professional matter (standards or policies regarding student preparation and success, Title 5 §53200) requires a compelling reason, Cabinet will seek to verify our conclusion that visible captioning is a legal requirement. **Audrey will communicate Cabinet's recommendations on AP 5142 to the Academic Senate at the next AMAC meeting.**
4. Audrey discussed the meeting of Mt. SAC staff regarding the agreement with Foothill Transit to implement a pilot program for our students to receive transit passes ([TAP Cards](#)). [Notes from the meeting are attached.](#) Cabinet agreed with several points related to the negotiations of a MOU with Foothill Transit to implement the pilot. It would be more feasible for Foothill Transit to issue the TAP Cards to students on presentation of a student ASB photo id card. Foothill Transit does not intend to change or add routes during the pilot, but student use data may be helpful in guiding such changes in the future. Tracking of student use of TAP Cards should be done by Foothill Transit. We need to clarify whether or not noncredit students should be in the pilot. Noncredit students cannot be charged the potential mandatory transit fee to be voted on by students at the end of the pilot.)

5. Cabinet noted the good ideas in the Budget Committee's most recent draft of ["Considerations for Future Budget Reductions."](#) We remain cautiously optimistic that future budgets may reflect restructuring more than the need to do more reductions. Cabinet noted the importance of the review of the college mission going on through a task force formed by President's Advisory Council. We also recognized the importance of continued diligence regarding service levels and staffing levels being at an accurate and appropriate level for departments to carry out their essential functions.
6. Cabinet discussed the attached agreements with Community College Search Services to assist in the search for [VP of Human Resources](#) and [VP of Instruction](#). Jim Walker and Eva Conrad of CCSS joined Cabinet for a discussion of the search processes and of the services they would provide. The contracts for CCSS services will be presented to the Board in January. At its next meeting, Cabinet will review and update the [previous brochures for VP of Human Resources](#) and [VP of Instruction](#). Audrey will chair the screening committee for VPI and Mike will chair the screening committee for VPHR. Both will get going on selecting the members of the committees ([form attached](#)). The Academic Senate has already specified their members.
7. Mike reported on a recent meeting with Rod Carter of RBC Capital Markets, our bond financing advisors. Low interest rates and moderate gains in assessed value of property within the District are positive factors in considering the feasibility of issuing Measure RR facility bonds in summer 2013 or at least by summer 2014. We have an aggressive timeline to move forward on the next facility projects in the [draft 2012 Facilities Master Plan](#). Our first goal is to sell bonds in August 2013 and begin the Solar Project ([see cost](#)) this spring with borrowed funds that would be paid back by the bond later in the year. Waiting until August 2014 may be necessary if we cannot keep under the Board-directed limit of property taxes being less than \$25 per \$100 K of assessed valuation. This would escalate our construction costs—the longer we wait, the more inflation will raise our costs. In that case—to get started on facility projects in Spring 2013—we would borrow not only to begin the Solar Project but to start the Food Court project ([see cost](#)) and Student Services Building ([see cost](#)). Mike's notes ([attached](#)) give a bit more background on the options under consideration. Rod and his staff will have a complete analysis for us in January.
8. Cabinet was joined by Karen Saldana, Director of Safety, Health Benefits, and Risk Management, to discuss the Wellness Initiative. Karen reported on the good work of the Employee Wellness Program Task Force. They are currently meeting twice a month: 1<sup>st</sup> Wednesdays from 2:00 to 3:00 and 3<sup>rd</sup> Wednesdays from 2:30 to 3:30. She indicated that the membership ([attached](#)) could be bolstered by adding a representative from CSEA 651 and also someone who is also serving on the [Professional Development Council](#). The Task Force recently conducted [a Wellness Program Survey the results of which are attached](#). Response rate was good, about 20%. The four most desired activities are Exercise, Nutrition, Weight Loss, and Stress Reduction. The Task Force is looking at implementation options and has already arranged for the Wellness Center to be open to employees during Winter Intersession. The survey indicated that the times employees would like activities to be scheduled would be before or after work and at lunch time. Cabinet discussed with Karen several ideas for the Task Force to consider as it develops implementation recommendations. All Cabinet members were very supportive of this initiative.

9. Karen stayed with Cabinet to discuss our Emergency Response System and particularly the power outage that occurred at the college on the afternoon of October 30 this year. With this particular event, the problems with communication and decision making were evident. [Attached is a summary of the issues and recommended responses](#) coming from those most closely involved with the event. The major issues were:

- The emergency notification message was received one hour after the power outage commenced.
- Public safety staff were unable to access locked areas as they did not have a master key.
- Lack of response (phones not being answered) from public safety dispatch.
- Radio communication was down.

It was clear to Cabinet that a communication team is needed for emergencies. A clearly understood decision tree is also needed. Karen suggested that we identify and train individuals in the Emergency Operations Center Function Chart ([attached](#)) that is part of our Mt. SAC [Emergency Response and Evacuation Plan](#). Cabinet did not have time to complete this discussion, so the matter will be taken up again next month.

10. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):

- a. Implementation of Degree Works (Audrey, 3/19)
- b. Employee Wellness Program (Karen Saldana, 1/29)
- c. Creation of Job Titles and Descriptions of Student Worker Categories; Defining Duties Distinct from Classified Service (Mike, **1/15**)
- d. Transit Pass Project (Audrey, 1/29)
- e. Study Abroad Future Plans (Ginny, **1/15**)
- f. Chamber of Commerce Training Partnership (Ginny, **1/15**)
- g. Division/Program Orientation (Ginny, 3/26)
- h. Emergency Response Communication System (Mike, 1/29)