



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*



May 20, 2014

1. Cabinet was joined by Karen Saldana, Director of Safety of Health Benefits, and Risk Management, Mark DiMaggio, Director of Public Safety, and Jim Alcala, ASCIP Risk Management Specialist and consultant on the the Emergency Response Plan to provide an update on Emergency Preparedness Plan ([notes attached](#)).
 - It was agreed that assignments for positions in the Incident Command Structure ([attached](#)) would be made at the next Management Staff Meeting on June 5th.
 - Campus drills will become a regular part of emergency preparedness, typically the third or fourth week of each semester, day and evening, with advance notice to faculty well before the start of the semester.
 - These drills would be part of week long emergency preparedness programs with themes (earthquakes, floods, locusts—well, probably not that one), vendor shows, disaster exercises utilizing our Nursing and Paramedic students (volunteer bodies on the ground with fake injuries, etc.), and an earthquake shake house.
 - The group discussed college supported first aid training, noting that Continuing Ed provides such training.
 - The task force is reviewing vendors for an evacuation chair and will have a recommendation soon.
 - There is a need for a comprehensive plan for emergency lights and building generators.
2. Cabinet was joined by Karen Saldana, Director of Safety of Health Benefits, and Risk Management, and KC Kranz, Health/Fitness Supervisor, who brought a proposal for offerings through the Employee Wellness Program for Summer ([attached](#)) with the budget approved by an Immediate Needs Request ([also attached](#)). Going forward for 2014-15, a budget line item for the Employee Wellness Program will be established in the Kinesiology and Athletics Division budget. The group discussed future activities. In consideration is making available to employee participants some sort of interactive device such as FitBit coupled with an online wellness platform. It is anticipated that, for confidentiality reasons, we would need a third party administrator to integrate resulting health data with provider risk assessments. The committee will explore this option. Bill agreed that such a program would be well worth funding by the college.
3. Audrey provided a brief update on Mountie Academic Plan/DegreeWorks. Over 15,000 Education Plans have been produced. We now have functional definitions of Abbreviated Ed Plans and Comprehensive Ed Plans. The latest software update is fully installed and functioning, and training is ongoing.
4. Cabinet discussed the process for writing Student Support and Success Plan which is due this Fall. This task has been assigned to the [Matriculation & Assessment Committee](#). Audrey shared input on the SSSP Plan from Counseling ([attached](#)). Cabinet will discuss the writing plan at the next two Cabinet meetings.

5. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Emergency Response Plan Implementation (Karen Saldana, 8/26)
 - b. International Student Initiative (Audrey & Irene, 6/10)
 - c. Adult Ed Partnerships (**Irene & Donna, 5/27**)
 - d. Executive Information System (Vic, Daniel & Irene, 8/12)
 - e. New Reading Competency Assessment (**Audrey, 5/27**)
 - f. Improvements in Request to Fill Process and Form (James, 6/10)
 - g. Update on shift differential (James, 6/10)
 - h. Room utilization data (Mike, Irene, 6/10)
 - i. AP 4255, Dismissal and Readmission (**Audrey, 5/27**)
 - j. Implementing Student Feedback Report (**Irene, Audrey, 5/27**)
 - k. EEO Plan and Hiring Process Changes (**James, 5/27**)
 - l. Feedback on Joining the Education Advisory Board (Irene & Audrey, 6/3)
 - m. Budget Scenarios for June Tentative Budget (Mike & Rosa, 6/3)
 - n. Discuss SSSP Plan writing process (**All, 5/27** and 6/3)