



**President's Cabinet
Action Notes
February 19, 2013**

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

1. Cabinet welcomed K.C. Kranz, [Wellness Center](#) Health/Fitness Supervisor, and Karen Saldana, Director of Safety, Health Benefits, and Risk Management, to discuss the Employee Wellness Program. Two proposals were presented.

- [Access to the Wellness Center for Cardio/Circuit Training](#), free to all employees. This proposal has two components: a Baseline Fitness Assessment & Program Design which would take about 3 hours and two Group Exercise courses (Zumba and Cardio Dance) offered from 4:30 to 5:30 pm each once a week for 16 weeks. Details of these two programs (on the attachment) were discussed and found reasonable. Upon signing up, participants would be released from work to attend. Cabinet approved the estimated cost of \$3,272.
- [Top Loser Program](#). Partners: St. Jude Hospital and Blue Shield, free to permanent employees. This 12 week program (see attachment) would promote healthy weight loss. A \$10 fee to participants plus anticipated fund raising would provide incentive awards and prizes to top losers. Regular weigh-ins (at the Wellness Center) and learning sessions (during scheduled healthy lunches) would provide encouragement. Cabinet agreed to support the program and assist in fund raising/prize solicitation.

Karen and K.C. will proceed with establishing these two programs.

2. Karen stayed with Cabinet to discuss our needs for an improved emergency response system. The team working with Karen on this project consists of Mark DiMaggio, CB Brown, and Jill Dolan. The precipitating event was the power outage on 10/30/12. The team analysis of the event and their recommendations are [attached](#). The Cabinet discussion turned to actions needed to move forward with implementation of the [Emergency Response and Evacuation Plan](#).

- Assigning individuals to the positions in the Incident Command System is the first step. The [attached flow chart](#) shows the command system, and the [attached table](#) summarizes the duties of the positions that need to be filled.
- Training for those individuals is an essential next step. Building Marshalls have received training on their individual evacuation plans. (See, for example, the [Building 17 Evacuation Plan](#).) Such training is needed for the command team once those individuals are identified.
- A reliable Mass Notification System is critical for communication to flow smoothly and to allow the decision-making structure to function effectively. Cabinet was in agreement that authorization to send emergency messages should come from senior management and that those empowered to actually transmit the messages over the system should include managers in both Public Safety and Public Information.
- Scenario training is critical. We cannot be confident in the ability of the college to respond to a variety of emergencies without on-the-ground trials.

Mike Gregoryk will bring to Cabinet recommended members of the ICS team, a training plan, and options for implementing a comprehensive Mass Notification System.

3. Rosa Royce, Associate Vice President for Fiscal Services, joined Cabinet as a follow up to last week's discussion of the budget development process for Fiscal Year 2013-14. As reported last week, the existing process and forms will be utilized. [See the Budget Documents web page](#). Cabinet reviewed the flow chart and calendar for budget development (also on the documents web page) and saw no need to make adjustments. The timeline will be tight for Budget Committee work, but all thought the schedule to be manageable.
4. During the above discussion, it was pointed out that there is no District budget line item to pay for substitutes that are needed when employees are on extended absences such as family, administrative, or medical leaves. During the 2013-14 budget development process, funds for such a line item will be established. Mike will proceed with the budget adjustments and an Administrative Procedure to implement a process for accessing the funds.
5. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Implementation of Degree Works (Audrey, **2/26**)
 - b. Employee Wellness Program (Karen Saldana, 5/14)
 - c. Transit Pass Project (Audrey, **2/26**)
 - d. Study Abroad Future Plans (Ginny, 3/19)
 - e. Chamber of Commerce Training Partnership (Ginny, 3/12)
 - f. Division/Program Orientation (Ginny, 3/26)
 - g. Emergency Response Communication System (Mike & Karen Saldana, 5/14)
 - h. Administrative Procedure and budget to fund substitutes for those on approved extended absences (Mike, 5/14)