



President's Cabinet

Action Notes

November 13, 2012

Bill Scroggins, President/CEO

Virginia Burley, VP of Instruction

Audrey Yamagata-Noji, VP of Student Services

Mike Gregoryk, VP of Administrative Services

1. Cabinet was joined by Donna Burns, Dean of Continuing Education. Donna shared some thoughts on reaching out to Chambers of Commerce for a partnership to provide training to local businesses, both through contract education and credit class offerings. ([See attached.](#)) Dialog with local Chambers has just begun with conversations with the Pomona and Irwindale Chambers. Cabinet discussed several strategies for working with Chambers. One possibility is the Enterprise Facilitation model: business operators with a specific need would receive assistance from a fellow business professional with expertise in that area. Mt. SAC would work with Chambers to define areas of need, e.g., marketing, business planning, customer service, personnel management. We could assemble a “stable” of providers and make connections through Chamber memberships with Mt. SAC as “match maker.” San Gabriel Valley has lots of small businesses and startups who could benefit from such services. It might be best to form a collaborative of several Chambers since need in just one city is not likely to be sufficient to attract enough clients. One possible way to deal with individualized training might be to use an online services such as Ed2Go which other colleges have used to meet this need. Cabinet talked about having a training name/branding for the project, for example Mt. SAC Extended Education.
2. Ginny reported on discussions in Instruction Team meetings on increasing the use of orientation meetings or courses at the division or department level. More is in the works on this topic.
3. Cabinet discussed the upcoming presentation at the Town Hall Budget Meetings to be held today at 10 am and 2 pm. [A summary of the Town Hall is attached.](#)
4. Mike discussed with Bill plans to bring together those who have responsibility for campus communication during emergencies to debrief from last week’s power outage and seek improvements. Communication is a critical piece of our Disaster Preparedness Plan, and the deficiencies noted last week call for even more attention to the status of our emergency response readiness.
5. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Implementation of Degree Works (Audrey, 12/4)
 - b. Employee Wellness Program Ideas (Karen Saldana, 11/27)
 - c. Analysis of Usage of Student Workers (Mike, **11/20**)
 - d. Short-term, Seasonal, On-Call Workers and Professional Experts (Jim Ocampo, **11/20**)
Revision of AP 7236 and CSEA contract language based on the [8/31/11 legal opinion letter on employment practices](#): for use of Short-Term Workers meet the a) to g) requirements listed at the top of page 5 in the legal

opinion and for hiring Professional Experts put in place the 1) to 6) requirements listed on page 7 of the legal opinion under “Steps to Take When Hiring Professional Experts.”

- e. Transit Pass Project (Audrey, **11/20**)
- f. Study Abroad Future Plans (Ginny, **11/20**)
- g. Chamber of Commerce Training Partnership (Ginny, 1/15)
- h. Division/Program Orientation (Ginny, 3/26)
- i. Emergency Response Communication System (Mike, 12/11)

Members: Antelope Valley College, Barstow Community College, Citrus College, College of the Desert, Crafton Hills College, Miracosta College, Mt. San Antonio College, Mt. San Jacinto College, Palomar College, Rio Hondo College, San Bernardino Valley College, San Diego City College