**SCCCD CHANCELLOR’S CABINET NOTES (Excerpt)**

**District Office Conference Room**

 **Monday June 26, 2017, at 2:30 p.m.**

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| Paperless Evaluations – Moving Classified, Confidential and Management Evaluations to NeoGov | Juli Mosier explained Human Resources is wanting to move classified and confidential employees as well as classified management to paperless evaluations. She provided a demonstration of the NeoGov paperless evaluation software and discussed the advantages. She explained the steps of the evaluation process. She also explained the software has ability to allow managers to make journal entries throughout the year which can then be incorporated into the evaluation. She explained the software will require training of managers, and employees. It is her hope to do the training in September and October and then transition in November. She explained they plan to do multiple trainings at each location and will get dates to the managers. Juli will check to see if there is a way to “kick back” the evaluation if the employee does not list their goals on the evaluation form. She will look into automating the student evaluation process for the academic staff as well as look into the process for which hiring managers will be able to view in house candidates’ evaluation forms. She clarified that memos of concern and letters of reprimand will still be maintained in the presidents’ offices. Dr. Parnell asked cabinet to share concerns with Juli if necessary. |

**Next Meeting, Wednesday, July 5, 2017 at 4:00 p.m.**

**District Office Conference Room**