



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*



April 21, 2015

1. James shared a draft of a Board item to add an additional step to the management salary schedule. After review and revision, the final version is:

BACKGROUND

On August 13, 2014, the Board of Trustees approved the addition of a Step 6 to the salary schedule for management employees as a 2% increase from the current top step, Step 5, on the salary schedule. This item includes language that this change will be retroactive to July 1, 2014, if the Reclassification Study is completed before the end of fiscal year 2014-15. All proposed classification changes were brought to the Board for approval in its March 2015 meeting as either information items or action items. Although a portion of the final approval of the recommendations of the study are pending the final review of CSEA, Chapter 262; all management, supervisory, confidential and CSEA, Chapter 651 positions have been approved by the Board. All CSEA Chapter 262 employees who were formerly in temporary out of class assignments pending Board approval of the Reclassification Study have been placed on May Board as permanent reclassifications into the most recently Board approved classification and salary range. As such, the study has been completed and the District is in the final stages of implementing the results which will be effective retroactive to July 1, 2014 for all those receiving Board approval.

*Note: Consistent with District practices, Management Employees includes Executive management.

ANALYSIS AND FISCAL IMPACT

The cost of providing this agreement is \$117,047.00

2. Cabinet reviewed prioritized lists of New Resource Requests ([attached](#)) for Administrative Services, Instruction, Human Resources, and Student Services. Mike explained that \$3 million in one-time 2014-15 funding was available for distribution. Cabinet allocated those funds ([attached](#)), including those at the Institution level, based on the prioritized lists. As part of this process, Cabinet reviewed the documents addressing rationale of funding requests:
 - Additional Computer Replacement ([attached](#))
 - Preventive Maintenance of College Facilities ([attached](#))
 - Campus Clarity Training Utility ([attached](#))
 - Building Security and Safety ([attached](#))
3. The Academic Senate has approved ([attached](#)) the transition of the previous six Institutional Competencies to four Institutional Learning Outcomes (detailed descriptions [attached](#)):
 - Communication
 - Critical Thinking
 - Information and Technology Literacy
 - Personal, Social, Civic, and Environmental ResponsibilityThese ILOs need to be incorporated both in Strategic Planning and in Curriculum Review.
4. Academic Senate's Early Alert Task Force has produced a report with five recommendations ([attached](#)). It will be important for this work to be in collaboration with Student Preparation and Success and Counseling.

5. Academic Senate is considering action on instituting a Foreign Language Placement Test ([attached](#)). Consideration should be given to the considerable requirements of Title 5 Section 55522 on Assessment ([link](#)).
6. Mike presented the state worksheet on the Weighted Model for the Growth Formula for 2015-16 ([attached Excel file](#)). This model shows that Mt. SAC would have a Constrained Target Growth Rate of 2.45% for 2015-16. (The meaning of the various columns in the table is explained in the [attachment](#).)
7. Mike shared two options under consideration by the state for distribution of the Governor's proposed \$125 million in on-going operating funds ([attached](#)). The first distribution plan is a straight baseline distribution like COLA. The second doubles the Rural Add-On to give those colleges a bit of a bump. Unfortunately, the second scenario is more likely and drops the allocation to Mt. SAC somewhat. These two options are more thoroughly explained in this [attachment](#).
8. Mike shared an update on the Classroom Utilization Project. The first goal of this project is to generate accurate data on the number of student stations in each classroom and lab, to house that data in Banner, and to have both Instruction and IT use this data consistently. Ultimately, the project will pursue improving the seating and instructional media in classrooms and matching the number of student stations with Title 5 standards while maintaining an optimal learning environment. (Title 5 standards are 15 square feet per student station in lecture rooms and a variable number for lab stations by TOP code as shown in the [attachment](#). Working on the project are Irene and Joumana from Instruction, Gary Nellesen and Amy Jane Frater from Facilities, Bob Hughes from IT, and Grace Hanson from DSPS. The team developed a Room Report ([attached](#)) which was shared with the Instruction Team. Bill will meet with the Instruction Team to give the big picture and some implementation strategies for the project.
9. James shared the current list ([attached](#)) of classified staff in Temporary Out of Class Assignments. Such assignments are governed by Education Code Section 88010 ([link](#)). Whereas the stated intent of this Ed Code section is to have such out of class assignments be TEMPORARY, and whereas 16 of these 21 positions have exceeded reasonable definitions of that term, therefore those 16 positions will be recommended to the Board for permanent reclassification to the "temporary" positions they currently fill. (Note that these are pre-Koff job descriptions.) Four of the positions are truly temporary, and the remaining position needs more study.
10. James provided an update ([attached](#)) on the status of positions currently being recruited.
11. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Emergency Response Plan Implementation (Karen Saldana, Fall 2015)
 - b. International Student Initiative-Support and Services (Audrey, 5/12)
 - c. Classroom Utilization Project (Mike & Irene, 5/19)
 - d. Dual Enrollment Offerings at Local High Schools (**Irene & Audrey, Next Steps 4/28**)

- e. Pomona College Promise (**Bill, 4/28**)
- f. Cal Poly Partnership on Lanterman Property (Bill, 5/5)
- g. Faculty Position Control Report (Irene, 6/23)
- h. Administrative Processing of Employee Evaluation Documents (**Bill, 4/28**)