



**President's Cabinet
Action Notes
July 17, 2012**

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

1. Cabinet discussed the unsuccessful search for Vice President of Human Resources. Reopening the search does not seem a productive option at this time. The search will be postponed until Spring with the goal of having a new person by July 1, 2013. In the interim, Ginny will lead negotiations with the Faculty Association and Bill will lead negotiations with CSEA 262 and 651. Mike will provide administrative supervision of non-union related work in Human Resources. Cabinet will meet with the HR management staff to design a transition plan. We will investigate the availability of an experienced retired manager who could play a role in the interim.
2. Cabinet decided to eliminate the current Associate Dean of Counseling opening, due to budget necessity. Cabinet discussed alternatives to filling the Associate Dean of Counseling. Audrey presented a plan ([attached](#)) to restructure Counseling and High School Outreach without that position. The plan was approved.
3. Cabinet continued examining the [Vacancy List](#)—positions authorized to fill. In addition to those eliminated last week, these additional positions were dropped:

Vice President (Oct-June)	Human Resources	
Associate Dean	Counseling	**\$160,043
Assistant Director	Child Development Center	\$100,000
Clerical Specialist (47.5%)	Adult Ed-Basic Skills	\$26,182
Teaching Assistant (50.0%)	Learning Assistance	\$36,906
**Following above plan		Total Saved: \$323,131

4. Going forward after the remaining 27 or so positions are filled, it is the intention of Cabinet that no additional or replacement positions will be filled if supported by the General Fund. When a vacancy occurs, the program manager will be asked to analyze the impact and recommend one of the following courses of action.
 - Eliminate the position and reduce service levels.
 - Do an internal search with the expected outcome being elimination of the lower position.
 - Reorganize duties within the program, including reclassification if necessary and/or use of technology alternatives, to complete the work of the program with existing staff.
 - If full-time, replace the position with part-time permanent or temporary employees including utilization of seasonal, on-call, or substitute employees.
 - Transfer employees in the same class from other units better able to handle a reduction in staff.
5. Cabinet will review hiring practices to assure that the use of professional experts is minimized in anticipation of the above staffing reductions. Cabinet will review the employment of students with the same goal in mind, however, it is important to retain the

unique role of student workers in roles such as peer tutoring, peer counseling, and peer help desk service as well as the unique role of Federal Work Study.

6. Cabinet began the review of line items in the status quo budget. The review will be completed by each of the vice presidents meeting will Bill and Rosa Royce next week.
7. Cabinet discussed the status of the budget deficit for 2012-13.

Call on reserves after 7/10/12 changes:	\$5,792,817
Not filling 5 vacancies:	\$323,131
Status Quo Line Item Budget Review	est \$200,000
Net call on reserves (as of 7/17/12):	\$5,269,686
8. Mike affirmed that the settlement funds of \$5 M had been received from City of Industry and deposited to reserves. This will considerably soften the hit on reserves mentioned above.
9. Audrey presented a draft of the International Student Program Development Plan ([attached](#)). She is planning a PowerPoint version for the Board meeting next week. PAC discussed the proposed formation of an International Student Development Plan Task Force and is recommending that it be changed to an Advisory Committee. We also discussed potential questions that the Board may have as it discusses the item and gives direction to the college to proceed with this project.
10. Cabinet received the [list of paid memberships](#) for review and update for the Adopted Budget.
11. There will be no Cabinet next week due to vacation schedules.
12. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Centralized Printing and Copying (Mike, 8/21—with Dale Vickers)
 - b. Facilities Use (Mike, **7/31**—with Bill Eastham finalize [revised BP/AP 6700](#))
 - c. Implementation of Degree Works (Audrey, 8/21)
 - d. [AP 6610—Facility Project Prioritization](#) (Mike, 8/21—with Gary Nellesen)
 - e. Collaborative [Projects](#) with Cal Poly Pomona (All, **7/31**)
 - f. [AP 5075—Course Adds and Drops](#) revision of drop date (Audrey & George, 9/18)
 - g. Employee Wellness Program Ideas (Karen Saldana, 8/21)
 - h. Review of staffing practices including professional experts, student workers, and alternative employment strategies such as on-call pools and seasonal workers. (All, **7/31**)