



President's Cabinet

Action Notes

November 20, 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 discussed a request from students in the R-TV program to consolidate the program in one location. Courses are now offered in Buildings 1B/C, 6, and 13. Cabinet discussed the history of the late decision to move part of the R-TV program to Building 13 (Design Tech), a move that cannot be completed until next year. Dean Sue Long will meet with the students and see what can be done to address the issues they raised sooner rather than later.

With the decision last year not to fill the Director of CalWORKs-position, the growth of the program together with the need for coordination of the program with Los Angeles County Department of Social Services, with the state Chancellor's Office, and with other regional CalWORKs and GAIN programs, the need to provide additional support for the program continues to exist. After some debate, it was decided that this coordination and other associated tasks could be filled with classified staff. Audrey will explore the appropriate position to pursue and bring a recommendation back to Cabinet. Sufficient categorical funds exist to fund this position.

2. Mt. SAC has received a draft MOU from Foothill Transit regarding our Student Transit Pass Initiative. Several changes in language were suggested. Audrey will seek clarification and set up a meeting of our team with the folks at Foothill Transit to finalize the agreement. This will put in place a three semester pilot, Fall 13 through Fall 14 for which our credit students will receive bus passes funded by Foothill Transit—with lots of data collection to analyze usage and fiscal impact in anticipation of a student vote in Fall 14 on a mandatory transit fee.
3. Audrey presented a proposal to replace the Student Services Dean's Secretary with a Student Services Program Specialist ([attached](#)). The basic rationale is that the Specialist position includes duties and skills related to program activities. After some discussion, the change was approved.
4. Jim Ocampo, Director of Assessment and Matriculation, joined Cabinet to discuss AP 7236, Substitute, Short-Term, and Related Employees ([attached](#)). Cabinet made two minor changes. The management team will prepare a list of classified positions to propose to CSEA 262 and 651 for approval as Seasonal and On Call as we prepare for the next round of negotiations. The next task for Jim's group will be to work with Vic Collins and the HR staff on revision or creation of forms following the elements proposed in AP 7236. When this is accomplished, AP 7236 and the forms will be sent to President's Advisory Council for recommendations.
5. Ginny gave an update on Study Abroad and the work of coordinator Tamra Horton. The materials that Tamra is developing are productive in Ginny's estimation. Tamra is also pursuing grants to

enhance financial support of the program. Cabinet again discussed alternatives given the limited financial resources of the College.

6. Ginny and Audrey provided input to Mike on additional issues that arose during the power outage last month. It is clear that, in addition to an improved communication system, we need clearer lines of authority and decision making. All of this needs to be done in the larger context of our [Emergency Response and Evacuation Plan](#).

7. 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, 12/11)
 - c. Analysis of Usage of Student Workers (Mike, **11/27**)
 - d. Short-term, Seasonal, On-Call Workers and Professional Experts (Jim Ocampo, 12/18)
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, 12/11)
 - f. Study Abroad Future Plans (Ginny, 1/15)
 - 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