



**President's Cabinet
Action Notes
January 15, 2013**

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 the selection process for Vice President of Instruction and Vice President of Human Resources. Our consultants are on the job with Eva Conrad facilitating committee work and Jim Walker doing recruiting and background checks. Cabinet revised the job announcements for both VPI and VPHR and will be on the street soon. An online version will feature links to key information about the college that candidates will be encouraged to read. Deadline is March 21. Initial committee meetings will be held in early March. Committees will read applications from March 22 to April 3 and select candidates for interviews on April 5 (12-2 for VPHR and 2-4 for VPI). Interviews will be April 18 and 19 for VPHR and 25 and 26 for VPI. Final interviews will be the following week in each case with a recommendation to the Board at its May meeting. The VPHR will be asked to start as soon as possible, and the VPI starts July 1. Cabinet made the following appointments.

Group	VP Instruction	VP Human Resources
Chair	Audrey Yamagata-Noji	Mike Gregoryk
Management	Joumana McGowan	Audrey Yamagata-Noji
	Jim Jenkins	Meghan Chen
Academic Senate (2)	Eric Kaljumagi Dan Smith	TBA
CSEA 262 (1)	TBA	TBA
CSEA 651 (1)	TBA	TBA
Confidential	Linda Potter	Denise Lindholm
Other	Grace Hanson Art Nitta	Karen Saldana
EEO Rep	Kristina Allende	Lorraine Jones

Mike will contact the senate and classified unions to identify their appointments.

2. Audrey reported on progress in developing the MOU with Foothill Transit on the three semester pilot that will provide no cost transit passes to credit students beginning next fall. The only remaining issue is that Mt. SAC, rather than Foothill Transit, will be distributing the passes. Cabinet agreed that additional staffing will be needed. **Audrey will develop a staffing plan and budget request.**
3. Ginny reported on plans to work with local Chambers of Commerce to provide needed employee training on a contract basis. Donna Burns, Dean of Continuing Education, is working on the project. Donna is in the process of setting up meetings with several Chamber Directors with the help of Jill Dolan, Director of Public Affairs. Jill is setting up a Chamber “mixer” that we would host here on campus. Donna is also working with CB Brown, Director of Marketing and Public Affairs, to “package” relevant existing class offerings that would potentially meet employer needs that the Chambers would identify.

Donna and her staff continue to reach out to other colleges to get new ideas for working with Chambers and local businesses.

4. Cabinet discussed the reopeners with CSEA 651. In addition to Salaries and Health and Welfare Benefits, the issues for the next round of negotiations are:

District	CSEA 651
Seasonal and On-Call Employees (IX – new section; XVI – B.5.; XX – new section)	Rights of the Association (V – S.)
Clarifications and Definitions (IX – B., F.2.; X – G., I.1.g.; XII – B.; XVI – D.2., D.4.)	Personal/Professional Growth (XIV – A., C.)
Reclassification (XV)	

5. Cabinet discussed the reopeners with CSEA 262. In addition to Salaries and Health and Welfare Benefits, the Articles open for the next round of negotiations are:

District	CSEA 262
Article 4: Organizational Rights	Article 12: Vacations
Article 10: Hours of Work & Related Matters	Article 10: Hours of Work & Related Matters
Article 13: Leaves of Absence & Related Matters	Article 13: Leaves of Absence & Related Matters
Article 16: Evaluations	Article 16: Evaluations
Article 19: Layoffs	Article 11: Holidays
Article 20: Personal/Professional Growth	

6. Cabinet discussed the implementation of [AP 3565, Smoking on Campus](#). A marketing campaign is underway ([attached](#)) to get the word out to everyone. The campus map has been revised to identify the areas in which smoking is allowed ([attached](#)). Enforcement will begin the third week of the Spring Semester—Monday, March 11th.
7. Cabinet discussed a proposal by LA County to impose a parcel tax to pay for storm water cleanup. The tax would be a considerable financial burden on Mt. SAC. Given that the LA County Supervisors were to discuss the matter later today, we agreed to communicate our opposition in writing. Mike arranged for a letter to be hand delivered in the afternoon. A Resolution to that effect ([attached](#)) will be presented to the Board of Trustees next week. [According to an LA Times story the next day ([attached](#)), the Supervisors postponed any action.]
8. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
- Implementation of Degree Works (Audrey, 3/19)
 - Employee Wellness Program (Karen Saldana, 2/19)
 - Transit Pass Project (Audrey, 2/26)
 - Study Abroad Future Plans (Ginny, 3/19)
 - Chamber of Commerce Training Partnership (Ginny, 3/12)
 - Division/Program Orientation (Ginny, 3/26)
 - Emergency Response Communication System (Mike & Karen Saldana, 2/19)