



**President's Cabinet
Action Notes
March 5, 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 *First Monday* newsletter from state Chancellor Brice Harris dated 3/4/13 ([attached](#)). Cabinet reactions included the following:
 - On accreditation, Cabinet was very concerned with the threat of a separate federal bureaucratic process that would accredit colleges to be eligible for federal funds such as grants and student financial aid. Apparently, the suggestion for such a process by President Obama ([see attached](#)) is being taken seriously by the federal Department of Education.
 - A work group of our California community college peers has produced recommendations on Professional Development ([attached](#)), an initiative that is part of our system's Student Success Plan. The recommendations of this group are rather tepid with two exceptions.
 - #3 would require all colleges to have a minimum of 5 flex days. Mt. SAC currently has 2.
 - #5 would (re)establish a system-wide Professional Development Fund. The proposed fund would be 0.5% of the system budget, about \$25 million. [Such a fund was established by AB 1725 in 1989 and \$5 million was appropriated. This funding was removed in 2002-03.]
 - Cabinet was impressed with the Chancellor's report that 2,189 bills had been submitted in this session of the California Legislature and that over 200 of these impacted community colleges. This said, the Chancellor's priority is clear: "Our main focus, however, will remain on the budget, and our priorities of restoring access, enhancing student success, and providing support for your operating budgets through COLA or something similar."
2. Cabinet discussed the Governor's proposal to move all Adult Ed from K-12 to community colleges and provide \$300 million in funding. Of concern is a statement in the [McCallum Report](#) that "The issue is definitely one that the Governor is pushing and with many of the faculty unions willing to entertain the idea, we believe this is a proposal that could move." The Governor's proposal to amend Education Code ([attached](#)) would also reduce the funded areas from 9 to 5, eliminating 1) Parenting, 2) Older Adults, 3) Home Economics, and 4) Health and Safety. Here's my take on the proposal:
 - The elimination of fundable program areas would not be a big blow except for Older Adults.
 - Funding is an issue. The Block Grant process could be effective but the lack of a specific dollar amount per FTES is a deal breaker. Mt. SAC could not build a budget for Adult Ed programs without knowing the per student dollars. And \$300 M is not nearly enough to meet the need.
 - The ability to contract with K-12 Districts is a definite plus. Effectively, we would be fiscal agents passing money through to K-12 Adult Ed programs—at least at the beginning.
 - The transition would be a challenge logistically. A phase in period of 3 to 5 years is needed.
 - The bill is silent on teacher qualifications. We should be able to utilize current K-12 teacher qualifications as well as current community college qualifications for Adult Ed/Noncredit.To read about how this proposal is causing havoc in K-12 districts, [read the attached EdSource article](#).
3. Cabinet discussed the progress of negotiations with CSEA 262 and with the Faculty Association.

4. Cabinet discussed a draft Procedure for Temporary Special Projects Administrators ([attached](#)). We agreed to move forward in refining this draft. It was felt that the titles for the three levels should be Manager, Assistant Director, and Director. It was noted that the Affordable Care Act will require such positions to have paid health benefits. **Ginny will bring back a revised draft.**
5. Cabinet was joined by Mark DiMaggio, Director of Public Safety. An active shooter* exercise is planned here at Mt. SAC for Friday, March 29th, which will involve public safety agencies from around L.A. county. Note that this is a Mt. SAC holiday. This will be followed by a symposium at Mt. SAC on Wednesday, May 1st, from 8:00 am until noon in the Design Technology Assembly Hall. Training will emphasize Observe & Report protocols and will be open to key Mt. SAC personnel as well as county public safety officers. **Mark will bring a proposal to Cabinet for a safety and security audit of our campus after completion of this work on the active shooter protocols.**
6. Cabinet discussed the results of the Koff & Associates work on revising job descriptions, particularly the suggested titles. Three issues emerged as needing changes in these titles and, in some cases, the underlying job descriptions.
 - Some titles lost important connotative meaning of the position. For example, Koff suggested “Senior” instead of “Lead” on all such positions. Cabinet agree that “Lead” captured the purpose and function of these positions and would be retained. Several other such changes were made.
 - Koff created a new system for categorizing and naming staff support positions for Directors, Deans, and Vice Presidents. Cabinet agreed that the suggested names were confusing, that the differentiation of duties did not match our understanding of the positions, and that such position titles should match the level of administrator to which they reported. Cabinet agreed to ask Koff to redo this system and the accompanying job descriptions.
 - Koff took several existing job descriptions and differentiated them into two, three, or even four separate positions. Cabinet agreed that fewer, broader job descriptions better suited our needs. Such a broader approach enables more flexible assignments, easier shifting of personnel between units, and more protection of employees when positions are eliminated or restructured. The VPs will examine each of the Koff suggestions of this type and make changes as appropriate.
 - These issues, combined with the recognition that Koff & Associates had not yet incorporated line manager changes to job descriptions provided two months ago, made it clear that we are still as much as two months from releasing these job descriptions for general comment and review.
7. Cabinet reviewed the status of 36 open positions for which the college is actively recruiting or which have been approved but are on hold. ([See the attached list of positions being recruited.](#))

*An active shooter is defined as an individual who is actively engaged in killing or attempting to kill people on the college campus. In most cases active shooters use a firearm(s) and display no pattern or method for selection of their victims. In some cases active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders.

8. Cabinet reviewed the current list of 46 probationary full-time faculty. All required evaluations have been performed and all required documents are on file in Human Resources.

9. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Implementation of Degree Works (Audrey, 3/26)
 - b. Employee Wellness Program (Karen Saldana, 5/14)
 - c. Transit Pass Project (Audrey, 3/26)
 - d. Study Abroad Future Plans (Ginny, 3/19)
 - e. Chamber of Commerce Training Partnership (Ginny, **3/12**)
 - f. Division/Program Orientation (Ginny, 3/26)
 - g. Emergency Response Communication System (Mike & Karen Saldana, 5/14)
 - h. AP and budget for substitutes for those on approved extended absences (Mike, 5/7)
 - i. Possible Safety and Security Audit (Mike, 5/14)
 - j. Employee Survey (Ginny, 4/23)
 - k. Procedure for Temporary Special Projects Administrators (Ginny, 4/16)