



**President's Cabinet
Action Notes
July 31, 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

Dean Carolyn Keyes attended for Vice President Audrey Yamagata-Noji.

1. Cabinet was joined by Bill Eastham, Director of Technical Services. The group reviewed the [new Administrative Procedure 6700 – Campus Events and Use of Campus Facilities](#). It was agreed that a reference listing the [baseline Performing Arts Center District Events](#) (items 3 and 4 in the AP) would be useful. **Cabinet recommends this AP to the President's Advisory Council for consideration at its August 6th meeting.**

2. Mike gave a progress report on the second round review of status quo line item budgets ([attached](#)). The process will be completed with the review of Instruction budgets on Wednesday afternoon. The following adjustments have been recommended so far:

Human Resources:	\$7,750
Student Services:	\$5,500
Administrative Services:	\$144,210
Total for 2 nd round:	\$157,460

Mike will submit the entire status quo line item budget to Budget Committee for review and comment.

3. Mike gave an update on estimated savings for salary and benefits looking toward building the 2012-13 adopted budget to go to the Board in September. As of today, 7/31, savings for the unrestricted general fund, compared to the 2012-13 Tentative Budget, are summarized below. Detail on each item can be viewed by following the hot link for that item.

	On-Going	One-Time	Total
Eliminated Vacant Positions	(1,525,100)		(1,525,100)
Backfill-Eliminated Positions	336,968		336,968
Vacant Positions-Delayed Filling		(928,719)	(928,719)
Backfill-Vacant Positions		462,441	
TOTAL	(1,188,141)	(466,278)	(1,654,419)

4. Cabinet reviewed the [Vacancy List as of 7/23/12](#). This list does not yet reflect positions authorized for filling at our previous Cabinet meeting, some of which do not yet have Request to Fill paperwork. The attached Vacancy List should reflect Cabinet approval to fill the Skilled Trade Crafts Worker at 47.5%. Additionally, the Astronomy Technician position partially endowed by the Randall Foundation will be moving forward to be filled.
5. Cabinet discussed follow up on full-time classified employed as adjunct faculty. Now that the Board has approved the Faculty Association agreement eliminating reemployment rights for this group, the District can move ahead with implementing the three scenarios

discussed in November when consulting with legal counsel Peter Brown. ([The three scenarios for classified employment as adjunct faculty are attached.](#)) A workgroup was established to develop proposed contract language and process: Terri Long (convener), Tom Mauch, Vic Belinski, and Terri Hampton. **The group will have a work product in time for the October reopener deadline.**

6. Cabinet took another look at the [8/31/11 legal opinion letter on employment practices](#). Three issues were discussed.
 - a. Use of Short-Term Workers (Item C in the legal opinion). Cabinet agreed that an approval process and form are needed to put in place the a) to g) requirements listed at the top of page 5 in the legal opinion.
 - b. Hiring Professional Experts (Item D in the legal opinion). Cabinet agreed that an approval process and form are needed to put in place the 1) to 6) requirements listed on page 7 of the legal opinion under “Steps to Take When Hiring Professional Experts.”
 - c. Use of Seasonal and On Call Workers. Cabinet agreed that all parties would benefit from language in the CSEA 262 agreement that allowed for use of seasonal and on-call workers under specific conditions. Such language would greatly minimize the use of temporary workers and professional experts for positions such as professional interpreters, tutors, and fire academy speakers.

Cabinet formed a work group to develop these processes and contract language with the goal of reaching agreement with CSEA: Jim Ocampo (convener), Bill Eastham, Sarah Daum, Baily Smith, and Terri Hampton. **The group will have a work product in time for the October reopener deadline.**

7. Cabinet discussed options for management of Human Resources given that the Vice President search was unsuccessful and it is unlikely that the position will be filled until next year. A CalPERS retiree is available who is an experienced HR manager and could serve two or three days each week. Mike, Bill, and Annette will meet with this person and determine the best course of action.
8. 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. Implementation of Degree Works (Audrey, 8/21)
 - c. [AP 6610—Facility Project Prioritization](#) (Mike, 8/21—with Gary Nellesen)
 - d. [AP 5075—Course Adds and Drops](#) revision of drop date (Audrey & George, 9/18)
 - e. Employee Wellness Program Ideas (Karen Saldana, 8/21)
 - f. Analysis of Usage of Student Workers (Mike, 8/28)
 - g. Classified Staff as Adjunct Faculty (Terri Long, 9/4)
 - h. Short-term, Seasonal, On-Call Workers and Professional Experts (Jim Ocampo, 9/4)