



President's Cabinet

Action Notes

October 9, 2012

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

Cabinet was an abbreviated 90 minute session due to an early morning commitment of mine as a member of the San Gabriel Valley Economic Partnership Board.

1. Cabinet was joined by Terri Long, Dean of Instructional Services, who reported on the work of the management task force on classified staff assigned as adjunct faculty. Other members of the team are Rich Lee, Matt Judd, Tom Mauch, Vic Belinski, and Robert Hughes. The task force presented potential CSEA contract language to implement three scenarios that would be in compliance with the Fair Labor Standards Act. Cabinet made some minor changes and will be proposing this language in the next round of negotiations. The task force also recommended the inclusion of a specific example of the blended rate calculation. Cabinet suggested a few changes to the example presented and will propose that such an example be included in the CSEA contracts.
2. Cabinet was joined by Gary Nellesen, Director of Facilities Planning & Management, and by Dayne Brassard, Executive Vice President at [Tilden-Coil Constructors, Inc.](#) Tilden-Coil is being recommended as the first contractor to handle a construction project under the lease-leaseback system. Gary and Dayne will make a presentation to the Board of Trustees ([draft attached](#)) explaining the lease/leaseback construction delivery method, describing the process that yielded Tilden-Coil as the contractor, and delineating next steps as the college moves forward with three projects over the next year: the Emergency Operations Center, the Food Services Building, and the Student Support Services Building. Cabinet made some suggestions for improvement in the Board presentation.
3. Ginny reported that the Academic Integrity Task Force recommendations were accepted in AMAC on Monday. In particular, Recommendation B will be implemented by inserting a policy statement in the Mt. SAC Catalog as stated, "Instructors may not fail a student for an act of cheating or plagiarism if the student can meet, or has already successfully met, the preponderant balance of course objectives as specified in the Course Outline of Record." [The full task force recommendations are attached.](#)
4. The next meeting of Cabinet will be on Wednesday, 10/17, from 1:00 to 3:00 pm.
5. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Implementation of Degree Works (Audrey, 10/23)
 - b. Employee Wellness Program Ideas (Karen Saldana, 11/27)
 - c. Analysis of Usage of Student Workers (Mike, 10/30)
 - d. Short-term, Seasonal, On-Call Workers and Professional Experts (Jim Ocampo, 10/23)

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, **10/17**)
- f. Study Abroad Future Plans (Jim Jenkins, 10/30)
- g. Employee Data Loading into Banner (Mike, 10/30)
- h. Implementation of the [Student Success Plan](#) (10/23)
- i. Chamber of Commerce Training Partnership (Ginny, 11/6)