



**President's Cabinet
Action Notes
May 21, 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 welcomed Karen Saldana, Director of Safety, Health Benefits, and Risk Management; Jill Dolan, Director of Public Affairs; and Bill Rawlings, Computer Facilities Coordinator and Past President of CSEA 262. The college is exploring the possibility of CalPERS giving health premium credit for wellness activities (under consideration by Mt. SAC) to improve the health of employees and potentially reduce needed medical care for preventable conditions. Our Employee Wellness Task Force has started fitness and weight loss programs and is working on other such initiatives that may have a positive impact on health care costs for our employees. Bill Rawlings shared his conversations with members of the CalPERS Board and is working on an opportunity for Mt. SAC representatives to meet and explore options with these folks. Jill Dolan is following up with Senator Ed Hernandez, chair of the Senate Health Committee, and his staff.
2. Karen was joined by K.C. Kranz, Health/Fitness Supervisor, to update Cabinet and to discuss the summer activities for the Employee Wellness Program. The Top Loser weight loss program had 109 participants. Blue Shield will continue their sponsorship of this program next year. [A summary of participation in the Zumba, Cardio Dance, and Circuit Training activities is attached.](#) The task force is exploring the Kaiser Walking Program as a future activity. The task force is recommending that Cardio and Circuit Training continue for the summer, June 17 to August 5, Monday through Thursday ([details attached](#)). The cost of \$5089 was approved to be expended from the President's Discretionary Budget. The task force continues to discuss ways in which the Student Health Center can be more involved with employee wellness. It was pointed out that adjunct faculty currently have such an arrangement through Article 8 of the Faculty Association Contract.

8.F.10. Health Services Access for Adjunct Faculty: Adjunct faculty will have access to Student Health Services. The Adjunct Faculty Health and Welfare pool will pay for the services prior to redistribution to enrollees, in an annual amount not to exceed \$25,000 as long as the total amount allocated does not exceed \$250,000 as outlined in Article F.1.

The Employee Wellness Task Force recommended that they become a permanent committee reporting to the Professional Development Committee and co-chaired by Karen and Lorraine. Cabinet was supportive of this change and recommended that the group seek permanent funding through the college Budget Review and Development Process.
3. Cabinet was joined by Donna Burns, Dean of Continuing Education, who provided an update on the Chamber of Commerce Training Partnership. Chamber Execs will assist with a needs survey of local businesses. Based on the results, new or expanded contract training will be offered. A new Contract Training Manger will be hired with the anticipation that contract fees will cover the cost within three years. The [attached plan](#) lays out the next steps and timeline to proceed on this initiative.

4. Cabinet discussed the costs of increasing compensation to employees based on three scenarios: 1.00%, 1.57%, and 3.57% increases ([attached](#)).
5. Cabinet was joined by Linda Baldwin, Emeritus Associate Vice President of Fiscal Services, to discuss the classification portion of the Koff & Associates study. Cabinet made changes on six manager titles. After considerable discussion, Cabinet concurred with the job titles and overall classification scheme as currently structured. Seven job descriptions have not yet been provided by Koff & Associates. Linda will see that these are completed with alacrity. Also provided for review was a spreadsheet showing the Koff recommendations for changes in classifications of existing employees. Cabinet recognized that these changes need to be matched with existing salary ranges to ascertain the fiscal impact of these changes in classification. [This will be important information to have available for the reclassification process as specified in the CSEA 262 and 651 contracts.] Several specific examples were analyzed to be clear how this would be done. Linda agreed to bring Cabinet an analysis of range changes and the accompanying fiscal impact. This work would be done by assuming that the compensation for each range would not change. This work signals the approaching completion of the first phase of the project—the revision of the job descriptions. These will then be shared with the leadership of CSEA 262 and 651 and with individual employees for their input. Of course, the next phase of the work—Koff’s compensation study—would address the compensation levels for the range associate with each classification.
6. Cabinet considered the following Immediate Needs Requests.
 - A joint request ([attached](#)) from Research and IT asked for \$5,376 for assistance in reports required for accreditation. This request was approved. A request for funding this work into 2013-14 ([attached](#)) was not approved as Immediate Needs Requests are considered for projects only in the current fiscal year and that New Resource Requests are the appropriate mechanism for funding in the next fiscal year.
 - Research and IT also requested \$891.00 for reclassifying an Educational Research Assessment Analyst to a Senior Systems Analyst/Programmer to produce a Decision Support System ([attached](#)). The request was approved. A request for funding this work into 2013-14 ([attached](#)) was not approved as Immediate Needs Requests are considered for projects only in the current fiscal year and that New Resource Requests are the appropriate mechanism for funding in the next fiscal year.
7. In the afternoon the Campus Master Plan Coordinating Team (CMPCT) reviewed a Measure RR Construction Progress Report ([attached](#)) and approved \$230 K in facility remodel project requests ([attached](#)). These requests originated in the PIE process and were prioritized through the Budget Development Process and reviewed by Facilities Advisory Committee.
8. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 6/11)
 - b. Employee Wellness Program (Karen Saldana, 9/17)
 - c. Employee Wellness Program State Advocacy (Karen Saldana, Jill Dolan, Bill Rawlings, 9/17)
 - d. Chamber of Commerce Training Partnership (Ginny & Donna, 9/24)
 - e. Emergency Response Communication System (Mike & Karen Saldana, 6/11)
 - f. AP and budget for substitutes for those on approved extended absences (Mike, 6/4)

- g. Options to Provide Test Make-Up Services (Ginny, 6/11)
- h. Options to Provide Dedicated DSPS Testing Location (Audrey, 6/11)
- i. Update on International Student Initiative (Audrey & Ginny, 6/18)
- j. Update on Efficiencies in Print/Copy/Fax Services (Mike, 6/11)
- k. AP 6530—College Vehicles/Transportation re Age 21 for Drivers (Mike, 6/11)
- l. Class and Range Changes from Classification Study (Mike & Linda Baldwin, 6/4)