



**President's Cabinet
Action Notes
June 25, 2013**

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

1. James discussed the resolution of several issues in Human Resources. Initial drafts of position descriptions for Director of Human Resources Operations and Employee Services and Manager of Professional Development and Employee Engagement were discussed and input provided.
2. Cabinet was joined by Lorraine Jones, Director of Equal Employment Opportunity Programs. With Lorraine's assistance, Cabinet analyzed, on a line-by-line basis, the report from Koff & Associates containing their recommendations for job classifications and range placements for managers, classified staff, and confidential employees. Several errors were corrected, consistency of job titles and ranges was established, those in need of action to reclassify were identified, and the fiscal impact of range and step changes was assessed. Only minor issues remained which Lorraine will handle in the next few days. A revised spreadsheet will be circulated when this is completed. At that point, the information will be released to managers for input to be handled by James and to CSEA 262 and 651 leadership who will handle input from their unit members. The intent is to initiate (this summer) the contractual process of reclassifying those employees identified as having proposed range and step changes. The intent is to complete that process so that those changes would become effective in the subsequent fiscal year. [Attached is the updated project schedule provided by Koff & Associates.](#) Lorraine will complete changes to the job classifications, ranges and steps as directed by Cabinet. James will facilitate the review by managers and the transmittal of information to employees and union representatives.
3. Cabinet was joined by Mark DiMaggio, Director of Public Safety, and Karen Saldana, Director of Safety, Health Benefits, and Risk Management, for an update on the Emergency Response System. The [Incident Command Structure](#) (ICS) has been modified to include Disability Services and Student Health Services. The [ICS Positions & Functions Chart](#) has been modified to include the additional positions, and an initial list of names for assignments has been included. A Request for Proposals is being drafted ([attached](#)) for an emergency communication system having two components: an external public address system and a room-located sound/light/text system.
4. Cabinet discussed a letter ([attached](#)) sent by Professor Eric Kaljumagi, Academic Senate President, to key state officials expressing concern about implementation of the C-ID system ([Course Identification Number System](#)).
5. Cabinet discussed a [request by Brandman University](#) to offer classes on the Mt. SAC campus on the weekends as part of their Baccalaureate and Masters programs. Cabinet thought

that Building 40 would be an appropriate location, and concerns were expressed that any MOU with Brandman should carefully address expectations of campus support such as access to the library.

6. Audrey provided an update on the International Student Initiative ([attached](#)). Cabinet discussed the Fee-Based English Language Institute component. With the ongoing budget at \$340,000 for the Initiative, Cabinet felt it wise to bring on the Coordinator as soon as this Fall. Audrey will prepare a job description of the Language Institute Coordinator for review by Cabinet at the next meeting.

7. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 9/17)
 - b. Employee Wellness Program (Karen Saldana, 9/17)
 - c. Employee Wellness Program State Advocacy (**Karen Saldana, Jill Dolan, Bill Rawlings, 7/23**)
 - d. Chamber of Commerce Training Partnership (Irene & Donna, 9/24)
 - e. Emergency Response System (Mike, Mark & Karen, 8/27)
 - f. Process and Forms for Substitutes for Those on Extended Leaves (**Mike & Rosa, 7/23**)
 - g. Options to Provide DSPS Accommodation Testing (**Audrey, 7/23**)
 - h. Update on International Student Initiative (**Hiring Coordinator: Audrey, 7/23**)
 - i. AP 6530/4350/7400—College Vehicles/Transportation (**Mike, 7/23**)