



## President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Irene Malmgren, *VP of Instruction* • Audrey Yamagata-Noji, *VP of Student Services*  
Mike Gregoryk, *VP of Administrative Services* • James Czaja, *VP of Human Resources*



**February 18, 2014**

1. Cabinet was joined by Karen Saldana, Director of Safety, Health Benefits, and Risk Management, and by Rich Lee, Payroll Manager, to discuss implementation of the Affordable Care Act (ACA). The task force working on this project includes Lorraine Jones, Director of Equal Employment Opportunity Programs, Marissa Marquez from Auxiliary Services, plus Karen Pilling and Hawk Yao from Benefits. Karen explained the process planned for automatic enrollment of employees for benefits under ACA. ([See the attached handout.](#)) Progress is steady as we look to meet the January 1, 2015 deadline. We have met previous deadlines—see the back of the attached handout—unlike some other community colleges. Cabinet reviewed a report on employees who averaged at least 130 hours monthly during the Fall 2013 Semester ([attached report](#)). Of the 1,013 ACA benefit-eligible employees on the list, all but 39 are benefit-eligible under current Mt. SAC standards. So 96% of ACA benefit-eligible employees are also benefit-eligible under Mt. SAC standards; this meets the federal requirement of at least 95%. Of these 39, adjunct faculty comprise 34 and professional experts the remaining 5. Note that recent federal rulings specify that eligible ACA hours for adjunct faculty are computed by multiplying actual (time card) contact hours by a factor of 2.25. Currently, Mt. SAC adjunct faculty are eligible for benefits if they have served four consecutive semesters with at least 3 Lecture Equivalent Hours (LHE, for credit assignments) or 6 hours per week (for noncredit assignments). It will be our direction to offer benefits to all employees who are ACA benefit-eligible. For more on adjunct faculty eligibility for benefits under the Affordable Care Act, see the [attached Alert](#).
2. Karen updated Cabinet on continuing work in implementing the Emergency Response Plan. Details of the drill on March 18<sup>th</sup> were discussed. The schedule that day will include Evacuation Drills in selected buildings and Shelter-in-Place drills in selected buildings. The team is working on an assessment of supplies needed for the plan with the goal to complete this study by the end of the fiscal year. The college continues to pursue a standalone system to notify those on campus of an emergency. Part of that effort involves a risk assessment for such a “mass notification system.” ([See the attached draft of a Request for Information.](#))
3. Cabinet was joined by Daniel Lamoree of IT who is working on the Executive Information System. Cabinet reviewed and gave feedback on several reports. Mt. SAC has been asked to make a presentation on the new system at the [RP Group Conference](#) on Thursday, April 10<sup>th</sup> at 2:50 pm at Kellogg West Conference Center on the Cal Poly Pomona campus.
4. Cabinet was joined by Gary Nellesen, Director of Facilities Planning and Management, to discuss the Solar presentation and the Parking presentation at the Board Study Session. Gary presented data on how construction will affect available parking spots under three scenarios: low growth, moderate growth, and high growth. The data show that, while there

will be a year or two when parking is tight, overall we will stay ahead of parking demand. Attached are 1) the [detailed numbers of forecasted need and of available parking spots](#) out to 2025 and 2) a [graph of that data](#). Gary also presented drawings of the placement of the solar power field on the southwest parcel. Cabinet made some suggestions which are reflected in the [attached drawings of the solar field](#).

5. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 3/18)
  - b. Emergency Response System (Mark DiMaggio & Karen Saldana, 3/25)
  - c. International Student Initiative (Audrey & Irene, 3/25)
  - d. Adult Ed Partnerships (Irene & Donna, 3/18)
  - e. Executive Information System (Vic, Daniel & Irene, 4/8)
  - f. New Reading Competency Assessment (Audrey, 3/25)
  - g. Student Payment Plan Options (Mike, Rosa, Vic, Chau, 3/18)
  - h. Shift Differential Process (James & Mike, 3/18)
  - i. Changes in BP 5010-Admissions and AP 6340-Bids and Contracts (Audrey & Mike, 3/18)
  - j. New BP and AP on Social Media (CB Brown, 3/25)