



## 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 25, 2014**

Note: Cabinet will not be held on March 11<sup>th</sup> when Dr. Scroggins will be leading an accreditation visiting team to Mendocino College.

1. Cabinet discussed enrollment for Spring Semester. The numbers are looking good, up 2.2% in FTES ([report attached](#)). Audrey reported that lines on Monday morning were reflective of the higher student demand but had settled down by afternoon ([see attached report](#)). As of the Saturday before the start of school, there were still 224 open class sections reflecting 1955 available seats ([see attached report](#)). Of these, 164 sections do not have a math or English prerequisites accounting for 1333 available seats.
2. Mike reported that his staff is reviewing proposed changes in AP 6340-Bids and Contracts. ([See changes proposed by CCLC](#) and [comments from Teresa Patterson](#), Interim Purchasing Manager.) Cabinet will review the issues raised and discuss the matter again on March 18<sup>th</sup>.
3. Cabinet discussed principles for the 2015-16 Academic Calendar. Highest priorities are 1) starting the Fall Semester at the end of August to gain an advantage in attracting enrollment and 2) having Summer Session start early enough in June to allow FTES to be counted in either the previous or subsequent fiscal year. It is also a priority to have at least one work day in January 2016 before Winter Intersession begins although there would be alternatives if this priority was not met. **Irene and James will work with the Faculty Association and CSEA 262 to meet these priorities for the 2015-16 Academic Calendar.** A sample calendar to serve as a starting point is [attached](#).
4. James discussed negotiations with CSEA 262 on holidays, and Cabinet provided direction.
5. James discussed negotiations with CSEA 262 and 651 on the 2014 summer work schedule, specifically modifications to the MOU on Summer 2013 Work Schedule and the subsequent clarification memo. Cabinet provided direction.
6. James shared information on an upcoming training entitled "Title IX Investigator Training School & Certification Course" ([attached](#)). Cabinet gave direction on who should attend and discussed the general practice for in-house investigation of claims of discrimination, sexual harassment, and retaliation.
7. James discussed plans for assigning responsibility for recruiting to fill open vacancies that would better utilize the staff in Human Resources. Cabinet agreed with this proposal and provided input, especially appreciating the team approach to the work of the Human Resources Technicians. James also shared a plan and schedule for in-house cross-training

among HR staff. Cabinet provided input and discussed the timing of the training. **James will bring back a revised staffing and training plan.**

8. James presented a draft of a written internal process for improving the “Request to Fill” process—procedural improvements rather than policy changes. James also shared a draft revision of the “Request to Fill” form. Cabinet discussed the overall process and the areas in need of improvement, giving advice on changes to each of the documents. **James will bring back revisions of the “Request to Fill” internal process document as well as the form.**
9. Cabinet discussed the process for providing retirement medical benefits to Mt. SAC employees who also provided service as employees of the Mt. SAC Auxiliary Services Foundation. A Memorandum of Understanding to carry out this process was discussed and approved for discussion with employees and CSEA.
10. 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 Plan Implementation (Mark DiMaggio & Karen Saldana, 3/25)
  - c. International Student Initiative (Audrey & Irene, 3/25)
  - d. Adult Ed Partnerships (Irene & Donna, 3/25)
  - 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 (Audrey, 3/18)
  - j. Changes in AP 6340-Bids and Contracts (Mike, 3/18)
  - k. New BP and AP on Social Media (CB Brown, 3/25)
  - l. Improvements in Request to Fill Process and Form (James, 4/1)