



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*



May 27, 2014

1. Cabinet was joined by Donna Burns, Dean of Continuing Education, to discuss implementation of [AB 86 on Adult Education Partnerships](#). The planning process is continuing with our K-12 partners in nine Districts within the Mt. SAC service area. The recent focus of the Steering Committee has been on guiding the program area work groups in responding to the first deliverables including data and narrative descriptions of area adult education programs in the region, including an evaluation of their adequacy and quality. Even with lots of partners at the table, the group is working by consensus with lots of give-and-take among K-12 and Mt. SAC reps. Separate teams are working on the areas of Adult Basic Education, ESL, Short-Term Vocational, Adults with Disabilities, and Apprenticeship Programs. Next is identifying gaps in services areas within our District.
2. Cabinet continued its discussion of the Reading Competency Assessment. Audrey reported that Student Preparation and Success Council has been following this issue and will receive a report once the Academic Senate has completed its review of the Task Force Recommendations.
3. Irene reported on follow up with the Instruction Team regarding the [Academic Senate Student Feedback Report](#) reviewed by Cabinet at a previous meeting. Implementation steps are underway.
4. James reported that the Campus Equity and Diversity Committee has nearly completed a draft of the revised Equal Employment Opportunity Plan. As a committee of the President's Advisory Council, CEDC will forward the completed draft to PAC to begin the review process.
5. Title 5 changes with respect to EEO will also require modification of the hiring processes for faculty, staff, and management. Changes to the relevant Administrative Procedures will be required. James noted that the Faculty Hiring AP requires mutual agreement with the Academic Senate. James noted that the Faculty Hiring AP does not describe a search process as required by EEO regulations. James is working with the Business Division to create the development of adjunct faculty hiring pools by discipline using the typical HR recruitment and review process. HR is implementing an updated training process covering issues such as basing selection on job related criteria, eliminating bias, and maintaining confidentiality. The [attached](#) PowerPoint is the current version of the training system.
6. James shared updated versions of the Request to Fill form for [faculty](#) and for [staff](#). These versions address the previous recommendations from Cabinet and are ready for implementation in both paper form and as online fillable forms.

7. Cabinet continued its discussion of creating the updated Student Success & Support Program Plan (formerly the Matriculation Plan) due this fall. Relevant portions of the Chancellor's Office PowerPoint on SSSP were reviewed. View full set or specific pages:
[Transition of program elements from Matriculation to Student Success & Support](#)
[SSSP Scope and Core Services](#)
[SSSP Program Plan and Budget Plan](#)
Audrey shared the [timeline](#) for SSSP implementation over the next few months and a [PowerPoint presentation](#) she has developed that thoroughly explains SSSP.
8. James shared the [flyer](#) for the E.A.S.E. Lunch & Learn workshops that are planned between now and July 1. The E.A.S.E. Program is a District-paid benefit that provides no-cost face-to-face counseling, phone consultations, and community referrals to assist employees with personal or job stress issues ([link](#)).
9. Audrey reported on last Friday's Student Equity Convening. Over 70 faculty, staff, and managers attended. [Attached](#) are the agenda and notes of shared thoughts and suggestions in the areas of Access, Course Completion, ESL/Basic Skills, Degree and Certificate Completion, and Transfer.
10. Cabinet was joined by Karen Saldana, Director of Safety, Health Benefits, and Risk Management, Rich Lee, Payroll Manager, and Lance Heard, Professor, Administration of Justice, and President, Faculty Association, to continue the discussion of implementing the Affordable Care Act. The ACA requires a look-back period to establish eligibility for health benefits, and Mt. SAC is using a 12-month look-back period that began on November 1 of last year. ACA requires a standard for full-time employees to be eligible for health benefits, and Mt. SAC is using a minimum of 130 hours per month as the standard. Using these standards over the current look-back period of 5 months data ([see attached list](#)), 95% of employees are eligible. ACA also requires that the employee contribution to health benefits meet an affordability standard, and the current Mt. SAC health benefit package meets that standard ([data also shown on the attached list](#)). Overall, Mt. SAC is in compliance with all ACA standards with the exception of the standard in the Faculty Association contract that defines eligibility of adjunct faculty: currently four primary semesters, that is Fall-Spring-Fall-Spring. Note that the ACA defines hours of employment for adjunct faculty as 2.25 times the number of contact hours. The group agreed to pursue an agreement with the Faculty Association stating that all ACA eligible adjunct faculty will be offered the health benefit as currently defined in the FA contract. Resolving this issue is urgent as the requirement is effective with the Fall 2014 semester.
Cabinet reviewed a list of monthly hours of work for hourly and part-time classified employees. Follow up is needed in several areas:
 - A report is need on part-time classified employees who also teach as adjunct faculty or are assigned additional work hours need to be sure that benefits are offered when 130 or more hours of work trigger eligibility.
 - Bill reinforced that Mt. SAC will not limit hours of work for adjunct faculty or part-time classified staff merely on the basis of triggering ACA health benefit eligibility.

- Those who are eligible for District subsidized health benefits but decline that benefit should be aware that they are no longer eligible for government subsidized health benefits under Covered California.
- A vigorous campaign to share information about ACA health benefit eligibility is needed.

11. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):

- a. Emergency Response Plan Implementation (Karen Saldana, 8/26)
- b. International Student Initiative (Audrey & Irene, 6/10)
- c. Adult Ed Partnerships (Irene & Donna, 8/26)
- d. Executive Information System (Vic, Daniel & Irene, 8/12)
- e. New Reading Competency Assessment (Audrey, 8/26)
- f. Improvements in Request to Fill Process and Form (James, 6/10)
- g. Update on shift differential (James, 6/10)
- h. Room utilization data (Mike, Irene, 6/10)
- i. AP 4255, Dismissal and Readmission (Audrey, 8/26)
- j. EEO Plan and Hiring Process Changes (James, 6/10)
- k. Feedback on Joining the Education Advisory Board (Irene & Audrey, 6/10)
- l. Budget Scenarios for June Tentative Budget (Mike & Rosa, 6/3)
- m. Discuss SSSP Plan writing process (All, 6/10)