



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*



July 16, 2014

1. The July *First Monday* report from Chancellor Brice Harris was reviewed ([attached](#)). Of note was the appointment of Dr. Pamela Walker as Vice Chancellor of Academic Affairs. Dr. Walker had been Vice President of Student Services at American River College in Sacramento.
2. Bill shared a letter ([attached](#)) from four students in Shirley Lundblade's ESL Writing B class expressing their appreciation for Mt. SAC offering classes to improve their English.
3. Cabinet discussed the extent of the student accounts receivable balance which has been hovering at about \$1 million for the last two years. **Mike's team will do an analysis that will assist the college in reducing the accumulation of this debt.**
4. Cabinet reviewed and updated the Education/Information Reports to the Board for 2014-15 ([attached](#)).
5. Cabinet discussed the outcome of the public comment at the last Board meeting regarding the parking structure and the report in the San Gabriel Valley Tribune ([attached](#)). We will continue communications with the community and Walnut City Council to provide requested information and clarify any issues raised.
6. Bill commented on the use of HR staff as EEO Representatives on search committees. James pointed out the current lack of sufficient trained EEO Reps to meet the existing need. **James will create an outreach and training program for EEO Reps and work with the Management Team to recruit folks at Mt. SAC to participate.**
7. Cabinet reconfirmed that the Travel & Conference Fund budget will be transferred from the President's Office to the Professional & Organizational Development unit (POD) effective with the 2014-15 Adopted Budget. **Mike and James will collaborate to make this change. James will work on the process and forms for application, approval, and outcome reporting for POD to disperse Travel & Conference funds.**
8. Cabinet discussed the implementation of [AP 7125 Verification of Eligibility for Employment – Immigration Status](#). Of particular concern are the actions that the District should take when an individual's employment status authorization has—or is about to—run out. **James will investigate this issue and consider possible revisions to AP 7125.**
9. Cabinet discussed and agreed to the concluding tentative agreements with CSEA 262 and 651. The changes to these contracts await ratification by union membership. The Faculty

Association agreement is undergoing ratification currently and will conclude next Monday. As these ratifications will conclude after the posting date for next week's Board meeting, they will appear on the August Board agenda for District ratification. Bill will hold meet-and-confer sessions with the Management unit and with the Confidential/Supervisor unit within the next week or so. Cabinet noted that the timing of these agreements will be such that the 1% one-time salary increment will come off the payroll for this month but, pending ratification, will be restored permanently and retroactively effective with the August payroll.

10. 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 (SEVIS & AmLa - Audrey & Irene, 9/9)
 - 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. Classroom Utilization Project (Mike & Irene, 7/29)
 - g. AP 4255, Dismissal and Readmission (Audrey, 8/26)
 - h. Review New Report Tracking Vacant FT Faculty Positions (**Irene & Rosa, 7/22**)
 - i. Draft planning and budgeting timeline (Irene, 7/29)
 - j. Transparency of prioritization of IT and Research projects (Mike, Irene (7/29)
 - k. Analysis of SSSP and Student Equity Funding and Expenditures (ALL, 7/29)
 - l. Financial Literacy follow up (Bill & Tom Mauch, 9/16)
 - m. Follow up on time-to-hire reduction (James, 9/16)
 - n. Methods to Reduce Student Accounts Receivable Debt (Mike, 9/23)
 - o. Expansion Plan for EEO Rep Training (James, 9/23)
 - p. POD Process for Dispersing Travel & Conference Funds (James, 9/23)
 - q. Possible revisions to AP 7125 Verification of Eligibility for Employment – Immigration Status (James, 9/23)