



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*



September 16, 2014

Tom Mauch, Dean of Counseling, represented Audrey Yamagata-Noji who is at a conference.

1. Cabinet was joined by Chau Dao, Director of Financial Aid, Diana Felix, Director of the ACES Program, and Terrence Pratt, Financial Aid Specialist., who presented a report summarizing work on Student Financial Literacy and proposing an expansion of the program. ([See the attached report.](#)) Cabinet praised the efforts so far and the results obtained. It was agreed that the expansion should move forward. Cabinet agreed to fund the Fall 2014 request for \$4,000 out of President's Office discretionary funds. Further work will be considered for support from the Student Equity Fund. **Chau will work with Tom to expand the team working on the project, research disproportionate impact, look for ways to mandate this intervention for those on financial aid, and detail a proposal to include in the Student Equity Plan and Budget.** Cabinet praised Terrance, Diana, and Chau for their good work.
2. Regarding the Reclassification Study, James presented the priorities from Administrative Services, Student Services, and Instructional Services for which job descriptions could be prioritized for review and agreement with CSEA 262. Cabinet agreed that positions involving Technology should be the highest priority followed by Athletics, Student Services Priority 1, the Administrative Support Series, and Library. **James will continue this discussion with CSEA 262 leadership.**
3. James updated Cabinet on recruitment efficiency, that is, the time from approval of a Request to Fill form to Board action on the new hire. James summarized the initial steps in the hiring process and then shared time-to-hire data: January 1, 2013 to June 30, 2014.

Class	Number of Recruitments	Average Days to Fill	Recruitments over 100 Days
Full-Time Faculty	27	98	10
Classified	83	67	4
Confidential/Supervisor	5	62	0
Management	23	86	6
All Positions	139	68	20

Cabinet discussed several issues impacting time to hire. The average time a recruitment is open is a factor, but shortening the time might lessen quality of applicant pools. Expediting the creation of the job brochure needs work, especially reducing last minute changes. Lack of coordination and communication between HR and the hiring unit is improving, but attention is needed on union time of review, naming search committee members, scheduling search committee meetings, and scheduling interviews—and sticking to these schedules once agreed upon. HR staff responsibilities have been reviewed, so **James and Bill will discuss the outcomes—particularly additional staffing.**

4. Tom shared posters to get out the work on new scholarships available from THE DREAM.US: www.thedream.us/scholars. The posters are in [English](#), [Spanish](#), [Korean](#), and [Chinese](#).
5. Cabinet approved an ongoing Immediate Needs Request ([attached](#)) for a new management position, Manager, Environmental Safety and Emergency Services. This position will enable Mt. SAC to rectify its current non-compliance with Title 8, Occupational Health and Safety Act, Cal/OSHA. ([See attached rationale.](#))
6. James shared the latest draft of the Mt. SAC Equal Employment Opportunity Plan. Cabinet provided the following feedback:
 - The term “reasonable” in “Reasonable Accommodation” is not defined.
 - There should be a definition of “job related measure.”
 - The document should reference existing relevant Board Policies and Administrative Procedures.
 - In some cases, the EEO Plan will necessitate changes in BPs and APs. These instances should be identified in a separate document with recommendations for specific language changes noted.

James will bring back the EEO Plan next month after further work with the committee to address these issues.
7. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Emergency Response Plan Implementation (Karen Saldana, 11/18)
 - b. International Student Initiative (Support and Services - Audrey, 11/4)
 - c. Adult Ed Partnerships (Irene & Donna, 11/18)
 - d. Classroom Utilization Project (Mike & Irene, 9/30)
 - e. AP 4255, Dismissal and Readmission (Audrey, 10/28)
 - f. New Report Tracking FT Faculty Position Turnover (Irene, 10/7)
 - g. Methods to Reduce Student Accounts Receivable Debt (Mike, 9/30)
 - h. Expansion Plan for EEO Rep Training (**James, 9/23**)
 - i. POD Process for Dispersing Conference & Travel Funds (**James, 9/23**)
 - j. Possible revisions to AP 7125 Verification of Eligibility for Employment – Immigration Status (**James, 9/23**)
 - k. AP 2105 - Election of Student Member (Audrey, 9/30)
 - l. AP 3560 - Alcoholic Beverages (Mike, 9/30)
 - m. Wait Lists (Irene, 10/7)
 - n. AP 6250—Budget Management (Mike, 9/30)
 - o. EEO Plan Review (James, 10/21)