



## 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*



**June 2, 2015**

1. We have received notice ([attached](#)) from the California Department of Education that our consortium was not awarded a Career Pathways Trust grant. Frankly, we took this as a slap in the face to the East San Gabriel Valley—in the two years of these awards our region has not gotten one penny while others around us get a second dip from the bucket. LACCD got \$15 M and Pasadena USD got \$3 M, both having received awards previously.
2. Cabinet reviewed and approved a proposal to restructure the Community Education Division from its current arrangement ([attached](#)) to an expanded version ([attached](#)). The new enhanced management leadership will enable the division to address several issues: 1) requirements for CDCP<sup>1</sup> courses to be offer in state approved program sequences, 2) potential for growth in CDCP with expanded funding—especially generating more FTES, 3) efforts underway to increase transition from noncredit to credit, 4) hiring of full-time noncredit faculty, and 5) increased state requirements to offer SSSP services in noncredit.
3. A recent communication ([attached](#)) announces the continuation of the DEEDS Program (Developing Energy Efficiency and Demand-Side Professionals Program) which provides internships for students in the utilities industry. Mt. SAC currently participates in DEEDS with interns in our Facilities area. **Mike will follow through to be sure that Mt. SAC applies.** For more information see the [attached](#) flyer.
4. Cabinet reviewed the latest Governmental Relations Update ([attached](#)) from Jill Dolan, Director of Media & Public Relations.
  - AB 626 (Low) which is sponsored by the Faculty Association for California Community Colleges would have dumped the Governor's \$75M fund for full-time faculty and instead required \$75M from the \$115M SSSP augmentation to be used for this purpose. This bill was gutted and now only requires the Chancellor's Office to convene a group to "develop recommendations on funding strategies to enable the community colleges to achieve the 75% standard" [of courses taught by full-time faculty].
  - AB 967 (Williams) requires each District to "adopt and carry out a uniform process, applicable to each campus of the institution, for disciplinary proceedings relating to any claims of sexual assault" and to report annually "data relating to cases of alleged sexual assault, domestic violence, dating violence, and stalking."
5. James provided the latest report on the status of Request to Fill ([attached](#))

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<sup>1</sup> CDCP is Career Development and College Preparation: courses in ESL, elementary and basic skills and short-term vocational areas.

6. Bill shared the marketing strategy to increase enrollment for Summer 2015 ([attached](#)). The strategy includes ads in Pennysaver, postings on Facebook, Emails – both internal and external, and radio spots. Click throughs to the Apply Web Site are up over 200% from the same period last year.
7. Cabinet discussed the status of the “supervisor” position at Mt. SAC. A fairly recent creation, supervisors are neither classified staff nor managers. They earn overtime and some evaluate classified staff and some do not. This arrangement has created some uncertainties for the supervisor role, especially when considering applicable California Ed Code and the federal Educational Employment Relations Act ([attached](#)). After considerable discussion, Cabinet agreed that supervisors must have these duties and characteristics: 1) responsibility for evaluating direct-report staff, 2) responsibility to assign duties and direct the work of direct-report staff, 3) under the direction of their immediate manager, use independent judgment in carrying out these responsibilities, and 4) are not “exempt” under Ed Code 88029 and so may earn overtime. James shared a current list of supervisors ([attached](#)) and manager salary ranges ([attached](#)). Cabinet will review each supervisor position and determine the appropriate status for that position, either 1) move to management, 2) move to classified coordinator, or 3) remain as supervisor with a job description that meets the above standards.
8. Cabinet discussed the history of the “Classified Retreat” and would be open to some such event of perhaps more limited scope and more focused purpose.
9. Audrey reported that both our Student Success and Support Plan and our Student Equity Plan were approved with flying colors through the state review process. Kudos for all who worked so hard to create these excellent plans!
10. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Emergency Response Plan Implementation (Karen Saldana, Fall 2015)
  - b. International Student Initiative (Audrey, Fall 2015)
  - c. Classroom Utilization Project (**Mike & Irene, 6/23**)
  - d. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, Fall 2015)
  - e. Pomona College Promise (Bill, Fall 2015)
  - f. Faculty Position Control Report (Irene, 6/23)
  - g. Update on Print and Copy Cost Savings (Mike & Dale, TBA)
  - h. Review of AP 6700—Campus Events & Use of Facilities (Mike & Bill Eastham, 6/16)
  - i. Staffing Work Experience (Irene & Audrey, 6/23)
  - j. Classified Retreat (**ALL, 6/2**)
  - k. International Student Insurance (Audrey & Karen, Fall 2015)
  - l. Consider Moving Positions/Projects from Basic Skills to Student Equity Funding (All, Summer)
  - m. Timely Employee Evaluations & Quarterly Cabinet Review (ALL, 6/23)