



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 16, 2015

1. Cabinet was joined by Bill Eastham, Director of Technical Services, for the annual review of AP 6700, Campus Events and Use of Campus Facilities ([attached](#)). The Fee Schedule ([attached](#)) has been adjusted based on actual costs during 2014-15. Cabinet agreed with the updated Baseline Schedule for the Performing Arts Center ([attached](#)).
2. Bill shared recent work of the Board of Governors Task Force on Workforce, Job Creation, and a Strong Economy. Draft recommendations have been produced on Regional Coordination ([attached](#)) and Funding ([attached](#)).
3. The Legislative Budget Conference Committee has come to key agreements ([attached](#)) to resolve differences between the Assembly and Senate on the 2015-16 state budget. The next step will be to resolve differences with Governor Brown's May Revision. The major issue will be that the Legislature's budget assumes \$3 billion more in state revenue than does the Governor's May Revision.
4. James reported that many, many additional job descriptions and range placements have been resolved with CSEA 262 and will appear on the June 24th Board of Trustees agenda. Work continues on the remainder ([attached](#)).
5. James noted that a common practice at Mt. SAC is to include Subject Matter Experts as non-voting attendees at initial Screening Committee meetings to give advice and answer questions as the committee sets up its screening criteria. He presented a draft set of guidelines ([attached](#)) for the use of Subject Matter Experts in assisting Screening Committees. Cabinet commented that this practice should be included in our Administrative Procedures on hiring: AP 7120, AP 7121, and AP 7122. **The VPs will share the draft and return with recommendations next week.**
6. James shared the latest update ([attached](#)) on vacant positions for which active recruitment and hiring are underway.
7. 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. Staffing Work Experience (**Irene & Audrey, 6/23**)
- i. International Student Insurance (Audrey & Karen, Fall 2015)
- j. Moving Positions/Projects from Basic Skills to Student Equity Funding (All, Summer)
- k. Timely Employee Evaluations & Quarterly Cabinet Review (Fall 2015)
- l. Feedback on “Your Role on Screening Committees” draft email (**ALL, 6/23**)
- m. Update Committee List (Irene, Fall 2015)
- n. Feedback on Guidelines for Subject Matter Specialists (**ALL, 6/23**)