



**President's Cabinet
Action Notes
September 4, 2012**

Bill Scroggins, President/CEO
Virginia Burley, VP of Instruction
Audrey Yamagata-Noji, VP of Student Services
Mike Gregoryk, VP of Administrative Services

1. Jim Ocampo, Director of Assessment & Matriculation, joined Cabinet for a discussion of the project to evaluate the manner in which Mt. SAC utilizes non-fulltime classified staff (short-term, seasonal, on-call workers and professional experts) based on the [8/31/11 legal opinion letter on employment practices](#). Jim reported on the following items.
 - On Short-Term Hourly ([see attached](#)) the task force summarized requirements and current practice and recommended that certain job classifications would benefit from a pool of short-term hourly staff and that the usefulness of this pool would be enhanced by continuing the pool beyond one year. Cabinet affirmed that this is possible, noting that all that would be needed is annual Board action to reauthorized employment of the pool members—no reapplication needed. Cabinet clarified the difference between seasonal and on-call workers. Seasonal workers would be employed for positions in which workload varies on a cyclic basis such as processing applications, posting grades, or doing seasonal landscaping. On-call workers would be employed for unexpected increases in workload demand for a particular position such as sign language interpreting or staffing events. **The task force will continue its work and report back towards the end of the month specifically on processes and contract language for seasonal and on-call workers.**
 - On Professional Experts ([see attached](#)) the task force report specifies that the hiring manager would provide information that the requirements of the legal opinion are met. Cabinet expressed reservations that the hiring manager would be in a position to determine that each professional expert was not used on a recurring basis. This might be better relegated to Human Resources. The task force recommended that professional experts continue to be considered a separate category of employment. Further, professional experts should meet a need other than that met by short-term employees in a staffing pool (as described in the first bullet). **The task force will next move to revise the process, the approval form, and the list of approved professional expert categories and pay rates.**
 - The task force also addressed student employment ([attached](#)), and Cabinet agreed that this was appropriate for the group to include in their charge. The task force summarized the legal requirements and how the hiring manager would provide required information. Cabinet added to that list the verification that the student was actively enrolled in six or more units on the date of hire or, for employment continuing into an intersession, for the previous semester. **Cabinet would like to see any recommendations for improvement that the task force might suggest.**
2. Cabinet reviewed the 2012-13 Adopted Budget Book ([attached](#)) and discussed the upcoming Board presentation and accompanying PowerPoint.
3. Mike discussed the transition plan for management of Human Resources in absence of a Vice President and shared the current [organizational structure of HR](#).

4. Audrey presented an updated draft of the plan to deal with the several vacancies in Financial Aid, Scholarships, and Veterans. [The reorganization plan is attached](#) along with an [organizational chart](#). This plan incorporates Cabinet suggested changes in the titles of two positions and authorized an external search for one position and internal searches to fill two other positions. Audrey has discussed the plan fully with affected staff. **Audrey will take the plan to the Board of Trustees in October as a reorganization of these units.**

5. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Implementation of Degree Works (Audrey, 10/2)
 - b. [AP 5075—Course Adds and Drops](#) revision of drop date (Audrey & George, 9/18)
 - c. Employee Wellness Program Ideas (Karen Saldana, **9/11**)
 - d. Analysis of Usage of Student Workers (Mike, **9/11**)
 - e. Classified Staff as Adjunct Faculty (Terri Long, **9/11**)
 - f. Short-term, Seasonal, On-Call Workers and Professional Experts (Jim Ocampo, 9/25)
Based on the [8/31/11 legal opinion letter on employment practices](#): for use of Short-Term Workers meet the a) to g) requirements listed at the top of page 5 in the legal opinion and for hiring Professional Experts put in place the 1) to 6) requirements listed on page 7 of the legal opinion under “Steps to Take When Hiring Professional Experts.”
 - g. Get Out the Vote Campaign (Audrey, **9/11**)
 - h. Budget Scenarios (Mike, **9/11**)
 - i. Negotiation Summit (Bill, **9/11**)
 - j. Transit Pass Project (Audrey, 9/18)
 - k. [BP 5010](#)—Admissions, [BP 5130](#)—Financial Aid, [BP 5040](#)—Student Records, Directory Information, and Privacy (Audrey, 9/18)
 - l. Study Abroad Future Plans (Jim Jenkins, 9/25)
 - m. Master Plan Summit in October (Ginny, **9/11**)
 - n. Employee Data Loading into Banner (Mike, **9/11**)
 - o. Implementation of the [Student Success Plan](#) (9/18)
 - p. Cabinet response for the [Accreditation Midterm Report](#) (9/18)