



**President's Cabinet
Action Notes
November 27, 2012**

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

Tom Mauch, Dean of Counseling, filled in for Audrey Yamagata-Noji who was at a conference.

1. Cabinet reviewed a printout of the more than 1000 student positions currently on the Mt. SAC payroll. About 250 were in Student Services, about 50 in Administrative Services, and about 700 were in Instructional Services (400 of whom were in Child Development). The valuable service these students provide was recognized along with the value of the experience students get in working for the college. Cabinet felt it was important to clarify that, contrary to a previous understanding, there is NOT a one-year limit to the employment of a student worker. Cabinet also noted that all the positions carry the title "Student Assistant" and vary from level I to level V. The Mt. SAC [Guidelines for Hiring Short-Term \(hourly/temporary\), Substitute, Professional Expert, & Student Employees](#) defines these five levels on page 16. Cabinet is considering the establishment of more descriptive job titles and descriptions to better enable compliance with AB 500 (Appendix F in the [Guidelines](#)). Given that, for fiscal reasons, we are running very thin staffing in many departments, it is important to look at enhancing our accountability that "Employment of either full-time or part-time students in any college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services." (Ed Code 88003) **The respective Vice Presidents will review the list of student worker positions with their Deans and Directors and bring feedback to Cabinet on the possibility of creating a revised system of job titles, descriptions, and levels of compensation.**
2. Cabinet discussed the list of out-of-class assignments that will expire on December 31st. Given that the timeline for revision of job classifications through the Reclassification and Compensation Study now looks like results will not be finalized until after the first of the year, an extension of the out-of-class assignments until June 30 was discussed. **Each of us identified key positions for which the assignment should be continued. Each of us will bring forth proposed out-of-class extensions for the December Board Agenda.**
3. AMAC asked Cabinet to respond to the recommendations in the [Tutor Hiring Task Force Proposal](#):
 - *Work with the unions to reach an agreement about short-term hourly (non-student) tutors.*
Cabinet is pursuing this possibility by preparing a proposal to CSEA for two additional categories of short-term hourly employees: on-call and seasonal. See the latest [draft of AP 7236](#).
 - *Create additional permanent part time tutoring positions.*
Recent budgets have provided steady support for tutoring, but growth positions will depend on the future fiscal condition and priorities of the college.
 - *Create a partnership with Mt. SAC's Teacher Prep Institute.*
Cabinet is supportive of encouraging students to do service learning or work experience hours in our tutoring centers.**Ginny will carry back to AMAC the Cabinet response to the Tutor Hiring Task Force and will assist the Task Force in pursuing options for service learning and work experience in tutoring centers.**

4. Cabinet reviewed the list of managers whose contracts are up for renewal. All were approved except for those who are still in their probationary periods.
5. Cabinet reviewed the Request for Faculty Positions for 2013-14 ([attached](#)) as forwarded from AMAC. After considerable discussion and given that the college remains above the Faculty Obligation Number, it was agreed to hire only the first ranked position, a full-time tenure track faculty member for Kinesiology—Women’s Basketball Coach.
6. The Academic Senate’s Field Trip Task Force asked Cabinet to respond to a set of questions and concerns ([attached](#)) as changes to [AP 4300, Field Trips and Excursions](#), [AP 4350, Student Travel Guidelines](#), and the related forms, [Field Trip Authorization and Student Travel and Medical Release](#) are being considered. Cabinet discussed each item and possible responses. **Ginny will craft this discussion into a written response for Cabinet review and communication to the Field Trip Task**.
7. Cabinet reviewed and suggested minor changes to [AP 4103, Work Experience](#), and to [BP 3520, Local Law Enforcement](#). These will be forwarded to President’s Advisory Council for recommendations. Cabinet reviewed the attached version of [AP 3450, Accessibility of Audiovisual Media – Captioning](#) and suggested no changes. AP 3450 has been under review since the beginning of the year and was on the agenda for action at the December 6th Academic Senate meeting.
8. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Implementation of Degree Works (Audrey, **12/4**)
 - b. Employee Wellness Program (Karen Saldana, 12/11)
 - c. Creation of Job Titles and Descriptions of Student Worker Categories; Defining Duties Distinct from Classified Service (Mike, 1/15)
 - d. Short-term, Seasonal, On-Call Workers and Professional Experts (Jim Ocampo, 12/18)
Revision of AP 7236 and CSEA contract language 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.”
 - e. Transit Pass Project (Audrey, 12/11)
 - f. Study Abroad Future Plans (Ginny, 1/15)
 - g. Chamber of Commerce Training Partnership (Ginny, 1/15)
 - h. Division/Program Orientation (Ginny, 3/26)
 - i. Emergency Response Communication System (Mike, 12/11)

Members: Antelope Valley College, Barstow Community College, Citrus College, College of the Desert, Crafton Hills College, Miracosta College, Mt. San Antonio College, Mt. San Jacinto College, Palomar College, Rio Hondo College, San Bernardino Valley College, San Diego City College