



**President's Cabinet
Action Notes**

September 11, 2012

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

1. Audrey reported that the “get out the vote” campaign is going well. September 25th is National Voter Registration Day and 1000 tee shirts will be distributed plus buttons. There will again be a polling place on campus, and staff will work with the LA County Registrar to assure that enough provisional ballots are on hand to allow students to vote here at Mt. SAC even if they cannot get to their home polling place.
2. Ginny reported that plans are moving forward for an Educational Master Plan Summit.
3. Audrey reported on the Transit Pass Initiative with Foothill Transit. The work group had just met and had done some homework. Rio Hondo College provides a transit pass for a \$7 mandatory fee to students. Pasadena City College has an optional transit pass plan that allows students to voluntarily pay \$30 per month for the pass, a cost that includes some District subsidy. Discussions with Foothill Transit continue. We still do not have good bus ridership numbers—although the electronic [TAP card bus pass](#) automatically records rider data which should produce the needed numbers. Foothill Transit’s revenue relies both on fare box take (27%) and on LA County property taxes (70%). A pilot of the transit pass for Mt. SAC students for Spring 2013 is still being discussed. As a guess, the pilot would cost \$80,000 for the 16 weeks of the spring semester. We are hoping that Foothill Transit would fund the pilot. It would benefit Mt. SAC students if LA Metro rides were covered in the transit pass, so the work group will look into this.
4. Cabinet discussed the issue of Human Resources needing to enter employee data multiple times. **Mike will work with Vic Belinsky to define the problem and investigate solutions.**
5. Cabinet discussed three MOUs with CSEA 262. Agreement was reached on extending the due date for reopeners to the last working day of November ([attached](#)) and on an out-of-class assignment. An item to reclassify an employee needed more information. (This last item was resolved a few days later.) A counter proposal to the MOU on classified employees providing service as adjunct faculty was discussed and wording proposed.
6. Mike reported good news on our OPEB Trust. (The Other Post-Employment Benefit Trust contains District-contributed funds that may only be used to pay health benefit costs for Mt. SAC retirees.) The OPEB Trust ended the last fiscal year with a balance of \$72,185,773 having earned investment income of \$4,654,920 in 2011-12 or a 6.9% gain. This will be enough to cover the \$4,449,163 retiree health premium for 2012-13. [The OPEB Trust report is attached.](#)

7. Karen Saldana, Director of Risk Management, gave an update on the work of the Employee Wellness Study Group. The group currently has 11 members ([list attached](#)), will hold its first meeting on September 25th, and will discuss the mission and purpose of the group at that meeting. Karen had done a brief survey of practices at other colleges ([attached](#)). Cabinet discussed the survey results and brainstormed on implementation ideas. CalPERS (the health plan provider most Mt. SAC employees use) does not provide premium discounts for wellness activities. There might be some way to influence state policy to at least create a pilot project to explore having CalPERS provide financial incentives for healthy behavior. Mt. SAC might consider providing more District premium contributions to employees who participate in a wellness program. We are talking about features like health scans with follow up medical care and life style changes addressing risk factors such as high blood pressure, diabetes, obesity, smoking, high cholesterol, drug/alcohol addiction, and cardiovascular disease. Cabinet also discussed a Health and Wellness Education Series. **Karen will pursue this series to be delivered through our Professional & Organizational Development (POD) system.** Here are a few ideas:

Caring for Elderly Parents Ergonomics Returning to Work After Injury Healthy Cooking/Healthy Eating

8. 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, 10/2)
 - c. Employee Wellness Program Ideas (Karen Saldana, 11/20)
 - d. Analysis of Usage of Student Workers (Mike, 10/2)
 - e. Classified Staff as Adjunct Faculty (Terri Long, 10/9 for contract language)
 - 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. Budget Scenarios (Mike, **9/18**)
 - h. Transit Pass Project (Audrey, 10/16)
 - i. [BP 5010](#)—Admissions, [BP 5130](#)—Financial Aid, [BP 5040](#)—Student Records, Directory Information, and Privacy (Audrey, 9/25)
 - j. Study Abroad Future Plans (Jim Jenkins, 9/25)
 - k. Master Plan Summit in October (Ginny, 9/25)
 - l. Employee Data Loading into Banner (Mike, 10/2)
 - m. Implementation of the [Student Success Plan](#) (10/9)
 - n. Cabinet response for the [Accreditation Midterm Report](#) (**9/18**)