



**President's Cabinet  
Action Notes  
May 28, 2013**

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

1. Cabinet reviewed a draft of [AP 5075—Course Adds and Drops](#). This AP relates to [AP 4225—Course Repetition and Withdrawals](#). Cabinet found additional changes are needed in AP 5075. **Audrey will follow up and bring a revised version back to Cabinet.**
  - Title 5 § 55758 has been repealed and replaced by Title 5 § 55024
  - For full semester courses, the drop date is Monday of the third week—not the end of the third week.
  - Points 8, 9 and 10 should be a, b and c under point 7 which are based on the following regulation. § 58004. Application of Census Procedures.  
(c) Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:  
As of each census day, any student who has
    - (1) Been identified as a no show, or
    - (2) Officially withdrawn from the course, or
    - (3) Been dropped from the course. A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. “No longer participating” includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. “Extenuating circumstances” are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations. The “drop date” shall be the end of business of the day immediately preceding the census day.
2. Cabinet was joined by Bill Eastham, Director of Technical Services, for the annual review of the Facility Rental Fee Schedule. Seven changes were approved based on a blended rate of overtime for events, primarily for Custodial and Grounds. The sections changed are highlighted in the [attached Fee Schedule](#). Cabinet noted that the fees should reflect anticipated COLA of 1.57%. **Bill will revise the Fee Schedule to reflect this increase.**
3. Cabinet discussed the Summer Schedule of Operations. Both the [MOU with CSEA 262](#) and the [MOU with CSEA 651](#) establish a 4/9, Monday-Thursday work week for the eight weeks from June 17 through August 11. This is a one year pilot to determine the feasibility of the program. The intention is for the schedule to be permanent and incorporate changes as needed for future years. [A clarification of issues surrounding the plan was issued and has been updated recently](#). Cabinet clarified points regarding the impact on managers:
  - The standard workday for managers is 9 hours, Monday through Thursday, during this period. Managers will meet their 40 hour weekly employment obligation by performing at least 4 hours of unscheduled duties related to their positions.
  - Managers should establish daily start and end times for each unit to best reflect the needs of those served.

- Permanent full-time employees will receive 16 hours of additional paid leave that can only be used during this Summer Schedule. These hours will be reported on time cards under the new designation “Summer Schedule Leave.”
- The contracts for both CSEA 262 and 651 allow for flexible scheduling by mutual agreement between the employee and manager. Managers should use their best judgment.
- Such flexible scheduling may include allowing an employee to work a 4/10 schedule, again by mutual agreement. However, in such cases, the additional 16 hours of new Summer Schedule Leave will not be available to that employee.

4. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**:

- a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 6/11)
- b. Employee Wellness Program (Karen Saldana, 9/17)
- c. Employee Wellness Program State Advocacy (Karen Saldana, Jill Dolan, Bill Rawlings, 9/17)
- d. Chamber of Commerce Training Partnership (Irene & Donna, 9/24)
- e. Emergency Response Communication System (Mike & Karen Saldana, 6/11)
- f. AP and budget for substitutes for those on approved extended absences (Mike, 6/18)
- g. Options to Provide Test Make-Up Services (Ginny, 6/11)
- h. Options to Provide Dedicated DSPS Testing Location (Audrey, 6/11)
- i. Update on International Student Initiative (Audrey & Ginny, 6/18)
- j. Update on Efficiencies in Print/Copy/Fax Services (Mike, 6/11)
- k. AP 6530—College Vehicles/Transportation re Age 21 for Drivers (Mike, 6/11)
- l. Class and Range Changes from Classification Study (Bill, 6/18)
- m. AP 5075—Course Adds and Drops (Audrey, 6/18)