



President's Cabinet

Action Notes

September 13, 2011

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

1. Cabinet discussed [BP 4270](#)—Use of General Education Courses Completed at Other Accredited Institutions. Academic Senate requested the deletion of the last paragraph having to do with credit issued by Regional Occupational Programs and Adult Education programs. Cabinet concurred with the recommendation. Because the item is up for second reading at this month's Board Meeting, **Bill will inform the Board of the change so that the revised version can be approved.**
2. Regarding the implementation of an Employee Assistance Program, Annette recommended that we use the [EASE Program](#) (Employee Assistance Service for Education) provided by the Los Angeles County Office of Education. The cost would be \$10.20 per employee per year. Cabinet recommended that we check with other community colleges in LA County who use the service (see the [list](#) of all participating CCC and K-12 Districts). **If this checks out, Annette will move ahead to implement the EASE Program.**
3. Audrey presented the [text of a Board item to increase the health fee from \\$17 to \\$18](#) per semester (from \$14 to \$15 for summer/winter sessions). Cabinet approved the item. **Audrey will submit the health fee change for action at the October Board Meeting.**
4. Cabinet reviewed the list of workshops being provided to Mt. SAC employees through the So Cal CCC Employment Relations Consortium with Liebert Cassidy Whitmore ([list attached](#)). **Cabinet members will promote participation by managers and staff in their areas.**
5. Ginny discussed the Tier 2 course section cuts for Winter 2012 and Spring 2012. A one page [summary of the section cuts for 2011-12](#) (Tier 1 and Tier 2) is attached as well as the [details of the FTES reductions](#) anticipated: 62 for Winter and 353 for Spring and the [overall criteria used for the course reductions](#).
6. Cabinet discussed the Immediate Needs Budget process. **Mike will request recommendations from the Budget Committee on 1) the amount of unassigned ending balance to expend and 2) the criteria to use for immediate needs. All Cabinet members will bring immediate needs requests to the September 20 Cabinet meeting at which we will decide which immediate needs to fund.**
7. Cabinet reviewed the [2011-12 Adopted Budget](#) to be presented to the Board this week. The discussion focused on the creation of a three year plan to reduce the structural deficit of revenues below expenditures.

8. Cabinet discussed the outcome of the Meet and Confer sessions with management and confidential/supervisor units and gave direction to Annette. **Annette will meet with representatives of each unit and bring back their responses.** It is anticipated that Cabinet will send a recommendation on salary and benefit for managers and confidentials/supervisors for action in open session at the October Board Meeting.
9. Bill relayed the discussion at President's Advisory Council (PAC) on the revision of the smoking policy. A task force is being assembled with representatives of students, the CSEA units, Faculty Association, and management. Sandy Samples will be asked to chair the task force. Mark DiMaggio will also represent management. The charge to the task force is to 1) identify designated smoking areas on the campus map, 2) detail the citation and fine process to be used to implement the revised smoking policy, and 3) revise [BP 3565](#) and [AP 3565](#) both entitled Smoking on Campus. It is anticipated that the task force would only need to meet once or twice to prepare this report which will go to the PAC.
10. Items for future agendas:
 - a. [BP and AP 6625 on District Fundraising](#) (Mike, 9/20)
 - b. Centralized Printing and Copying (Mike, 9/27)
 - c. Student Travel (Guidelines: Ginny; Waivers: Mike, both 9/20)
 - d. Process for Developing and Approving Board Policies and Administrative Procedures—[see attached form](#) (Bill, 9/20)
 - e. [Accreditation Follow Up](#) (All, 9/20)
 - f. Faculty Sabbaticals (Annette & Ginny, 9/27)
 - g. City of Industry Redevelopment Partnership (Mike, 9/27)
 - h. Wait List Process (Audrey, 9/27)
 - i. Student Newspaper Subscriptions (Audrey, 9/27)
 - j. Immediate Needs Budget Decisions (All, 9/20)
 - k. [BP 3565](#) and [AP 3565](#), Smoking on Campus (Bill, 10/25)