



**President's Cabinet  
Action Notes  
October 11, 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 reviewed the list of Education/Information Reports to the Board for the rest of this academic year. Below are the currently planned presentations.

10/26/11	Barbara McNeice-Stafford: Summer Bridge Cohort Tracking Results	2/22/12	Cindy Shannon: Teacher Preparation Institute Audrey Yamagata: Spring Enrollment
11/16/11	Meghan Chen: Title 5 HIS Grant Closing Report	3/28/12	Reception for Faculty Receiving Tenure Vic Belinski: IT: Banner, DegreeWorks, etc.
12/14/11	Glenda Bro & Terri Long: Basic Skills Initiative	4/25/12	Meghan Chen: MoodleRooms Implementation
1/25/12	Tom Mauch: High School Outreach Mike Gregoryk: Governor's January Budget	5/23/12	Reception: Retiring Faculty and Staff Mike Gregoryk: Governor's May Revised Budget

2. Cabinet reviewed a proposed change to [AP 3500, Campus Safety](#). This change was initiated by reviewing the provisions of [Education Code 72330 and 72330.5](#). By designating the Public Safety Department as a police department, the college will have the ability to utilize current staff members who meet the requirements of a sworn officer designated by the California Commission on Police Officer Standards and Training ([POST](#)). These officers are needed for certain college-designated high risk situations such as escorting the transfer of cash and protecting public meetings.
3. Cabinet discussed progress on the agreement with the City of Industry. Recent meetings have shown progress that may enable the avoidance of litigation. The matter will be discussed again in closed session at the October 26<sup>th</sup> Board meeting.
4. Cabinet approved an Immediate Needs request for \$37,226 for training on the new MoodleRooms software that will be replacing Blackboard as our course management system for online instruction. [See the attached form for details.](#)
5. Cabinet was joined by CB Brown, Jill Dolan, Barbara McNeice-Stafford, and Bill Eastham. The group discussed development of marketing materials such as photos, videos, graphics, data, statistics, and interviews with students, faculty, and business folks. The purpose would be to develop several sets of presentation materials that could be widely used to promulgate the image of Mt. SAC as a college of excellence and distinction. Over the next two months, the group will work on developing this library of resource material and packaging several presentations. During this period, Cabinet will work on a presentation calendar that includes city councils, high school boards, service clubs, professional organizations, and Chambers of Commerce. While President Bill will be the presenter in many of these situations, Cabinet talked about expanding on this to a speaker's bureau concept.

6. Bill Eastham stayed with Cabinet to discuss the [Civic Center Facilities Use BP/AP 6700](#) and [Facility Rental Fee Schedule](#) conformance with [Education Code 82537-48](#). Several updates were discussed.

- It is current practice to charge for equipment needed for events, but this is not yet covered in the AP or fee schedule.
- The AP does not well distinguish among the three categories of event groups based on facility use fees to be charged. These are 1) off-campus groups whose missions are not aligned with community service service and are charged the full direct cost of event facilities, equipment, and staff; 2) on-campus groups at whose events a fee is charged and thus a cost recovery agreement is utilized; and 3) on-campus and community groups whose events carry no fee and are charged for additional staff duties plus utility costs directly attributable to the group’s use of the facility.
- The AP should address specifically the current practice for full-time employee use in events, that is, displacing these staff members from their regular duties triggers an overtime cost for the group holding the event.
- Another issue has to do with approval of events. Generally, the past practice has been to accommodate each and every request. There are a number of reasons for some discretion in this regard: facilities show wear-and-tear; displacement of staff from regular duties often harms the program they primarily serve; and, for campus-inspired events, the allocation of event resources have not always been well aligned with the college’s mission or priorities. The legal standard is that such use of facilities “shall not interfere with the use and occupancy of the community college facilities and grounds, as is required for the purposes of the community colleges of the state.” This language is translated into Board Policy 6700 so that community use “does not conflict with College programs and operations.” It may be a good idea to establish a Facilities Use Advisory Committee, reporting to the Director of Technical Services, to advise on criteria for the use of facilities. It was also decided by Cabinet that the facility use form used to gain approval of these events must be signed by the supervising Vice President.
- It was noted that the fee schedule has not recently been updated. Cabinet recommended that the AP include an annual review of fees and that such a review include advice from the Facility Use Advisory Committee.
- Finally, Cabinet reviewed the net surplus loss for Fund 13674 – Campus Facility Rentals. The bottom line is shown below and [details are attached](#).

2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
\$13,575	\$64,003	\$15,423	\$728	\$31,176	\$3,471	\$60,519	\$2,698	\$6,346	\$22,426

Cabinet decided to retain net income in a reserve account within the Auxiliary Services Fund out of which deficits would be funded in years of loss—rather than having the General Fund cover such expenses as was done in the past.

7. Cabinet completed the review of the 2010 Accreditation Self Study and Evaluation Team Report. [The excerpts discussed along with Cabinet comments are attached](#). The last two items discussed appear below.

- From the Evaluation Team Report on Standard IIIC, there was mention of workshops on various technology such as the Luminis Portal Management and Argos Reporting System utilities. Cabinet decided to have Mike ask **Vic Belinsky to provide an update at a future Cabinet meeting**.
- On the first page of the Addendum to the Self Study Report, mention was made of TrakDat. It was Cabinet’s understanding that there is a need to revise this process to retain TrakDat as a data source but to revise the PIE process to use fillable forms. **Ginny will provide an update at a future Cabinet meeting**.
- Reference was made in the Evaluation Team Report to the lack of syllabi for all courses. The Academic Senate has proposed ([attached](#)) that Departments address who syllabi would be made

available for classes. Ginny will follow up with Department Chairs to work out systems for making syllabi available that meet the needs of each department.

8. Cabinet briefly discussed the implementation of the HigherOne debit card for distributing financial aid. [See the attached flyer announcing the implementation of the HigherOne debit card program](#). The group agreed that the wording of the contract with HigherOne is key, particularly limiting the use of the Mt. SAC name and logo in any solicitations they may do for credit cards or other services beyond the debit card and to limit excessive additional fees to students such as the cost of replacing a lost card.
9. Cabinet briefly discussed the process that is moving forward to improve professional development. The college continues to be committed to an administrative position, reporting to the Vice President of Human Resources, who will provide staff support for all professional development on campus and will directly implement initiatives for classified staff and managers, particularly on compliance matter. Annette will bring a job description proposal to a future Cabinet meeting. The college continues to be committed to providing additional reassigned time to a faculty coordinator for faculty professional development. To move forward, a job description and a faculty professional development plan is needed. Ginny will work with the Academic Senate and the Faculty Association to create the job description and the plan. [The attached proposal for professional development is under review in the President's Advisory Committee](#).
10. Items for future agendas:
  - a. [BP and AP 6625 on District Fundraising](#) (Mike, 10/25)
  - b. Centralized Printing and Copying (Mike, 10/25)
  - c. [Student Travel AP 4300](#) in accord with [Title 5 §55220](#) and the [Student Fee Handbook](#) (Guidelines: Ginny; Waivers: Mike, both 10/25)
  - d. Faculty Sabbaticals (Annette & Ginny, 10/25)
  - e. City of Industry Redevelopment Partnership (Mike & Bill, 11/1)
  - f. [BP 3565](#) and [AP 3565](#), Smoking on Campus (Bill, 10/25)
  - g. Civic Center Facilities Use [BP/AP 6700](#) and [Facility Rental Fee Schedule](#) conformance with [Education Code 82537-48](#) (Mike, 11/8)
  - h. Developing & Revising BPs and APs: [form](#) and [AP 2410](#) (Bill, 10/25)
  - i. Employment Practices for Student Workers, Short-term Employees, and Professional Experts based on [Legal Opinion](#) (Annette, 11/1)
  - j. Community Outreach Presentation and CD (Bill, 11/1)
  - k. AP 34XX on Captioning: [1/11/11](#) and [2/2/11](#) Versions (Audrey, 11/11)
  - l. Update on Software Training (Mike, Vic, 11/11)
  - m. Revising the PIE form (Ginny, 11/1)
  - n. Director of Professional Development Job Description (Annette, 11/11)
  - o. Faculty Professional Development job description and plan (Ginny, Annette 11/11)
  - p. System for Department posting of syllabi (Ginny, 11/18)