



**President's Cabinet  
Action Notes  
December 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  
(not present)

1. Cabinet reviewed the prioritized list of full-time, tenure-track faculty positions to fill for Fall 2012. The hiring process will begin immediately for the top 15 positions listed below. To assist in a speedy recruitment process, Division Deans will take the lead in facilitating the process with appropriate training from Human Resources. **Ginny Burley and Annette Loria will coordinate the work between the Instruction Team and the Human Resources Team.**

**Immediate Hires**

1. Fire Technology	6. Engineering Design Tech	11. Learning Assistance—Writing
2. CIS—Security & Networking	7. Child Development	12. History
3. Earth Science-Oceanography & Geography	8. Counseling – General	13. Chemistry
4. Foreign Languages, Italian	9. Counseling – DSPS	14. Fine Arts—Beginning Drawing
5. Kinesiology & Athletics—Women’s Basketball	10. Business Law	15. Nursing

2. Cal Poly Pomona professor [Renford Reese](#) has offered to include Mt. SAC students as volunteers in the service learning program “Prison Education Project” he coordinates. Cal Poly offers instruction to inmates at the Chino Institute for Men. Professor Reese works with student volunteers who assist at the prison to 1) give academic orientation presentations, 2) offer tutoring in math and literacy, and 3) work with the prison’s pre-release program to assist inmates in continuing their education upon release from prison. [An attached article from the PolyPost gives more information on the program](#) which also has its own website at [www.PrisonEducationProject.org](http://www.PrisonEducationProject.org) . Professor Reese can also be contacted directly at [rreese@csupomona.edu](mailto:rreese@csupomona.edu) .
3. Mike Gregoryk updated Cabinet on the planned improvements in the process for receiving, prioritizing, funding, and carrying out facilities projects. These projects would fall into one of four areas: 1) immediate needs emergencies, 2) scheduled maintenance, 3) small renovation and remodel projects, and 4) major capital improvement projects.
  - Immediate needs emergency issues would be reviewed and approved by Cabinet using the existing [Immediate Needs Request Form](#). A small contingency fund would be established for emergencies.
  - Scheduled maintenance projects would continue to be determined by facility staff and reviewed quarterly by Cabinet. Measure RR funds are available for this purpose.
  - Small renovation and remodeling projects would be identified from PIE program reviews and prioritized at the department, division, and team levels. In addition, a recommendation would come to Cabinet from the Facilities Advisory Committee on the suitability of these projects. Eligible projects could be funded from Measure RR.
  - Major capital improvement projects would be identified in the Facilities Master Plan and Five Year Construction Plan.

As Bovis transitions out, in-house staff would be identified to facilitate this work, most likely a Senior Project Manager and a Document Control Project Manager, both positions being eligible for Measure RR funding. In particular, the Document Control Project Manager would facilitate communication on the project development process for Measure RR funding described above. This would include working with the Project Users Group and their lead person, establishing a Scope of Work for each project, maintaining written minutes of group meetings, and documenting each step of the process.

4. On the topic of the Faculty Professional Development Strategic Plan, Ginny continues to be in discussion with faculty leaders. Additional resources are pending such a plan as well as accountability for the time and duties of the faculty coordinator. It is still the intention of the District to suggest a reopener to the contract with the Faculty Association that would explore options to the existing process of faculty professional development and faculty sabbaticals.
5. Cabinet reviewed correspondence from the Faculty Association on the matter of cameras in buildings ([attached](#)). The advice from the FA is appreciated, and the college agrees with the positions described. In fact, it continues to be the District's plan that 1) no cameras will be in classrooms, 2) cameras are not installed for safety but rather for authenticating employee entry in high security areas when such verification is needed, 3) no resources will be expended on continuous monitoring of camera output, and 4) expenditure of funds for cameras will be limited to areas deemed in need of high security by Cabinet (currently just two).
6. Cabinet discussed the future use of Building 40. One potential use would be for the Continuing Education Division. Uses would include a fee-based computer testing center, a more accessible and permanent location for the Older Adults program, the CE division office, a tech-related project office, and the CPR fee-based program. Currently, Building 40 is not Field Act compliant and so cannot house students in FTES-generating programs. With Measure RR funds most likely being available sooner than previously expected, an investment in upgrading Building 40 (as was done for Building 45) is under consideration. This option will be a part of the 2012 Facilities Master Plan which is under development.
7. Not part of the Cabinet meeting but worth reporting here is the substance of the Campus Master Plan Coordinating Team (CMPCT) meeting that afternoon. The meeting was devoted to the draft 2012 Facilities Master Plan, a revision of the [draft 2009 Facilities Master Plan](#). Joining the members of Cabinet were Joyce Black for integration with the Educational Master Plan and architect Marlene Imirzian plus Gary Nellesen, Director of Facilities Planning and Management. The group reviewed the status of Measure R and RR projects as reported in the Facilities Master Plan and clarified the site plan location of each project. Some of the issues discussed:
  - Project D should show on the site plan the proposed footprints for all components of the Athletic Complex: Football Practice Field, Track and Field, Tennis Courts, and Gymnasium
  - Project G, Lab Expansion, and Project L7C3, Language Lab Expansion, will both be shown on Site 1 which is anticipated to be a multi-story building between buildings 29 and 66 and south of the tennis courts which will be the site of the Business & Computer Technology Center (Measure RR Project B).
  - Project I, the Public Transportation Center, will be in the northeast corner of Lot H.
  - Updated Facilities Improvement Projects which include upgrading Building 40 to Field Act Standards.The revised plan will be presented at the January 17<sup>th</sup> CMPCT meeting.

8. Cabinet heard a presentation from Tanaya Thorsen-Masingil, Senior Vice President of Nelnet Business Solutions. ([See attached.](#)) Nelnet offers a system for students to establish a payment plan to meet their college financial obligations. This would enable students to enroll at Mt. SAC and meet their fee obligation through this payment plan rather than risk being disenrolled for failure to pay. After Cabinet, Ms. Thorsen-Masingil meet with a broader group of staff to provide more in-depth information.
  
9. Items for future agendas:
  - a. [BP and AP 6625 on District Fundraising](#) (Mike, 1/17)
  - b. Centralized Printing and Copying (Mike, 1/24)
  - c. City of Industry Redevelopment Partnership (Mike & Bill, 1/10)
  - d. Civic Center Facilities Use [BP/AP 6700](#) and [Facility Rental Fee Schedule](#) conformance with [Education Code 82537-48](#) (Mike, 1/10; follow up on revision of [proposed strategy](#))
  - e. Developing & Revising BPs and APs: [form](#) and [AP 2410](#) (Bill, 2/7)
  - f. Accessibility of Print, Audiovisual, and Electronic Media (Audrey, 1/17, APs & BPs below)
    - [AP 5141, Students with Disabilities; Accessibility of Instructional Media—Alternate Media](#)
    - [AP 5140, Students with Disabilities; General Academic Adjustments](#)
    - [On AP34XX, Accessibility of Audiovisual Media—Captioning](#)
    - [BP 5140, Students with Disabilities](#)
    - BP 34XX, Individuals with Disabilities
  - g. Implementation of Degree Works (Audrey, 2/7)
  - h. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, 1/10)
  - i. Expansion of International Student Program (Audrey, 1/10)