



President's Cabinet

Action Notes

January 17, 2012

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

(Terri Long substituted for Virginia Burley)

1. Cabinet discussed the new and revised Board Policies and Administrative Procedures dealing with accessibility of print, audiovisual, and electronic media. All agreed that the revised versions successfully capture the changes recommended in our last discussion. The following will be presented to President's Advisory Committee for consideration:

- [BP 3440 on Individuals with Disabilities \(new\)](#)
- [AP 3450 on Accessibility of Audiovisual Media—Captioning \(new\)](#)
- [BP 5140 on Students with Disabilities \(revised\)](#)
- [AP 5140 on Students with Disabilities—General Academic Adjustments \(revised\)](#)
- [AP 5141 on Students with Disabilities—Accessibility of Instructional Print Media: Alternate Media \(new\)](#)
- [AP 5442 on Students with Disabilities—Accessibility of Audiovisual Instructional Material: Captioning \(new\)](#)

In addition, the following are under development:

- AP 3460 on Access to Electronic Technology
- AP 3470 on Service Animals—Visitors, Guests, and Employees
- AP 3480 on Other Powered Mobility Devices—Visitors, Guests, and Employees
- AP 5143 on Service Animals—Students
- AP 5144 on Other Powered Mobility Devices—Students

2. The revised process for prioritizing and funding facilities projects was discussed with the Cabinet members present at the College Master Plan Coordinating Team (CMPCT) meeting in the afternoon. The [attached document](#) was presented by Gary Nellesen as a first draft for consideration. Several recommendations for the next draft were made: 1) adding detail to the Budget Development section that would explain the various funding silos (Budgeted General Fund, Immediate Needs General Fund, Measure RR, and the Foundation); 2) combining the section on Initial Project List with Health and Safety Projects and emphasizing that both of these would arise from the PIE program review prioritization process; 3) delineating that health and safety projects would be reviewed by the Safety Committee and other projects reviewed by the Facilities Advisory Committee with their recommendations going to Cabinet; 4) that all project requests would be signed by the supervising Vice President; and 5) that an entire section on Implementing Approved Projects is needed. This section would address topics such as:

- Publication and web posting of the approved project lists,
- Updating the prioritization on the approved lists regularly,
- Assigning to each project a Project Manager and Communication Manager from the Facilities Team,
- Creation of a Project User Team and User Team Leader for each project,
- Taking complete minutes at User Team meetings to document decision on each project, and

- Establishing a calendar for each project that would post dates of meetings, updates, and key benchmarks.

3. Items for future agendas:

- a. [BP and AP 6625 on District Fundraising](#) (Mike, **1/24**—with Lisa Sugimoto & Audrey Yamagata-Noji)
- b. Centralized Printing and Copying (Mike, **1/24**)
- c. Civic Center Facilities Use [BP/AP 6700](#) and [Facility Rental Fee Schedule](#) conformance with [Education Code 82537-48](#) (Mike, 1/31—with Bill Eastham plus new fee schedule); follow up on revision of [proposed strategy](#))
- d. Developing & Revising BPs and APs: [form](#) and [AP 2410](#) (Bill, 2/7)
- e. Implementation of Degree Works (Audrey, 2/7)
- f. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, 2/7 with Gary Nellesen)
- g. Expansion of International Student Program (Audrey, 2/28)