



**President's Cabinet
Action Notes
July 3, 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

1. Cabinet discussed savings from not filling the seven open full-time faculty positions. Ongoing salary and benefit savings would be \$707,282. This would be mitigated by the need to use adjunct to backfill loads which would cost \$252,726. Net on-going savings would thus be \$454,556.
2. Cabinet reviewed the list of vacant positions for which searches are underway and the estimated fill dates. For the time these positions will be waiting to be filled, the one-time savings is estimated to be \$647,322. However, the need for temporary backfill for these positions has not yet been determined.
3. Cabinet then reviewed the vacant positions that are still in the budget which have not been authorized to be filled. These positions have a total budget impact of \$88,660. Cabinet will be evaluating all vacant positions to determine the need for replacements.

Unrestricted General Fund	
Clerical Specialist	Admissions & Records
Clerical Specialist	Adult Ed – Basic Skills
Clerical Specialist	Technology & Health
Educational Advisor	Counseling
Student Relations Specialist	Counseling
Restricted General Fund	
Clerical Specialist	Student Services
SS Outreach Specialist	Student Services

4. The reclassification study for staff and management positions is proceeding well. Classification results are expected by November 30 and compensation results are expected by December 21—the final step in the process.
5. Cabinet approved AP 3510—Workplace Violence Plan ([attached](#)) to advance to consideration by the President's Advisory Council.
6. Chief Technology Officer Vic Belinsky updated Cabinet on a variety of technology initiatives.
 - AP 3720 – Computer and Network Use ([attached](#)) was approved by Cabinet. It was approved by ITAC at its last meeting and also sunshined to the Academic Senate. Vic will provide the cover sheet summarizing the status of the review of this revised policy. Based on that status, the AP will proceed to the next step for approval.
 - DegreeWorks, to be known on campus as MAP (Mountie Academic Plan). The first issue has been the utility of MAP for continuing students with catalog rights established more than three years ago. Because program requirements have only been programmed for

the last three years (and going forward), MAP will not be as useful for these students. The second issue has been courses which have changed (or will change). It has been and will continue to be an important process to “equate” the new version of the course to the previous one to the extent that the two versions meet similar degree and certificate requirements. MAP is up and running for the counseling staff to use with advising students and for Admissions & Records to use in awarding degrees and certificates. For student use, a pilot will be established for new or fairly new students to be able to use MAP. Access will be through the portal, and these students will be surveyed to determine issues needed resolution for general student use.

- The IT teams from Mt. SAC and Cal Poly Pomona met on Wednesday, June 20, 2012.
 - The Managed Printing Systems initiative is an effort that both Mt. SAC and Cal Poly are pursuing. The two IT teams agreed to work together on this. Mt. SAC has purchased “[PaperCut](#)” which is a software monitoring system. This system will generate regular reports beginning this Fall. The software can also manage pay-for-print services. This would be an important advantage for Mt. SAC in that we currently use three different solutions on campus for pay-for-print.
 - The two groups discussed the implementation of [eTranscript California](#). Mt. SAC is looking at sending transcripts electronically through an add-on to our existing [Credentials software](#) which would make sending transcripts to eTranscript California automatic from our end. A grant will pay most of the fees for this upgrade.
 - Degree Audit. Cal Poly also has a degree audit system—a different tool than DegreeWorks. It may be possible for the two systems to “talk” to each other. Cal Poly also indicated that they might allow our counselors to log into their degree audit system.
 - IT Team - technical sharing sessions. The two teams have planned cross training sessions from which IT folks can mutually benefit from a combined training—saving time and cost plus adding some “cross pollination” of ideas.
- Paperless/Imaging Strategy. The college already owns the work flow/document management system “[Quickr](#)” as part of the IBM Lotus family of software. We are moving ahead to implement this product with the “trial run” being the system to handle updates to Board Policies and Administrative Procedures currently managed by Denise in the President’s Office. Quickr is a versatile product. It enables version control so that various drafts of a document can be easily identified. It has assigned editing with a check-out, check-in document management system. It has the ability to associate a task list to a document thus establishing work flow (who approves next, over what time period, etc.). The accessibility of documents is established through assigned categories (Reader, Author, Editor, Manager, Owner). It has a strong communication function that well integrates with email and our portal.
- Mandatory Password Change. This change will be reestablished shortly.
- Universal Sign On. The college currently has three separate systems which do not recognize each other’s log in and password: Banner, Lotus Email, and Windows. IT will be working toward a universal sign on with which a user would need to sign only once and be recognized by all systems.
- Computer Time Out Policy. This system logs out the user after a set period of inactivity. The purpose is to provide security when the user steps away from the computer. The time out was 30 minutes but has been shortened to 10 minutes based on observations

that open computers were being left unattended. Other power saving modes have been implemented as well.

7. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. [Draft BP and AP 6625 on District Fundraising](#) and [Cabinet Notes](#) (Mike, **7/10**—with Lisa Sugimoto & Audrey Yamagata-Noji plus a **revised BP and AP**)
 - b. Centralized Printing and Copying (Mike, 8/21—with Dale Vickers)
 - c. Facilities Use (Mike, **7/10**—with Bill Eastham **plus revised BP/AP 6700**)
 - d. Facilities Use (Mike & Lisa, **7/10—research options for fundraisers**)
 - e. Implementation of Degree Works (Audrey, 8/21)
 - f. [AP 6610—Facility Project Prioritization](#) (Mike, 8/21—with Gary Nellesen)
 - g. Expansion of International Student Program (Audrey, 7/17-Board Presentation)
 - h. Collaborative [Projects](#) with Cal Poly Pomona (All, **7/10**)
 - i. [AP 5075—Course Adds and Drops](#) revision of drop date (Audrey & George, 9/18)
 - j. Employee Wellness Program Ideas (Karen Saldana, 8/21)
 - k. Review Position Vacancy List; Budget Strategies (All, **7/10**)