



President's Cabinet

Action Notes

August 9, 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

(Carolyn Keys substituting for Audrey Yamagata-Noji.)

1. The Cabinet discussed centralizing copying and printing services. The proposed system would be implemented through a contract with a vendor such as IBM or IKON. The vendor would either adapt our existing District-owned equipment or, more likely, that equipment would be phased out and replaced by equipment provided by the vendor. This arrangement would need to be negotiated to assure that the District assets currently in place do not lose value. The vendor would then provide on-site training, services, and maintenance for the copying and printing equipment. The desired results would be lower capital and operating costs, state-of-the-art equipment, and reliable service. The District would then limit copying and printing equipment to networked machines under this contract. Existing machines deemed outside this necessary service level would no longer be maintained by the District nor would expenditures for new equipment or support material be authorized. **Mike has a preliminary meeting scheduled with potential vendors next Monday and will report back to Cabinet.**
2. The Cabinet discussed the rules for rehiring STRS retirees ([see attached](#)). As we have several open positions that may take some time to fill, the use of retirees may be an option, but we will need to follow these rules attentively.
3. The Cabinet discussed to current schedule for [Education/Information Reports to the Board](#) and the process in general. There was consensus that the process worked well for both the college and the Board and should continue as designed.
4. **Bill reported on his recent meeting with representatives of DeVry University: President Scott Sand and Director of Community College Partnerships Marc Houston. [The attached memo summarizes the areas discussed.](#) Carolyn will follow up with Audrey on opportunities to share resources in student services, particularly for financial aid and articulation. Ginny will follow up on dialog among the math faculty at the two institutions and share opportunities for adjunct faculty employment. Bill will pursue the possibility of DeVry joining the San Gabriel Valley Education Consortium. All will be aware of the offer by DeVry University for facilities use (when available) at no cost.**

5. The discussion regarding professional development was revisited. Regarding faculty professional development, we will continue to explore identifying a manager to provide leadership and administrative support to the faculty coordinator and the senate committee on professional development. Ideas were shared but not finalized. Regarding classified and management professional development, the need for a full-time administrative position was debated and ultimately agreed upon. Annette will develop a proposal and potential list of job duties and include this in the HR program review in the upcoming cycle, seeking funding next year. Cabinet discussed including duties such as training search committee members and monitors on Equal Employment Opportunity requirements, being the point person on the anticipated Employee Assistance Program, and being the contact person and training officer in the areas of sexual harassment and discrimination. This person could also provide direct training in employee matters such as workplace safety.
6. Mike presented data on energy savings ([attached](#)). On the positive side, facilities projects in which the college is investing \$634,000 will begin producing an annual energy cost savings of \$274,500 when fully in place beginning in 2012-13. Balancing this savings will be the added cost of expanding the square footage that the college operates. The three growth buildings (Ag, Design Tech, Child Development) will add 150,000 sq ft of space with an annual energy cost estimated at over \$300,000.
7. The Cabinet discussed strategy for negotiations with classified staff.
8. Last week I reported that "Currently, VPs sign student hourly pay cards. It was decided that only the immediate management supervisor would need to sign these cards." My mistake. It is *hiring forms* that VPs no longer need to sign. (VPs have never had to sign student time cards.) Here is the new process plus the new process for Out of Class Adjustments:
 - Vice President signatures are no longer required on the Short Term Employment Form for processing STUDENT HOURLY. VP signatures are still required for processing all other short term, temporary, hourly employees and professional experts.
 - Vice President signatures will be required on the Classified and Management Status Report (i.e., out of class adjustments). These temporary changes in assignment will be placed on the monthly Board agenda along with all other personnel action requiring Board approval. Routing of this form will be as follows:
 1. Manager prepares, signs and submits the Classified and Management Status Report to Fiscal Services to verify funding support.
 2. Fiscal reviews and routes the form to the appropriate VP for signature.
 4. After VP signs, the document is forwarded to HR.
 5. HR prepares the personnel action for board approval.
9. I had a chance to review in some detail the accreditation self-study, the addendum, and the evaluation team report. There were several items I have asked the VPs to review with me at a future meeting. Those items are listed in the [attached report](#).

10. Items for future agendas:

- a. [BP and AP 6625 on District Fundraising](#) (Mike, 9/20)
- b. Centralized Printing and Copying (Mike, 8/23)
- c. Student Travel (Guidelines: Ginny; Waivers: Mike, both 9/20)
- d. Process for Developing and Approving Board Policies and Administrative Procedures—[see attached form](#) (All, 8/23)
- e. 9/11 Recognition (All, 8/23)
- f. [Accreditation Follow Up](#) (All, 8/30)