



President's Cabinet

Action Notes

September 20, 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

Linda Baldwin sat in for Mike Gregoryk who was away at a conference.

1. Cabinet approved three immediate needs funding requests and directed a fourth to be considered for scheduled maintenance funding. Going forward are requests for [\\$7,750](#) to cover supplies and materials for the Welding program; [\\$12,500](#) for interpreters for our recently hired hearing impaired instructor, and [\\$3,000](#) for services to house the aircraft used in our Aircraft Maintenance program. The request to fund resurfacing the Hilmer Lodge Stadium track was referred to the Campus Master Plan Coordinating Team (CMPCT).
2. Cabinet discussed the impending reclassification project and give some direction to assure better communication and clearer presentation of outcomes.
3. Cabinet reviewed the Vacancy List ([attached](#)) of positions being filled. Some adjustments in priorities were made.
4. Bill presented a revised form for adding or changing Board Policies and Administrative Procedures ([attached](#)). Cabinet approved sending this forward to the President's Advisory Committee while noting that this would be accompanied by change in AP 2410 ([attached](#)).
5. Cabinet reviewed BP and AP 6700, Civic Center and Other Facilities Use ([attached](#)) along with the authorizing [Education Code 82537-48](#) and [Mt. SAC Facility Rental Fee Schedule](#). The Fee Schedule seems appropriate for groups to be charged the direct cost under Ed Code 82542(c) but not for campus and nonprofit organizations under Ed Code 82542(a). Cabinet will review this issue in more detail at subsequent meetings.
6. Cabinet discussed the drafting of the Equal Employment Opportunity plan (EEO plan), particularly the role of the administrative director, in establishing both the appropriate diversity of the search committee and of the hiring pool itself. The Campus Equity and Diversity Committee (CEDC) has a [draft](#) of the plan out for review. Barbara Gonzalez, faculty co-chair, is seeking formal input from the Academic Senate on these and other issues.
7. Cabinet discussed the need for faculty-to-faculty training on the implementation of the MoodleRooms software that will be replacing Blackboard as our system to facilitate online teaching. A professional development plan is in the works, and Cabinet is in support of a budget allocation to do such in-house training. **Ginny will communicate the support of Cabinet for faculty training to the group working on MoodleRooms implementation.**

8. Cabinet discussed the role of the Supervisor category of employment and the need to clarify the duties of Supervisors as needing to move into a management position or possibly as members of the Classified Service serving in roles such as Coordinators or Leads. While this is not an issue that needs to be addressed immediately, **Annette will explore alternatives to the Supervisor classification, particularly as part of the Reclassification Study.**
9. Cabinet discussed the outcomes of the meet-and-confer sessions with Managers and Confidential/Supervisors. **It is anticipated that an action item on compensation for these employees will be ready for the October Board meeting, and Annette will follow through on finalizing the action to be taken.**
10. Cabinet continued the discussion of issues from the Accreditation Self Study and also from the Accreditation Evaluation Team Report. We discussed items mentioned in the Self Study in Standards IIB, IIC, IIIA, IIIB, and IVA. [Notes on these items are in green in the comment boxes on the extracted sections of the Self Study which is attached.](#) At a future Cabinet meeting, we will discuss issues raised in the Evaluation Team Report.
11. Not discussed but previously distributed is a draft Campus Designated Smoking Areas map ([attached](#)). At the next President's Advisory Committee meeting, the membership of the task force to implement the new Administrative Procedure will be accepted, and the group will begin work under the leadership of Sandy Samples.
12. Items for future agendas:
 - a. [BP and AP 6625 on District Fundraising](#) (Mike, 9/20; rescheduled to 9/27)
 - b. Centralized Printing and Copying (Mike, 9/27)
 - c. Student Travel (Guidelines: Ginny; Waivers: Mike, both 9/20; rescheduled to 9/27)
 - d. [Accreditation Follow Up](#) (All, 10/4)
 - e. Faculty Sabbaticals (Annette & Ginny, 9/27)
 - f. City of Industry Redevelopment Partnership (Mike, 9/27)
 - g. Wait List Process (Audrey, 9/27)
 - h. Student Newspaper Subscriptions (Audrey, 9/27)
 - i. [BP 3565](#) and [AP 3565](#), Smoking on Campus (Bill, 10/25)
 - j. Civic Center Facilities Use [BP/AP 6700](#) and [Facility Rental Fee Schedule](#) conformance with [Education Code 82537-48](#) (Mike, 10/4)
 - k. Developing & Revising BPs and APs: [form](#) and AP 2410 (Bill, 10/25)