



President's Cabinet

Action Notes

February 6, 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
Linda Baldwin attended for Mike Gregoryk

1. Cabinet discussed Administrative Procedure 2410 that guides how the college develops and approves policies and procedures. The draft prepared by Cabinet and reviewed at President's Advisory Committee has been analyzed by the Faculty Association and CSEA Chapter 262. Cabinet agreed with the changes suggested. [The FA and CSEA changes are shown in purple on the attached copy of AP 2410.](#) This revised AP 2410 will be reviewed again by PAC at its next meeting. The [form for AP 2410](#) has also been modified to show these changes.
2. Cabinet discussed topics for the Board Study Session on March 2-3. At next week's Cabinet the order of presentations and the time needed for each will be decided.
 - Integrated Planning (Ginny Burley)
 - Key Performance Indicators (Bill Scroggins and Barbara McNeice-Stallard)
 - Foundation (Lisa Sugimoto)
 - Facilities Master Plan (Gary Nellesen)
 - Prioritizing Measure RR Projects (Mike Gregoryk)
 - Lease/Leaseback Process (Gary Nellesen, Phil Henderson, and Sharon Suarez)
 - Budget
 - Current Year Update and 12-13 Projection (Linda Baldwin)
 - Long-Term Budget Planning (Bill Scroggins)
 - Communication (Bill Scroggins)
 - Retiree Medical Benefits (Linda Baldwin) and Board Resolution (Bill Scroggins)
 - Status Quo Budget Review: Austerity Budget (Bill Scroggins)
 - Reallocation of Resources Within Instructional Services (Ginny Burley)
 - Increasing the International Program (Audrey Yamagata-Noji)
 - Change in Auxiliary Services Practices (Mike Gregoryk)
 - Process for Scheduled Maintenance and Facilities Renovation Projects (Gary Nellesen)
 - Process for Technology Replacement (Mike Gregoryk)
 - Personnel (Annette Loria)
 - Negotiations
 - Criteria for Replacement of Vacant Positions
3. Following up on last week's discussion of event planning and the Facilities Fee Schedule, Cabinet discussed how budgeting for currently approved events should be handled and how the expenditures for events should be tracked. Similarly, Cabinet discussed the process for approving and allocating funds for new events. Linda Baldwin pointed out that the work of Fiscal Services on the accounting processes used in Auxiliary Services will be impacted by these policy decisions. Cabinet did not reach any conclusions but noted that this topic will be revisited with Bill Eastham and Mike Gregoryk on March 20.

4. The status of the DegreeWorks initiative was discussed. The bottom line is that plans to have the system functional for utilizing the degree audit function to issue degrees this spring will more than likely be completed by the time degrees are to be posted to the student transcripts. The initial screening for eligibility will be conducted manually, but the final approval (based on Spring 2012 grades) should be via the degree audit function. Here are the issues as presented in a memo from George Bradshaw, Dean of Enrollment Management.
- Equivalency development is going well. About 90% of departments have submitted lists of courses at other colleges that they consider equivalent to their Mt. SAC courses for purposes of awarding degrees and certificates. Staff are verifying the correct information for the courses which is time consuming.
 - Degree audit scribing is going well. We are creating our own version of DegreeWorks called Mountie Academic Plan or MAP. The degree and certificate requirements for 98% of the programs listed in the 09-10, 10-11, and 11-12 catalogs have been entered into MAP. Some departments have degree requirements with variable units or course options with differing units. Advice is being sought as to how to program these situations. Additionally, clarification on how to apply degree requirements for the two new AA-T degrees (Associate in Arts-Transfer) using IGETC or CSU GE certification has been clarified.
 - Population inclusion is a problem. In test, we have been unable to bring up selected students in order to test the degree audit functions. The Degree Works program should be able to distinguish particular students, especially those enrolled subsequent to the 2009-10 catalog year. Consultant Mike Fox from DegreeWorks will be on campus the week of March 5th to resolve this issue.
 - Counseling staff training has begun but cannot be completed until the student population inclusion problem has been resolved.

[The full memo from George Bradshaw is attached.](#)

5. Cabinet discussed the accreditation status of Cuesta College and College of the Redwoods who have just been put on "Show Cause" sanction by the Accrediting Commission for Community and Junior Colleges (ACCJC). Attached are the news stories on the Show Cause orders issued to [Cuesta](#) and [Redwoods](#). Below is the ACCJC statement on Show Cause. This is the last step before Termination of Accreditation. These two colleges have to solve their issues before they are visited again by the Commission next fall.

Order Show Cause. When the Commission finds an institution to be in substantial non-compliance with its Eligibility Requirements, Standards, or Commission policies, or when the institution has not responded to the conditions imposed by the Commission, the Commission will require the institution to Show Cause why its accreditation should not be withdrawn at the end of a stated period by demonstrating that it has corrected the deficiencies noted by the Commission and is in compliance with Commission Standards, Eligibility Requirements, and policies. In such cases, the burden of proof will rest on the institution to demonstrate why its accreditation should be continued. The Commission will specify the time within which the institution must resolve deficiencies. If the loss of accreditation will likely cause an institution to close, during the Show Cause period, the institution must make preparations for closure according to the Commission's "Policy on Closing an Institution." While under a Show Cause order, the institution will be subject to reports and visits at a frequency to be determined by the Commission. The accredited status of the institution continues during the period of the Show Cause order. If Show Cause is ordered as a result of the institution's comprehensive review, reaffirmation is delayed during the Show Cause order.

6. Ginny Burley reported on the recent meeting on classified communication. Cabinet agreed that a new employee orientation is an important project and suggested that Classified Senate be supported to accomplish this work. **Bill will continue to work with the Classified Senate on employee recognition and new employee orientation.** As suggested in the meeting, Cabinet is

moving forward to establish an on-going management training system. This initiative will cover many of the issues that classified staff pointed out such as conflict resolution, communication styles, diversity issues, reward systems, teamwork, and employee input on unit processes. Annette and Ginny will continue to work on establishing a management professional development program. Cabinet agreed that it is a good idea to post the Mt. SAC Core Values at significant locations around campus. Bill will follow through on having the Core Values posted. They are:

- **Integrity:** We treat each other honestly, ethically, and responsibly in an atmosphere of trust.
- **Diversity:** We respect and welcome all differences, and we foster equal participation throughout the campus community.
- **Community Building:** We work in responsible partnerships through open communication, caring, and a cooperative spirit.
- **Student Focus:** We address the needs of students and the community in our planning and actions.
- **Lifelong Learning:** We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.
- **Positive Spirit:** We work harmoniously, show compassion, and take pride in our work.

7. Items for future agendas:

- a. [BP and AP 6625 on District Fundraising](#) (Mike, **2/14**—with Lisa Sugimoto & Audrey Yamagata-Noji)
- b. Centralized Printing and Copying (Mike, **2/14**)
- c. Facilities Use (Mike, 3/20—with Bill Eastham plus revised [BP/AP 6700](#))
- d. Implementation of Degree Works (Audrey, 3/20)
- e. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, **2/14** with Gary Nellesen)
- f. Expansion of International Student Program (Audrey, **2/14**)