



President's Cabinet

Action Notes

March 20, 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. Vic Belinsky, Chief Technology Officer, joined Cabinet and reported on the Web Improvement Project ([see attachment](#)). A kick off meeting was held last week and 32 attended. Major topics were the use of the OmniUpdate web page management software, the status of the development of Mobile Apps for “smart” phones (8 are in development), and a Marketing Plan. A key component of this initiative is the development of a platform that will allow distribution of information to several sites and through several delivery systems. This will enable content providers to maintain current content in one location and distribute that content to several places and using several platforms. This initiative will also produce a Media Distribution System management by Technical Services so that posting on the various Message Boards around campus can be done more effectively. Training will be a key component here also. **Vic will make an information report to the Board of Trustees in April.**
2. Gary Nellesen, Director of Facilities Planning & Management, joined Cabinet for a discussion of the Facilities Project Prioritization Process ([see attachment](#)). This was a follow up to the discussion held at the two-day Board Study Session. In particular, Cabinet discussed the timeline (on the third page of the attachment). Cabinet concluded that the “call letter” step would not be needed but rather that proposed projects would be developed through the PIE process following that timeline—considerably shorter. Further, the “project review” work would need to be done only for those facilities projects that attained highest priority through the PIE review process. Additionally, at the Vice President Review step in PIE, highest priority projects would be submitted to the Facilities Advisory Committee for comment and recommendation. All of this would go to CMPCT (the Campus Master Plan Coordinating Team) for finalization. Cabinet recommended that this process also include an Immediate Needs step to address unanticipated high priority facility projects such as transformer outages.
3. Bill Eastham, Director of Technical Services, joined Cabinet to discuss the role his unit is playing in captioning video ([see attachment](#)). Cabinet agreed to prioritize resources for Technical Services through the end of the 2012-13 year to caption as many videos as feasible. Ginny Burley will work with the Instruction Team to identify and prioritize existing non-captioned videos. Existing Technical Services staff who are working on captioning will be augmented through temporary out-of-class assignments to help get as much of this work done as possible. A software product called [Camtasia](#) will be acquired from VP discretionary funds (cost is \$2,781) that will assist faculty in captioning their self-produced videos. At the end of this initial period, only authorized videos developed on campus will be captioned by Technical Services in an ongoing process. All commercial videos will need to be captioned upon purchase. The acquisition of non-captioned videos is not authorized.

4. Cabinet reviewed several Immediate Need Requests from Facilities Planning & Management, approving only the following, all as one time allocations ([see attached](#)).
 - a. \$12,900 for additional vehicle fuel costs
 - b. \$6,000 for additional repairs to our fleet of vans
 - c. \$55,315 for additional consumable supplies (toilet paper, etc.)
 - d. \$14,400 for supplies for the new Design Technology Building (HVAC filters, etc.)
5. Cabinet discussed the appropriate threshold above which contracts would need to be taken to Board for approval. At the two-day Board Study Session, the Board indicated that the statutory limit of \$81,000 would be inappropriately high for Mt. SAC to use. Mike Gregoryk will investigate the current dollar amount of contracts that need signing and bring back a recommendation next week so that we can take a revised proposal to the April Board of Trustees meeting.
6. Cabinet discussed space allocation for the International Student Program in Building 6. Rooms 100, 100A, and 140-143 will be assigned to the program, and rooms 144 and 160 will be available to the program on an advanced scheduling basis. [A map of the affected area is attached.](#)
7. Cabinet discussed the program for this year's Commencement Ceremony ([attached](#)).
8. Items for future agendas:
 - a. [BP and AP 6625 on District Fundraising](#) (Mike, **3/27**—with Lisa Sugimoto & Audrey Yamagata-Noji)
 - b. Centralized Printing and Copying (Mike, 4/10)
 - c. Facilities Use (Mike, **3/27**—with Bill Eastham plus revised [BP/AP 6700](#))
 - d. Implementation of Degree Works (Audrey, **3/27**)
 - e. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, 4/10 with Gary Nellesen plus a new Administrative Procedure on the process)
 - f. Expansion of International Student Program (Audrey, **3/27**)