



**President's Cabinet  
Action Notes  
July 10, 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 was joined by Bill Eastham, Director of Technical Services, to discuss facility use and event planning.
  - The updated [Facility Rental Fee Schedule](#) is now in effect. The fee schedule will be kept current through annual updates. The review will take place each October/November and approved each December for implementation in July of each year.
  - The end-of-year balance in the facilities rental budget is now being rolled over. This balance will be a cushion for years in which rental income does not cover direct expenses. End-of-the-year balances may also be used for maintenance and upkeep of heavily used facilities.
  - Classified salaries were previously in a restricted district fund, Fund 13674 (Use of College Facilities) and were moved to Fund 11000 in Event Services.
  - Payroll for hourly employees is being done with time cards. One position number is assigned to one account. That account is adjusted to the account that the employee staffs. A new time sheet is being used for this purpose.
  - Oracle Application Express is being used to create an online facility request form that will be online soon. This software is extended to event budgets and reconciled to Banner budget accounts. Major ongoing events (Commencement, Relays, etc.) will have their own accounts.

The discussion turned to a [new draft of AP 6700—now called Campus Events and Use of Campus Facilities](#). The draft defines categories of events by approval status and funding source. Cabinet suggested a few changes to clarify direct costs, emphasize the need for clearly identified sources of funds to cover direct costs for each event, and the connection of net proceeds to AP 6625 on College Funding. Cabinet will discuss the AP 6700 draft one more time before transmittal to President's Advisory Council (PAC).

2. Cabinet was joined by Lisa Sugimoto, Interim Director of the Mt. SAC Foundation. Lisa reported on further progress on [BP and AP 6625—College Fundraising](#). Two minor changes were made. The draft is now ready for discussion at PAC.
3. Cabinet began examining the [Vacancy List](#)—positions authorized to fill. Eliminated:

Office Assistant (75%)	Child Development Center	\$12,000
Clerical Assistant (47.5%)	Natural Science Division	\$8,000
Clerical Assistant (47.5%)	Natural Science Division	\$8,000
Lab Tech, Theatre (47.5%)	Theatre	\$10,000
Total Saved:		\$38,000

Discussions of the Vacancy List will continue next week.

4. Cabinet reviewed the On-Going and One-Time Savings for Vacant Positions ([attached](#)) and the Requested Backfill Budget for Vacant Positions. Given the time necessary to fill open positions, even with expenditures for temporary backfill of some of these, there is and expected savings for 2012-13 of \$560,226 on-going and \$417,569 one-time.
5. Cabinet reviewed the Open Position List—vacant positions still in the budget that have not been authorized to refill. The following decisions were made.

Clerical Specialist	A&R	Eliminated	\$26,361
Clerical Specialist	Adult Ed-Basic Skills	Checking	On Hold
Clerical Specialist	Tech & Health	Eliminated	\$26,440
Learning Lab Asst	Learning Assistance	Checking	On Hold
Secretary	Counseling	Checking	On Hold
Ed Advisor	Counseling	Eliminated	\$63,930
Student Relations Spec	Student Life	Eliminated	\$68,367
Clerical Specialist	AANAPISI Grant	Grant Funded	Fill
Outreach Specialist	Student Services	Eliminate	\$\$ to hrly counseling
Director	CalWORKs	Eliminate*	\$110,000
			Total Saved: \$295,104

\*The CalWORKs manager position will not be filled, but because these are categorical funds, we will be developing additional positions to assist in handling the workload.

6. Cabinet discussed the status of the budget deficit for 2012-13.
 

Tentative budget call on reserves:	\$7,558,272	
Not filling 7 faculty vacancies:	\$454,556	(see last week's notes)
Delayed filling of staff vacancies:	\$977,795	
Elimination from Vacancy List:	\$38,000	
Elimination from Open Position List:	\$295,104	
Net call on reserves (as of 7/10/12):	\$5,792,817	
7. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Centralized Printing and Copying (Mike, 8/21—with Dale Vickers)
  - b. Facilities Use (Mike, 7/31—with Bill Eastham finalize [revised BP/AP 6700](#))
  - c. Implementation of Degree Works (Audrey, 8/21)
  - d. [AP 6610—Facility Project Prioritization](#) (Mike, 8/21—with Gary Nellesen)
  - e. Expansion of International Student Program (Audrey, **7/17-Board Presentation**)
  - f. Collaborative [Projects](#) with Cal Poly Pomona (All, 7/31)
  - g. [AP 5075—Course Adds and Drops](#) revision of drop date (Audrey & George, 9/18)
  - h. Employee Wellness Program Ideas (Karen Saldana, 8/21)
  - i. Review [Position Vacancy List](#); Budget Strategies (All, **7/17**)