



President's Cabinet

Action Notes

October 30, 2012

Bill Scroggins, President/CEO

Virginia Burley, VP of Instruction

Audrey Yamagata-Noji, VP of Student Services

Mike Gregoryk, VP of Administrative Services

1. Cabinet was joined by Vic Belinski, Chief Technology Officer, and Vic Collins, Administrative Consultant in Human Resources. Cabinet reviewed a report of student hourly workers who are not on federal work study. ([The attached report on student hourly workers is broken down by team: Instruction-Credit, Instruction-Noncredit, Student Services, and Administrative Services](#)). As of the date of the printout, 529 students were employed. The next step will be to break down the data by department. Given limited resources, Cabinet is exploring the establishment of priorities for use of student workers. The initial thinking is to emphasize the use of student workers doing peer support services such as peer tutoring, peer advising, and peer assistance on the online help desk and deemphasize the use of student workers for task that support work of permanent staff. When we get the department/program level data in the next two weeks, we will ask managers for input on the use of student help in their areas.
2. Cabinet next turned its attention to improving the process for loading employee data into Banner. Vic B. and Vic C. shared the background of this issue and two proposed solutions ([attached](#)). The first solution proposed is to use Banner's Faculty Load and Compensation (FLAC) process. This will take some programming by IT to add California reporting elements. Work in both IT and HR has begun on this process and will conclude early next year. Cabinet agreed that this process should proceed. The second proposed solution was to use Electronic Personnel Action Forms (EPAFs). These forms would be filled out and submitted online directly by the department hiring the employee. After review online by HR, the data would be electronically merged with Banner to create the necessary job record for each employee. This process would require departments to be familiar with and proficient in the use of position numbers established by Fiscal Services. Cabinet also agreed that this process should proceed. Three training windows are anticipated. There is need for a general "Banner 101" to extend the knowledge of staff working with Banner, to get general feedback on Banner usage and challenges, and to increase communication between users and IT on Banner issues. There will also be two training opportunities for those who will use FLAC and EPAFs, one two week period in January and another two week period in March.
3. The above discussion was extended to cover issues of coordination and communication with IT regarding both A&R processes and Class Schedule Building. A&R does hold a debriefing after each registration cycle at which IT is represented. Cabinet noted that these debriefings should emphasize calendar/timing issues such as the Banner down time that will happen this weekend and overlap the last day for students to drop full term classes with a W—this Friday. Instruction does not hold a debriefing after each class schedule building cycle as schedule issues are more ongoing than episodic. However, there may be utility in some sort of regular meeting of the Instruction Team with IT.

4. The next topic was document imaging. [An update report is attached](#). Cabinet agreed with the conclusion of this report: “Mt. San Antonio College will need to invest in a new document imaging system going forward; one that will be more user-friendly, robust, readily incorporate electronic forms, and improve the processing of transcript data and required documents in Student Services. Tighter integration with Banner is key; something that is missing from our current system.” Mike and Vic will report on further research on potential software solutions in the next two weeks or so.

5. Bill reported that President’s Advisory Council has recommended locations for the designated smoking areas for enforcement of [AP 3565, Smoking on Campus](#). Also recommended was the signage—see the image to the right which will be 11¼” high and 10” wide. After considerable discussion of the cost of implementation, it was agreed in PAC that only the signs and the smokeless ashtrays would be provided—no seating or covering. PAC will evaluate the situation in six months. Facilities will order the signs and proceed with installation over the next 30 days. CB Brown will be asked to coordinate the information campaign after which Mark DiMaggio and his security staff will begin enforcement of the citations for violators. [Subsequent to this PAC meeting, the student leaders of Phi Theta Kappa and their advisor, Professor Carol Impara, met with Bill and CB and volunteered to assist with the information campaign to students about smoking being restricted to designated areas.]



6. Cabinet was joined by Jim Jenkins, Dean of Humanities and Social Sciences, to discuss the [Study Abroad Program](#). Jim reported on the work of coordinators Tamra Horton and Julie Bray-Ali, particularly on the production of a handbook. Cabinet agreed that it is important that the handbook be completed by the end of this semester. There are some concerns going forward. For study abroad offerings, Mt. SAC currently depends on the [Southern California Foothills Consortium](#) which is housed at Citrus College*. The number of faculty involved in study abroad offerings through the Consortium has declined as colleges have experiencing limited resources to support study abroad. Mt. SAC does not currently sponsor faculty to lead study abroad classes through the Consortium as the rebate to Mt. SAC from student fees charged by the Consortium would not cover the entire cost of the faculty participating. There are also several challenges to assure that eligible students receive financial aid ([attached](#)). Also, our Ad Hoc Advisory Committee has not met since last spring so plans going forward here at Mt. SAC are uncertain. Finally, the investment of reassigned time to lead the program is in question due to budget considerations. Ginny will continue to evaluate the matter of reassigned time for study abroad.

7. Cabinet reviewed revisions to [AP 4051, Course Equivalencies and Variances](#). This AP was adopted in March in AMAC and Cabinet has no issues with the change. The revision will be reported to President’s Advisory Council as an information item at its next meeting.

Members: Antelope Valley College, Barstow Community College, Citrus College, College of the Desert, Crafton Hills College, Miracosta College, Mt. San Antonio College, Mt. San Jacinto College, Palomar College, Rio Hondo College, San Bernardino Valley College, San Diego City College

8. Cabinet discussed the relocation of the antenna for our radio station, KSAK, and concerns expressed about its location. Cabinet considered those concerns and directed that the antenna be relocated to the [BKK Landfill](#) site.
9. Cabinet considered the possibility of a Community Day along the lines of what other community colleges do to engage their service areas. ([See the material from Ozarks Technical Community College.](#)) Advantages would be to improve community understanding of Mt. SAC's mission, provide a recruiting mechanism for future students, and build community support for future issues such as facility bonds or parcel taxes. Cabinet decided that the physical and human resources were just not available for such a project at this time.
10. Cabinet will not meet next week, November 6th, as Bill will be leading the accreditation visit to College of the Redwoods.
11. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Implementation of Degree Works (Audrey, 12/4)
 - b. Employee Wellness Program Ideas (Karen Saldana, 11/27)
 - c. Analysis of Usage of Student Workers (Mike, 11/20)
 - d. Short-term, Seasonal, On-Call Workers and Professional Experts (Jim Ocampo, 11/20)
Revision of AP 7236 and CSEA contract language based on the [8/31/11 legal opinion letter on employment practices](#): for use of Short-Term Workers meet the a) to g) requirements listed at the top of page 5 in the legal opinion and for hiring Professional Experts put in place the 1) to 6) requirements listed on page 7 of the legal opinion under "Steps to Take When Hiring Professional Experts."
 - e. Transit Pass Project (Audrey, 11/20)
 - f. Study Abroad Future Plans (Ginny, 11/20)
 - g. Chamber of Commerce Training Partnership (Ginny, **11/13**)
 - h. Division/Program Orientation (Ginny, **11/13**)
 - i. Emergency Response Communication System (Mike, **11/13**)