



**President's Cabinet
Action Notes
May 7, 2013**

Bill Scroggins, President/CEO
Virginia Burley, VP of Instruction
Audrey Yamagata-Noji, VP of Student Services
Mike Gregoryk, VP of Administrative Services

1. Cabinet reviewed the [May First Monday report from state Chancellor Brice Harris](#). We felt Mt. SAC was up to date on the issues raised by the Chancellor including implementation of repeatability regulations, the new format for funding economic development, and the interest of some in community colleges offering bachelor's degrees in technical areas.
2. Bill Eastham, Director of Technical Services, joined Cabinet and presented findings of his building survey of equipment needed to be compliant with [AP 5142](#) on captioning. [That report is attached](#). Cabinet agreed to fund this equipment from Measure RR. Bill Eastham indicated that the equipment could be acquired and installed by the end of this summer. Technical Services is prepared to caption videos this summer. Only DVDs and VHS tapes will be processed, and a compliant DVD burned. Due to copyright issues, computer-based digital files of converted videos will not be made available. Campus users who produce videos should be sure that captioning is included with their recordings.
3. Bill Eastham discussed the KSAK antenna. Due to loss of permission to use the previous location, our antenna broadcasting went silent on 10/17/12 and our exemption expires 10/18/13. ([See the attached letter from the FCC](#).) We are proceeding with establishing the antenna on the existing transmission pole at the BKK site as previously reported. This will be accompanied by a microtransmitter on campus for simulcast. Costs are reasonable, and **Mike will bring an Immediate Needs Request to the president right away.**
4. Cabinet was joined by Vic Belinski, Chief Technology Officer, to discuss document imaging. Our current document imaging system is Hershey, but that company has been bought out, and the new owner has indicated that the old product will not be supported. Cabinet approved issuing a Request for Proposals for a new software solution for document imaging that would include wrap-around support of training and service. Cost is estimated at \$200 K. Vic reported that the following units are utilizing document imaging.

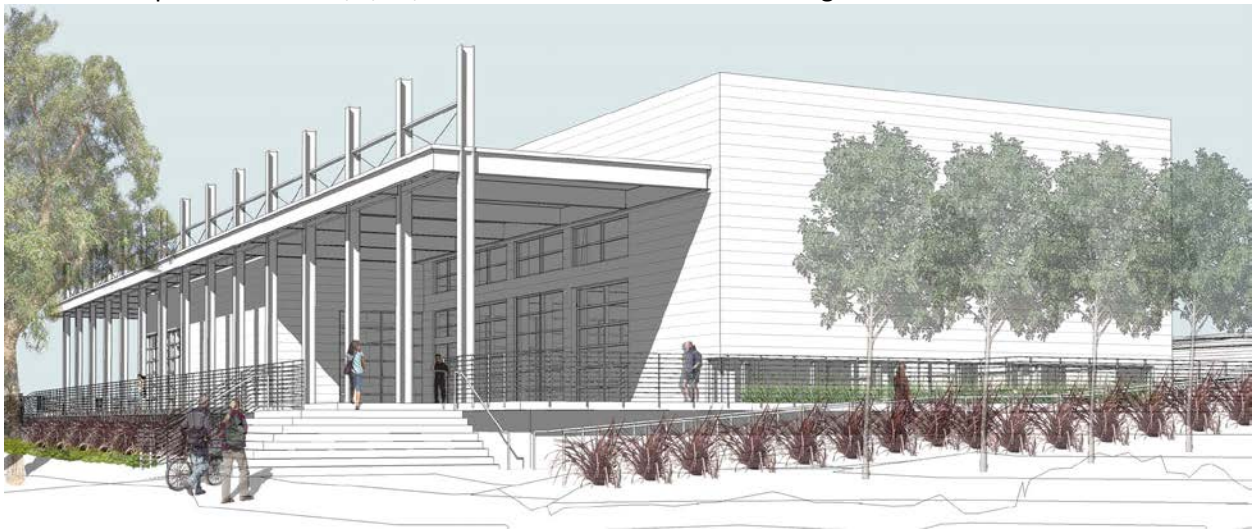
Admissions and Records	Academic Division Offices
EOPS	Facilities & Construction Management
DSPS	Risk Management
International Students	Academic Division Offices
Transfer Center	Fiscal & Payroll Offices
Transcript, Degree Audit and Educational Planning Offices	Human Resources
Office of Student Life	Information Technology
Office of Instruction	President's Office

5. Cabinet continued its discussion of the need for permanent leadership of professional development. The job description for Coordinator, Staff and Organizational Learning ([attached](#)), which was approved but not funded three years ago, was discussed and reviewed. ([See the 2009 Joint Resolution of the Academic Senate, CSEA and Faculty Association.](#)) As an alternative, Cabinet considered a job description for Director, Professional & Organizational Development ([attached](#)). It was felt that an administrative director rather than a classified coordinator reflected the level of leadership that would best meet the professional development needs of the college. In discussing the reporting of this position, it was decided that the Director would report to the Vice President of Human Resources with coordination by the Vice President of Instruction and the Vice President of Student Services. **Mike will finalize the job description and initiate recruitment.**
6. A letter was received from the Committee on Education and the Workforce of the U.S. House of Representatives ([attached](#)) asking for input on several issues under consideration in Congress regarding the reauthorization of the Higher Education Act. **The VPs will provide input to the President in formulating a written response.**
7. The log of progress on new and revised Board Policies and Administrative Procedures was reviewed. An updated version is [attached](#).
8. Cabinet reviewed AP 3500—Campus Safety Plan/Emergency Response Plan ([attached](#)). The update of the issues in this AP had been previously presented in a new AP 3505, but Cabinet agrees with the recommendation from PAC that modifying the previous AP 3500—Campus Safety Plan was more appropriate. **The revised AP 3500 will be sent to PAC for its recommendations.**
9. Cabinet reviewed new AP 7135—Hiring Temporary Special Projects Administrators ([attached](#)). **This AP will be forwarded to PAC for its recommendations.**
10. Cabinet reviewed new AP 7400-Travel and Conference ([attached](#)). **This AP will be sent to PAC for their recommendations.**
11. On a related matter, concern was expressed about the permissible age of students authorized to drive on college business. It was suggested that the standard should be age 21. **Mike will investigate and bring back a recommendation for a revision of AP 6530—College Vehicles/Transportation** which reads in part:
 - Approved Drivers of College Vehicles
 - Drivers must be either an employee of the College, a student of the College, or a volunteer approved by the appropriate Division Dean or Department Director. All drivers of College vehicles must submit a Consent to Verify Driving Record Form along with a copy of their driver's license to the Transportation Office at the time the Request and Agreement for Use of College Vehicle Form is submitted. The Transportation Office will request a driving record from the DMV for all drivers.
 - If the Consent to Verify Driving Record Form and a copy of the driver's license are not received by the Transportation Office with adequate time to request the driving record from the DMV (at least two weeks before the scheduled trip), the driver must obtain their own driving record from the DMV and provide the original to the Transportation Office prior to the trip in order to be eligible to drive the College vehicle; the cost of which will not be paid or reimbursed by the College.

12. Audrey provided an update on Mountie Academic Plan (MAP) which is [attached](#). In brief:
- Auto awarding of degrees is under development with A&R and IT working together. If progress continues, Auto Award could begin this summer. Policy issues are being discussed.
 - An upgrade of DegreeWorks is underway and will require some work to have users trained on new features and processes.
 - To date, 4,030 individual students have Ed Plans.
 - ARGOS reports have been developed to 1) list students with Ed Plans, 2) list students who have petitioned to graduate, and 3) lists Ed Plans by counselor. Six other reports are related to courses that appear on Student Ed Plans.

13. Cabinet discussed the status of negotiations with the Faculty Association, CSEA 262, and CSEA 651. Nonmonetary items are moving smoothly toward resolution. The college anticipates that the Governor's May Revise of the state budget will add clarity to the availability of ongoing resources that may be available for employee compensation. **Mike will provide an analysis of the May Revise immediately upon release on May 14** so that negotiations on compensation can move ahead that week. The analysis will include the total budget impact of monetary items for which agreement has already been reached with the exclusive bargaining agents.

14. After Cabinet, we met as the Campus Master Plan Coordinating Team (CMPCT).
- [User group lists are attached](#) for the Business and Computer Technology Building, the Parking Structure, and the Athletics Complex East Project.
 - Measure RR bonds will be sold in July in the amount of \$150 M to fund these and other authorized projects ([list and budget attached](#)). Another \$65 M is planned for 2016.
 - To enhance communication about these projects, Facilities has put together a Web Site Design Team that will meet later this month.
 - The Food Services Building is moving along—the new south elevation drawing appears below. Tentative schedule is DSA on 7/1/13, Approval by DSA by 1/1/14, Construction begins 3/1/14, Completion date is 6/1/15, and Demolition of the old building will be in Summer 2015.



15. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
- a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 6/11)
 - b. Employee Wellness Program (Karen Saldana, 5/21)

- c. Employee Wellness Program State Advocacy (Karen Saldana, Jill Dolan, Bill Rawlings, 5/21)
- d. Chamber of Commerce Training Partnership (Ginny & Donna, 5/21)
- e. Emergency Response Communication System (Mike & Karen Saldana, 5/21)
- f. AP and budget for substitutes for those on approved extended absences (Mike, 5/21)
- g. Possible Safety and Security Audit (Mike, 5/28)
- h. Potential of Academic Program Orientations to Meet §55521 (Ginny & Audrey, 5/21)
- i. Options to Provide Test Make-Up Services (Ginny, 5/28)
- j. Options to Provide Dedicated DSPS Testing Location (Audrey, 5/28)
- k. Update on International Student Initiative (Audrey, TBA)
- l. Update on Efficiencies in Print/Copy/Fax Services (Mike, TBA)
- m. AP 6530—College Vehicles/Transportation re Age 21 for Drivers (Mike, 5/21)
- n. Koff & Associates Job Titles Finalized (Mike & Linda Baldwin, 5/21)