



**President's Cabinet
Action Notes
June 11, 2013**

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

1. With the Budget Conference Committee just having agreed on a state budget Monday, Cabinet reviewed a memo from Dan Troy, Vice Chancellor of College Finance ([attached](#)). For those interested in the total apportionment line items over five years, see the [attachment](#). The NEW MONEY allocations for Community Colleges that affect Mt. SAC are:

- 1.57% COLA
- 1.63% Growth
- \$50M for SSSP
- \$15M for DSPS
- \$15M for EOPS
- \$8M for CalWORKs
- \$30M deferred maintenance (one time)
- \$25M Adult Ed planning grants
- \$48M for energy efficiency (Prop 39)

SSSP is the Student Success & Support Program, formerly Matriculation, and this doubles the allocation. SSSP money is to support the mandates in SB 1456. The Adult Ed planning grants continue the Governor's initiative to promote regional consortia of K-12 and community college districts to cooperate in providing adult education in more targeted subject areas. On Prop 39 money, the Chancellor's Office is given the authority to distribute the funds following a published set of guidelines ([attached](#)). This may be by FTES, by competitive grants for projects, or some other method yet to be determined. The other items would be allocated by existing formulas. Usually, Mt. SAC gets about 2.5% of these funds. Based on this rough estimate, our dollars would be:

- \$2.0 M COLA
- \$1.9 M Growth
- \$1.2 M SSSP
- \$375 K DSPS
- \$375 K EOPS
- \$200 K CalWORKs
- \$750 K deferred maintenance (one time)
- \$1.2 M for energy efficiency (Prop 39)

2. Cabinet had a preliminary discussion of the impact of the above budget augmentations.
 - It was recommended that the line item in the budget on Rate Driven Increases be broadened to include supplies—recognizing that this would be challenging to implement.
 - Given that tight budgets have resulted in Immediate Needs Requests, it was recommended that a one-time budget be established to fund these allocations.
 - For the partial restoration of categorical funding, a plan is needed to assure that emerging priorities are met rather than a “return to normal” approach.
 - Funding needs to be added for the restored Director of Professional & Organizational Development plus a possible augmentation to that operating budget.
 - The position under development in Continuing Education for a manager to work on economic development and workforce training would be funded on a year-to-year basis from one-time funds and would utilize new [AP 7125—Temporary Special Projects Administrator](#).
 - The additional funds coupled with the number of faculty retirements call for some strategizing on faculty hiring. **Ginny will be prepared to discuss faculty hiring next week.**

3. At the state level, the major budget issue has been K-12 funding reform proposed by the Governor. A summary of the changes agreed upon by the Conference Committee is [attached](#). This is good news for Mt. SAC as this additional K-12 funding will enable our local districts to provide more support for students to be prepared to attend college.
4. Cabinet was joined by Karen Saldana, Director of Safety, Health Benefits, and Risk Management, and Mark DiMaggio, Director of Public Safety, to discuss our Emergency Response System. Their team will be meeting next week to create a request for proposals for a campus emergency response communication system. This may be in the form of public announcements on a speaker system or a stand-alone wall mounted message system. Karen and Mark explained the Incident Command Structure which is key to the function of our SEMS/NIMS Emergency Operations Center system ([attached](#)). Mark and Karen made suggestions for the team leaders and team assistants to be assigned for the slots in this structure. The working document is [attached](#). The new communication system, internally locking campus door hardware, training for those in the Incident Command Structure, and a plan for campuswide scenario exercises will be in place by the end of 2013.
5. Cabinet was joined by Dale Vickers, Director of Information Technology, to give an update ([attached](#)) on the initiative to improve efficiency in campus use of print/copy/fax services.
 - More users are printing in duplex (back-to-back) and grayscale (rather than color) both of which reduce print/copy costs.
 - More use is being made of high volume copiers for both copying and printing, again reducing costs.
 - A standard set of four types of printers has been established.
 - The HP 600dn for large workgroups, classrooms, and labs.
 - The HP 400dn for small workgroups
 - The Xerox ColorCube 8570dn where a color desktop printer is required.
 - HP LaserJet Pro 400 MFP M425dn as an all-in-one print/scan/cop/fax solution.
 - After-market toner from MSE ([see link](#)) is working well and saving money with just a few issues. Most complaints turn out not to involve the toner, and for those that do, MSE has been good in honoring their guarantee.

Cabinet asked Dale to research our paper use and costs for the last three years. Cabinet also asked Dale to move forward with copy cards for instructional materials fees for printing, especially in computer labs and the library and to research additional cost savings possibilities. **Dale will report on these issues in his next update in six months.**

6. Cabinet discussed the challenges that have resulted from the budget-driven reduction in service levels for testing support in the Learning Assistance Center. With budget cuts, a staff person was eliminated and supervision for test make-ups was eliminated. After discussion with the Instruction Team, Ginny recommended that the college restore supervision for test make-ups in the LAC as soon as appropriate staffing can be established, and then future expansion using a dispersed model. A new 47.5% position would be funded to report to Bailey Smith, LAC Director. Depending on available resources, the college will move in the direction of coordinating test support in four locations to include the LAC, the MARC, the Assessment Center in Building 9B, and the Continuing Ed Assessment Center in Building 40. **Irene Malmgren will work with Bailey to develop this plan, hire staff, articulate the needed coordination, and establish a calendaring system for the four sites.**

7. The provision of a site for testing accommodations for DSPS students was reviewed. Currently, a variety of locations in Building 9B are being used. A good sized additional dedicated space is sorely needed. **Audrey will continue to seek a testing space solution.**
8. Cabinet discussed AP 4350—Student Travel Guidelines ([attached](#)). Proposed is a requirement that student drivers be at least 21 years old, that volunteers be allowed to drive college vehicles if approved under AP 6350, but that volunteers not be permitted as advisors. The Academic Senate has a task force, chaired by Jeff Archibald, that has been working on this topic, so Cabinet agreed to coordinate changes on AP 4350 with suggestions from the Senate. In addition, Cabinet proposed that AP 6350—College Vehicles/Transportation ([attached](#)) include a requirement of online defensive driver training. **Mike will bring back revised versions of AP 4350 and AP 6350 for Cabinet review.**
9. Mike presented a transition plan to relocate three offices in Administrative Services.
 - The Switchboard would move to Building 23.
 - Sale of student parking permits would be done through an online vendor.
 - The Bursar's Office would move to Building 4—Administration.
 - The existing space currently used by the Bursar's Office would be reassigned based on a needs analysis. One possibility would be space for deaf and hard of hearing interpreters.A fuller description of the moves is [attached](#) including timeline, floor diagrams, and photos.
10. In a follow up subsequent to the Cabinet meeting, Gary Nellesen, Director of Facilities Planning and Management, provided an update on the web page for facilities as we are now providing internal project management oversight under our Lease Lease-Back System.
 - Eric Turner in IT has set up the current [Citizens Oversight Committee page](#) to accept uploads from our office. The page will be current before the next citizens oversight meeting in August.
 - The [Facilities Management Page on the "connections" site](#) will be fully updated.
 - The full site will be phased in by the year's end: construction-operations-planning-customer service). Information updates will be limited to no more than 10 items per month or quarter.
 - Links will be updated for the Citizens Oversight Committee page, Facilities Advisory Committee page, and the new School Dude software.
 - A plan is in place for mapping out the new web page with sections for facilities planning, construction, operations, and transportation.
 - By July 10 we will have a draft of the site map for review and comment.
 - Content for the site will be prepared concurrently, with focus on construction first.
11. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 9/17)
 - b. Employee Wellness Program (Karen Saldana, 9/17)
 - c. Employee Wellness Program State Advocacy (Karen Saldana, Jill Dolan, Bill Rawlings, 9/17)
 - d. Chamber of Commerce Training Partnership (Irene & Donna, 9/24)
 - e. Emergency Response System (Mike, Mark & Karen, 6/25)
 - f. AP and budget for substitutes for those on approved extended absences (**Mike, 6/18**)
 - g. Options to Provide Test Make-Up Services (Ginny, 6/25)
 - h. Options to Provide DSPS Accommodation Testing (Audrey, 6/25)
 - i. Update on International Student Initiative (**Audrey & Ginny, 6/18**)
 - j. AP 6530/4350—College Vehicles/Transportation re Age 21 for Drivers (Mike, 6/25)

- k. Class and Range Changes from Classification Study (Bill & Lorraine, 6/25)
- l. AP 5075—Course Adds and Drops (**Audrey, 6/18**)
- m. Faculty Hiring (**Ginny, 6/18**)