



**President's Cabinet
Action Notes
August 2, 2011**

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. The Cabinet reviewed regulatory requirements regarding the funding of student travel as expressed in [Title 5 §55220](#). This relatively new language (adopted in 2007) triggered two actions. First, a review of [AP 4350](#) is needed, particularly to define more precisely the Title 5 language that determines eligibility for District funding of student travel, namely, "Conduct filed trips or excursions in connection with courses of instruction or *instructionally-related social, educational, cultural, athletic, or band activities...*" **Ginny will review current field trip practices and bring a recommendation to Cabinet.** Second, to assure that the required waiver of claims process meets the standard in Title 5 §55220(h) including forms used for this process. **Mike will review the current waiver process and report back to Cabinet.**
2. The Cabinet reviewed the reclassification requests that had been on the June Board agenda but were pulled. **Annette will prepare a new Board agenda item for the August meeting that will expand on the justifications for these changes.** Cabinet gave direction on the areas of justification that were appropriate in the areas of [Student Services](#), [Fiscal Services](#), and [Human Resources](#). (No changes are proposed in Instruction.)

The Cabinet reviewed and finalized the recent work on the budget including Categorical Backfill ([see the attached Summary](#)) the cost to the General Fund being \$2,457,083 for 2011-12; Categorical Support Positions moved into the General Fund ([list attached](#)), and Status Quo Line Item Budget Changes ([attached](#)) which have produced an on-going savings of \$680,888 to date to add to the on-going savings of over \$2.5 M due to permanently eliminating vacant positions. The following items were clarified.

- There is still a need to continue some General Fund support for the Child Development Center. Last year that amount was \$167,093. **Ginny will determine the need for 2011-12 and communicate that to Linda for inclusion in the Final Budget.** During the coming year, the program will be reviewed to identify changes to remove the need for this augmentation.
- Apparently, there were more permanent positions in DSPS and EOPS/CARE that were funded from one-time backfill monies than were on the "unfunded" list that Cabinet reviewed at the last meeting. Consequently, there may still be some changes in the Categorical Support Positions list as Fiscal Services works with the program managers to finalize their budgets.
- Since the last Cabinet meeting, the vacant positions that Cabinet authorized and prioritized for replacement were provided with estimated dates for completion of the searches by HR, and then an estimate was done by Fiscal Services as to the savings during the period these

- positions will be vacant during 2011-12. ([See the attached estimate](#) which totals \$1,580,869 in one-time savings). Some of these positions will need backfill before the permanent hire is made. There will also be vacancies that develop during the year resulting in more salary savings—but some of these emerging vacancies will also need backfill. Cabinet discussed how to handle this in the budget. After some discussion, it was decided that the budget line item amounts for vacant positions, both current and future, will be swept into a common account. It is in this account that the anticipated one-time savings of \$1.5 M will accrue. As backfill is needed, funds from this account will be transferred based on an estimate of the dollars needed, such estimate to be provided by the manager when the backfill request is made. Backfill approval will be made at the VP level; no Cabinet review is necessary.
- Cabinet also discussed the urgency to quickly re-review and update as needed the job description for the Director of IT to get the announcement on the street as soon as possible. Every effort will be made to have consistency and rationality in the skills sets and compensation levels of positions within the rapidly changing field of IT.
3. Bill mentioned that he had recently met with the senior Executive Administrative Assistants. Several items were discussed that deserve follow-up based on the observations of this group that much time and energy is expended on several activities that seem to add little value to the college.
- Currently, all contracts go to the Board for approval, even renewals and very small amounts. With Board approval, it is possible to have some level of this approval delegated to the President/CEO. **Mike will check with other districts to see what practices are currently in place and report back to Cabinet on the possibility of delegation.** This would be a topic on which we would seek advice from the Board at the two-day study session being planned for early 2012.
 - Currently, all grants go to the Board for acceptance, even renewals and very small amounts. There is no statutory requirement to do so. **Mike will also check with other districts about their practices on acceptance of grants.** This would also be an item to discuss at the Board study session next year.
 - It may be that student workers do not require Board approval, or if they do need to be approved, it would be possible to delegate this approval to the President/CEO. **Annette will seek advice from the college legal counsel, Mary Dowell.** After Cabinet review of this advice, changes in procedures will be recommended to the Board.
 - The college may be able to improve and clarify processes dealing with independent contractors, professional experts, and those providing services within Community Education. **Annette will also contact Mary Dowell about these matters.** Cabinet will review the legal requirements and consider changes in college practices. This may also be a topic for a future management staff development training.
 - Currently, VPs sign student hourly pay cards. It was decided that only the immediate management supervisor would need to sign these cards. **Mike and Annette will make the appropriate changes.**
4. Items for future agendas:
- a. [Education/Information Reports to the Board](#)
 - b. [BP and AP 6625 on District Fundraising](#) (Mike, 9/20)
 - c. Centralized Printing and Copying (Mike, 8/9)
 - d. Student Travel (Guidelines: Ginny; Waivers: Mike, both 9/20)

- e. Delegated Contract Approval Authority (Mike, 8/23)
- f. Delegated Grant Acceptance Authority (Mike, 8/23)
- g. Legal Advice on Approval of Student Workers (Annette, 9/13)
- h. Legal Advice on Independent Contractors and Professional Experts (Annette, 9/13)