



President's Cabinet

Action Notes

September 1, 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. Mike reviewed several options for locating the six ATM machines that will be placed on campus by Higher One as we move toward the distribution of financial aid through their debit card system. **Mike will finalize these locations and share with Cabinet.** For more on the system visit www.higherone.com
2. Cabinet discussed the issue of faculty sabbaticals (which the Board has not awarded in recent years). The Faculty Association contract calls for a process to develop proposals that are then considered by the Board. The point made was that this is quite a bit of work that could be avoided if the ultimate decision would again be that sufficient funds are not available. **Ginny will discuss the matter with the Faculty Association and pursue the possibility of a Board item that would indicate now the intention of the Board on the matter.** Cabinet also discussed the possibility of working with the Faculty Association to create other solutions to the recognized need for on-going faculty leaves for professional development.
3. The observance of 9/11 was discussed, and a general outline developed for a ceremony on Thursday, September 9. **Audrey will convene a group that will include CB Brown to carry this out with funding from the President's Office.**
4. The recent interest by the Chinese Consulate in Los Angeles for an Art Gallery show was discussed. The proposal was for a display of original photos of daily life in China over the last 100 years. An example is shown at the right. Mt. SAC would need to fit this into the already crowded Art Gallery schedule, would need assurance of funding, and would need access to the collection and an understanding of how the photos would be selected for the show. **Bill will continue to work with Sue Long to assure that these elements are developed if the proposal moves forward.** Stay tuned.
5. Cabinet reviewed the status of the discussions relative to the contract with City of Industry for use of redevelopment money. Follow up is needed. **Mike will get a legal opinion and pursue an engineering report.**



6. Cabinet discussed the recent decision of the California Court of Appeal in the case *Theiler v. Ventura County Community College District*. ([See the attached summary from Liebert Cassidy Whitmore.](#)) Ginny and Annette will follow up on any implications this may have for our agreement with the Faculty Association.
7. Cabinet reviewed current practices for wait lists. Audrey will bring a revision to Cabinet to achieve the following changes:
 - Institute time conflict checking such that a student cannot be on a wait list for a class that conflicts with a class in which that student is already enrolled.
 - Institute time conflict checking such that a student cannot be on wait lists for multiple class sections whose scheduled times conflict.
 - Prevent a student from being on a wait list for a class section when the student is already enrolled in another section of the same class.Cabinet was concerned that a student could be on wait lists for multiple sections of the same class but found that current practice prevents this.
8. Cabinet suggested items for the Management Staff Meeting on September 15 ([see attached](#)).
9. Cabinet reviewed the draft agenda for the September 14 Board meeting and made minor changes.
10. Cabinet reviewed budget material for the 2011-12 Adopted Budget to be presented to the Board for action at the September 14 meeting. Items reviewed included:
 - [Summary of Reserve Fund Balances](#)
 - [2011-12 Budget Assumptions](#)
 - [2011-12 Five Year Budget Comparison](#)
11. Cabinet started going through the follow up items from the Accreditation Self Study but only had time to discuss items up through Standard IIA. [The attached document lists the follow up actions in green.](#)
12. Cabinet discussed the issue of working with a newspaper subscription service that could potentially serve students at no cost and could provide some modest funding to the college. [There are potential issues with such an arrangement, and Audrey will follow up.](#) The particular information reviewed by cabinet can be found on the web at: [College Newspaper Program](#).
13. Items for future agendas:
 - a. [BP and AP 6625 on District Fundraising](#) (Mike, 9/20)
 - b. Centralized Printing and Copying (Mike, 9/27)
 - c. Student Travel (Guidelines: Ginny; Waivers: Mike, both 9/20)
 - d. Process for Developing and Approving Board Policies and Administrative Procedures—[see attached form](#) (Bill, 9/20)
 - e. [Accreditation Follow Up](#) (All, 9/20)

- f. Review Health Fee increase rationale and Board item (Audrey, 9/13)
- g. Review Tier 2 section reductions (Ginny, 9/13)
- h. Faculty Sabbaticals (Annette & Ginny, 9/27)
- i. City of Industry Redevelopment Partnership (Mike, 9/27)
- j. Wait List Process (Audrey, 9/27)
- k. Student Newspaper Subscriptions (Audrey, 9/27)