



## President's Cabinet

### Action Notes

**November 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

Linda Baldwin sat in for Mike Gregoryk who was on vacation, and Annette Loria was not available.

1. Cabinet was joined by George Bradshaw, Dean of Enrollment Management, to discuss the college's response to audit findings regarding our reporting of the number of Full-Time Equivalent Students (FTES). The process for scheduling and documenting attendance for To Be Announced classes will be improved (TBA classes schedule students in a class at various times typically in open labs). The process for data entry when two or more faculty split the teaching load for a class will be improved. Argos reports will be generated to check for compliance in these areas as well as to assure that course section hours comply with authorized hours for the course. Training on the use of these Argos reports will be improved as will schedule building practices in Banner, and a system of checking exception reports for errors and clearing such errors will be in place to allow such authentication before the schedule is published for a given term. Cabinet approved the submission of the revised Apportionment Attendance Report with a reduction of about 51 FTES (down to 31,071.8) due primarily to the College's decision not to count enrollment for several TBA courses for which attending accounting rules were not followed. Cabinet thanked George for his quick and thorough attention to these corrections.
2. Cabinet briefly discussed the report recently received report from the state regarding our Faculty Obligation Number. Linda Baldwin was asked to verify the numbers that the state used in the computation of the FON and report back to Cabinet.
3. Cabinet discussed [BP and AP 6625 on District Fundraising](#), currently just a proposal originally made by Richard Morley, former Mt. SAC Foundation Executive Director. There were several phases to this discussion.
  - [Transfer of Accounting Function from Auxiliary Services to Fiscal Services](#). [It is anticipated that the Mt. SAC Foundation would utilize College accounting services once this process is worked out for Auxiliary Services, also a 501(c)(3).] Linda Baldwin reported that this process is underway. The process within our Banner information system is challenging in that, as a 501(c)(3), Auxiliary Services has unique accounting needs. Those moneys held in revenue accounts, such as used by Events Services, will be transferred to Fund 13 within the Unrestricted General Fund. Note that Fund 13 accounts are allowed to roll over annually to retain the net income generated in previous years. The Bookstore and Food Services will remain within Auxiliary Services' financials, but will be accessed through our accounting practices and utilizing Banner. The trust accounts will become part of College's financial records. Trust accounts (Fund 70) differ from Fund 13 accounts in that the balance is restricted to specified uses. The state [Budget and Accounting Manual](#) specified procedures for Trust Funds. (Trust Funds—Fund 70 accounts—are discussed in on pages 2-33 et seq of the BAM.) Part of the process but will be accessed through our accounting practices and utilizing

Banner. s is documenting the purpose, including restrictions, for each Trust Account. Linda Baldwin and her staff are meeting with the Mt. SAC folks involved with each such account. The target date for completing this process is July 1, 2012.

- Donations to the College, College Foundation, and Trust Accounts. Linda Baldwin and her staff are reviewing processes for accepting cash and in-kind donations to all three entities. Linda mentioned that donations directly to the college are tax deductible and thus that donations do not necessarily need to go through the Foundation or Auxiliary. There is still a need to have a process for accepting gifts. We do have [BP and AP 3820, Gifts and Donations](#), which will be reviewed, as will their implementing forms.
- Fundraising. The process for authorizing a fundraising activity is under review. Linda pointed out that we do have procedures for club fundraising and club accounts. The three aspects to be addressed are direct cash donations, in-kind donations (see Gifts), and sales above market value, e.g., a bake sale at which an individual may pay \$20 for a cake with a market value of \$5, thus generating a donation of \$15. One area that is more highly regulated is the use of a raffle (selling tickets and having a drawing to win a prize with material value).
- Accounting for Cash. Fundraisers that involve accepting cash, such as food sales or entertainment events, should follow good cash-handling practices. The organizers must either sell tickets or chits in advance through Fiscal Services or use an on-site cash box with receipts given for each cash intake followed by reconciliation between cash and receipts upon return of the cash box to Fiscal Services.
- Honoraria. An honorarium is a form of payment to an individual. Such payments must go through the college process. This means that the recipient must have the status of an approved employee, professional expert, or independent contractor. These options all require tax status and Board of Trustees approval.

Linda Baldwin and her staff will also be reviewing procedures used at other community colleges as this work proceeds.

4. Cabinet discussed improvements to the PIE (Planning for Institutional Effectiveness) system for program review. Ginny Burley reported that the TracDat system would continue to be used for Student Learning Outcomes reporting and research but that fillable forms would now be used for PIE reporting.
5. Cabinet discussed AP 7122, Recruitment and Hiring of Management Employees ([draft attached](#)). On Section H, Position Vacancy, the following changes will be made to adhere to Equal Employment Opportunity requirements.

The College President/CEO may determine that, due to business necessity or other reasons provided under Title 5 regulations, a management position vacancy will not be filled, that the duties of the vacant position will be assigned to other management personnel, or that the vacant position will be filled on an interim a temporary (acting) basis. If the College President/CEO designates that the search be for the temporary reassignment of an existing employee, the application, screening, and interview process described in Section I, Interim Management Position, will be used. If the College President/CEO designates that the temporary assignment be filled by an external contracted professional expert, the College President/CEO will conduct the search and will make the selection. In the case of a vacancy for the position of College President/CEO, the Board of Trustees will designate that the search will be internal or external and will establish its own selection and appointment process. The College President/CEO may make such a temporary assignment for up to one full year. If the vacant position is to be filled for a period longer than one full year, the procedures provided herein shall apply.

On Section I, Interim Management Position, Cabinet discussed some potential changes. Ginny Burley will make any needed edits. Bill will take the revised AP 7122 will go to the next President's Advisory Committee.

6. Cabinet briefly discussed the Expanded President's Advisory Committee meeting to take place on Wednesday afternoon, November 2nd. The purpose of these annual Expanded PAC meetings is to promote the integration of planning at Mt. SAC. With the existence of a College Strategic Plan, an Educational Master Plan, a Facilities Master Plan, a series of focused plans (Technology, Matriculation, etc.), combined with each unit developing its plan as part of program review, coordinating these efforts is a challenge. The agenda:
  - 1) Welcome and brief session overview (Dr. Scroggins, 5 minutes)
  - 2) Plan integration activity (Liesel Reinhart and Heidi Lockhart, 20 minutes)
  - 3) Activity debrief and introduction of a unifying approach to strategic planning (Dr. Scroggins, 30 minutes)
  - 4) Discussion about the format (and general approach) to our unit and subject-matter plans (Barbara McNeice-Stallard, 15 minutes)
  - 5) Discussion about the role of the Institutional Effectiveness Committee in the vertical integration of campus plans (Dr. Burley, 15 minutes)
  - 6) Presentation of the idea to collect guiding input for our planning efforts from an campus-wide activity (Dr. Scroggins, 15 minutes)
  - 7) Discussion about the role of this planning group as we move forward (Dr. Scroggins, 10 minutes)
7. At next week's meeting, Cabinet will review the Immediate Needs proposal to redesign Commencement ([attached](#)).
8. Items for future agendas:
  - a. [BP and AP 6625 on District Fundraising](#) (Mike, 11/22)
  - b. Centralized Printing and Copying (Mike, 11/22)
  - c. [Proposed Student Travel AP 4300](#) (along with the [Field Trip form](#) and the [Student Medical form](#)) to be in accord with [Title 5 §55220](#) and the [Student Fee Handbook](#) (AP: Bill, Guidelines: Ginny; Waivers: Mike, all 11/15)
  - d. City of Industry Redevelopment Partnership (Mike & Bill, 11/22)
  - e. [BP 3565](#) and [AP 3565](#), Smoking on Campus (Bill, 11/15)
  - f. Civic Center Facilities Use [BP/AP 6700](#) and [Facility Rental Fee Schedule](#) conformance with [Education Code 82537-48](#) (Mike, 11/8)
  - g. Developing & Revising BPs and APs: [form](#) and [AP 2410](#) (Bill, 12/13)
  - h. Employment Practices for Student Workers, Short-term Employees, and Professional Experts based on [Legal Opinion](#) (Annette, 11/15—Peter Brown presentation)
  - i. Community Outreach Presentation and CD (Bill, 11/8)
  - j. AP 34XX on Captioning: [1/11/11](#) and [2/2/11](#) Versions (Audrey, 11/8)
  - k. Update on Software Training (Mike, Vic, 11/8)
  - l. Director of Professional Development Job Description (Annette, 11/8)
  - m. Faculty Professional Development job description and plan (Ginny, Annette 11/8)
  - n. System for Department posting of syllabi (Ginny, 11/22)