



## President's Cabinet

### Action Notes

November 22, 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. Cabinet reviewed and made changes to [AP 4300, Field Trips and Excursions](#), and [AP 4350, Student Travel Guidelines](#), and the related forms, [Field Trip Authorization and Student Travel and Medical Release](#).
2. Cabinet approved the temporary reassignment of Lorraine Williams from CalWORKs/CARE Director to work in Human Resources. This change will be accompanied by a temporary change in the CalWORKs/CARE management with Irene Herrera, EOPS Director, assuming the major role and Carolyn Keys, Dean of Student Services, a secondary role. There will also be some out-of-class assignments needed for classified staff.
3. Cabinet reviewed [BP and AP 6625 on District Fundraising](#). With this input, Linda Baldwin, Audrey Yamagata, and Mike Gregoryk will draft new versions.
4. Regarding the Centralized Printing and Copying project, the focus is now on acquiring software that will manage campus printing and copying centrally. [Equitrac](#), [Pharos](#) and [Go Print](#) are examples. Mike Gregoryk is planning an information session for these and potentially other vendors to present their products.
5. Mike and Bill provided updates on negotiations of a settlement with City of Industry. The school partners are scheduled to meet on Monday, November 28, and a subsequent meeting of Mike and Bill with our attorney along with representatives of City of Industry will then take place.
6. Cabinet reviewed the notes from the November 8 meeting of the Campus Master Plan Coordinating Team (CMPCT), particularly the Planning Project Updates ([attached](#)). Development of the Facilities Master Plan is nearing the completion of a final draft for review. The review will include the Facilities Advisory Committee and the President's Advisory Committee, most likely in its first meeting after the new year.
7. Items for future agendas:
  - a. [BP and AP 6625 on District Fundraising](#) (Mike, 1/17)
  - b. Centralized Printing and Copying (Mike, 1/24)
  - c. City of Industry Redevelopment Partnership (Mike & Bill, 12/13)
  - d. Civic Center Facilities Use [BP/AP 6700](#) and [Facility Rental Fee Schedule](#) conformance with [Education Code 82537-48](#) (Mike, 12/6; follow up on revision of [proposed strategy](#))
  - e. Developing & Revising BPs and APs: [form](#) and [AP 2410](#) (Bill, 12/13)

- f. Community Outreach Presentation and CD (Bill, 12/13, Pilot from CB Brown)
- g. Accessibility of Print, Audiovisual, and Electronic Media (Feedback on Draft BPs and APs) (Audrey, 11/29)
- h. Update on Software Training (Mike, Vic, 12/5, Feedback from VPs)
- i. Faculty Professional Development Strategic Plan (Ginny, 12/6)
- j. System for Department posting of syllabi (Ginny, 12/6)
- k. Implementation of Degree Works (Status Reports from George and Mike, 12/6)
- l. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, 12/13)