



President's Cabinet

Action Notes

January 10, 2012

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 discussed expansion of the International Student Program. The group felt that the goal of moving from 450 students last fall to 1000 students this fall could be achieved with a multi-pronged approach which would include initial marketing being done primarily locally and through the web followed by the development of more extensive contacts with various international organizations. Staff is continuing to look at strategies for further outreach, especially to countries outside of Asia. Many of our existing F-1 Visa students have come through local contacts with family or friends who live in our area. Others find us through our [International Student Program web page](#) and through direct referrals from current or former international students. Staff will explore receiving referrals from Cal Poly Pomona and other higher education and language schools in the area. We will devote additional staff time to creating community links and to enhancing the web page. We also need a physical home from the program as it expands. In looking at the enrollment trend this winter and spring, we may already be approaching 600 international students. We have budgeted \$3,000,000 revenue from nonresident tuition for 2011-12, but if international student enrollment is up, actual income could be higher. If that is the case, additional funds would be placed in a restricted reserve for the purpose of serving international students—and support services in general—and used to help expand the program.
2. Cabinet discussed the potential legal settlement with the City of Industry. It was felt that the current settlement terms will be the best that can be achieved through negotiations. The Board will be asked in Closed Session at the January 25th meeting to decide if the settlement can be accepted or to proceed with legal action.
3. Cabinet again discussed the process for hiring of the 15 tenure track faculty positions. Collaboration between Human Resources and the divisions and departments is going well. A key component to keeping the process on schedule will be the selection of the screening committee members and having them attend the Equal Employment Opportunity Training on February 24th.
4. Cabinet considered the level of nonresident tuition for 2012-13. Based on the [attached calculations and comparisons](#), Cabinet approved the per unit rate of \$184 plus the capital outlay fee of \$33.
5. Cabinet reviewed two requests for immediate needs funding.
 - *The Track Surface*. The running track is in such poor condition in some places that runners face considerable risk of injury. As the [Mt. SAC Relays](#) are scheduled for mid-April,

immediate attention is necessary. Cabinet authorized up to \$50,000 to patch the track right away and also authorized requesting bids to replace the track surface either in Summer 2012 or Summer 2013. Funds will come from Measure RR Athletic Fields Project. [See the attached Immediate Need Request.](#)

- *Ag Facility Drainage and Bird Droppings.* Poor water drainage around the Swine Unit and the Equine Center is creating hazardous conditions. Birds nesting in the lofts of the Animal Pavilion and the Tractor Barn are also creating hazardous conditions. Cabinet approved \$75,000 in drainage improvements for the two animal facilities and \$30,000 one-time and \$1,600 annually for bird netting for the Animal Pavilion and Tractor Barn. Funds will come from the Scheduled Maintenance Project of Measure RR. [See the attached Immediate Need Request.](#)
6. Cabinet revisited the hold on the position of Supervisor, Human Resources (Professional Development). [See the attached Critical Positions List.](#) It was decided to keep this position on hold and transfer administrative responsibility for Professional Development to the Office of Instruction under the direct supervision of Ginny Burley. To make this supervision realistic, existing professional development staff will shift their physical location to the Office of Instruction in Building 4.
 7. Cabinet considered Academic Senate Resolution 2011-16, Distance Learning Plan and Support ([attached](#)). Briefly, the Resolution calls for a distance ed plan addressing support and quality, such plan to be developed by the [Distance Education Committee](#) and the [Information Technology Advisory Committee](#) (ITAC). Because ITAC deals primarily with hardware and software issues, in the opinion of Cabinet, ITAC would not be the best choice for involvement in distance ed planning for support and quality. Cabinet suggests that two particular outcomes of this planning would be useful: a menu of technical training and support services and a process to monitor and authenticate that both the content and pedagogy of distance ed courses is being delivered as approved by the [Educational Design Committee](#). For this reason, a role for the Ed Design Committee would be useful in this planning process as this would be the committee that reviews DE courses through the regular curriculum review process.
 8. Cabinet considered Academic Senate Resolution 2011-14, Prerequisites, Corequisites, and Advisories ([attached](#)). Briefly, the Resolution calls for an ad hoc committee to implement new prerequisite regulations in [Title 5 55003](#). Cabinet noted the need to continue Disproportionate Impact Studies as part of the content review process which would then require the prioritization of administrative research capacity. Further, to the extent that the proposed prerequisite process would require ongoing administrative support, more administrative representation in the planning process would be appropriate.
 9. Items for future agendas:
 - a. [BP and AP 6625 on District Fundraising](#) (Mike, **1/17**)
 - b. Centralized Printing and Copying (Mike, 1/24)
 - c. Civic Center Facilities Use [BP/AP 6700](#) and [Facility Rental Fee Schedule](#) conformance with [Education Code 82537-48](#) (Mike, **1/17**; follow up on revision of [proposed strategy](#))
 - d. Developing & Revising BPs and APs: [form](#) and [AP 2410](#) (Bill, 2/7)
 - e. Accessibility of Print, Audiovisual, and Electronic Media (Audrey, **1/17**, APs & BPs below)

- [AP 5141, Students with Disabilities; Accessibility of Instructional Media—Alternate Media](#)
 - [AP 5140, Students with Disabilities; General Academic Adjustments](#)
 - [On AP34XX, Accessibility of Audiovisual Media—Captioning](#)
 - [BP 5140, Students with Disabilities](#)
 - BP 34XX, Individuals with Disabilities
- f. Implementation of Degree Works (Audrey, 2/7)
- g. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, **1/17**)
- h. Expansion of International Student Program (Audrey, 2/28)