President's Cabinet
Action Notes
January 31, 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 looked at a possible Board Policy regarding overnight stays on campus. The draft needed more work. (The wording was a bit far from what Cabinet would expect, so I won't share this first draft more widely!)

2. Cabinet reviewed the Van Condition Report of the 9 vehicles that the college owns and maintains. The newest was placed in service on 3/26/08 and the others on 5/5/05. On the older vehicles, mileage ranges from 67,000 to 91,000. Our mechanics do a great job of maintaining these vehicles, but heavy use will limit their remaining time in service.

3. Cabinet approved an Immediate Needs request for $25,000 to supplement the budget line item for contracted investigation services. This is the account used in Human Resources to follow up on personnel matters. (See attached.)

4. Cabinet welcomed Bill Eastham to discuss the issue of facilities fees. Bill shared the process used to evaluate the cost factors for the use of each type of venue on campus. He went through this process with Cabinet using a detailed spread sheet of all relevant cost factors and the assumptions made to incorporate each in the overall cost for each campus venue. The result is the attached Facility Rental Fee Schedule, 2012. Bill discussed other matters related to the event and facilities process. (See the attached Status Report.)

    - Reflecting on Education Code 82537-48, Bill noted changes needed to remove administrative overhead. Also, the cash flow process will be adjusted so that annual overages will stay in the fund to backfill years in which there is a net loss. These changes will be done by the end of the fiscal year.
    - Improving internal procedures for the scheduling of facilities was another task Cabinet had set for the project. One step was to insert the Vice President's consent into the chain of approvals. The challenge here is the sheer volume of facilities requests to process. Technology will be used to assist with the process. An online fillable application will be developed and integrated with Oracle Application Express (a software product we already own) to establish an electronic (i.e., paperless) approval process. This process will be completed by the end of Spring Semester.
    - Using the principle that budget should align with approval authority leads to the next step. Budget allocation for events will be transferred into a fund under the purview of the Vice President who oversees the area sponsoring the event. (The President will be on this list for projects overseen by the President's Office.) Decisions on increasing or decreasing the scope of an event will be made at the VP level with consideration of the availability of funds. The consideration of new events will be done in a similar manner—event significance balanced with budget availability. This process will be in place for the 2012-13 fiscal year.

    Bill will provide the next status report in March which will include any anticipated changes in BP/AP 6700.

5. Items for future agendas:
   a. [BP and AP 6625 on District Fundraising](#) (Mike, **2/7**—with Lisa Sugimoto & Audrey Yamagata-Noji)
   b. Centralized Printing and Copying (Mike, 2/14)
   c. Facilities Use (Mike, 3/19—with Bill Eastham plus revised [BP/AP 6700](#))
   d. Developing & Revising BPs and APs: [form](#) and [AP 2410](#) (Bill, **2/7**)
   e. Implementation of Degree Works (Audrey, **2/7**)
   f. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, **2/7** with Gary Nellesen)
   g. Expansion of International Student Program (Audrey, 2/14)