



President's Cabinet

Action Notes

August 14, 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 a *Get Out the Vote* campaign. The college will continue to encourage groups to come to campus to register our students and staff to vote. All agreed that getting the word out to students in every way possible is critical, from the classroom to electronic media. Jill Dolan, Director of Public Affairs, and Maryann Tolano-Leveque, Director of Student Life, will be asked to put a task force together to organize the effort. All agreed that Student Trustee Elisa Marin should be asked to be part of the group. **Audrey will take the initiative to get this project started.**
2. Cabinet considered additional Convocation Day breakouts. Suggestions were Emergency Preparedness by Karen Saldana and a Tour of the Design Technology Building by Sue Long. **Ginny will coordinate these additional breakouts.**
3. The first draft of the 2012-13 Adopted Budget will soon be ready for discussion in Cabinet. **Mike and Rosa Royce will present the budget to Cabinet next week.**
4. Cabinet discussed the importance of creating budget scenarios for 2013-14 through 2015-16. Revenue assumptions would be based on two factors. First, whether Prop 30 passes or not. Second, whether state revenues and the Prop 98 guarantee grow as projected by the Legislative Analyst's Office* or remain flat for the next three years. Expenditure assumptions would be based on the 2012-13 Adopted Budget with cost escalations continuing following the pattern of the last three years. The expenditure assumptions will also include continuing for three more years the one-time revenue input from 1) paying retiree medical benefits from the trust, 2) supporting scheduled maintenance and technology capital improvement from Measure RR, and 3) use of cash reserves. **Mike will work with the Budget Committee to create these scenarios by the end of September.**
*See both [California's Fiscal Outlook: Proposition 98 Briefing](#) (11/16/11) and [Summary of LAO Findings and Recommendations on the 2012-13 Budget](#) (5/25/12).
5. Bill reported on plans to have a Negotiation Summit to get all parties on the same page with the budget projections mentioned above. The meeting would include all negotiating teams and would be scheduled for late September or early October. Bill will work with union and management representatives to set up the Negotiation Summit.
6. Bill reported on meeting with Tamra Horton, Professor of English, who is one of two Global Opportunity (Study Abroad) program coordinators (with Julie Bray-Ali, Professor of Astronomy). Tamra's report is [attached](#). It is likely that funds allocated for the program this year cannot be sustained. Even so, Cabinet agreed that Study Abroad should continue if at

all possible. A key element is the production of guidelines in the Handbook mentioned in Tamra's report. **Jim Jenkins, Dean of Humanities and Social Sciences, will work with Tamra to develop strategic alternatives for Study Abroad to continue with reduced resources.**

7. Cabinet again discussed the Transit Pass project with Foothill Transit. This project was first mentioned in the July 12th Weekly Board Report. There is a possibility to have students receive an unlimited use pass based on a Transit Fee (perhaps \$5 per semester) that would be voted on by students this spring as a mandatory fee. **Audrey will work with and Maryann Tolano-Leveque to put a task force together to work on the Transit Pass project.**
8. Cabinet reviewed the following Board Policies for which the Community College League of California had suggested changes based on revisions of applicable laws and regulations. Those listed below will be sent to President's Advisory Council for recommendations.
 - a. [BP 2015—Student Member](#). The requirement that a student trustee be a California resident was removed by AB 844 (Lara) in 2011.
 - b. [BP 3410—Nondiscrimination](#). Adds a broader list of protected groups.
 - c. [BP 3505—Emergency Response Plan](#). New policy required by law.
 - d. [BP 3515—Reporting of Crimes](#). Adds legal reference.
 - e. [BP 3560—Alcoholic Beverages](#). Adds legal reference.
 - f. [BP 3830—Flag at Half Staff](#). Changes number from 3900 to 3830.
 - g. [BP 3900—Speech: Time, Place, and Manner](#). New and similar to BP 5550—Freedom of Expression (for students) but adds prohibition of hate speech.
 - h. [BP 7130—Compensation](#). Prohibits incentive compensation to external recruiters for recruiting international students.

Three Board Policies were held for further review by Cabinet, especially to review related Administrative Procedures.

- a. [BP 5010—Admissions](#). Removes ability to benefit. Adds concurrent enrollment.
 - b. [BP 5130—Financial Aid](#). Adds prohibition of misrepresentation.
 - c. [BP 5040—Student Records, Directory Information, and Privacy](#). Adds privacy safeguards.
9. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Centralized Printing and Copying (Mike, **8/21**—with Dale Vickers)
 - b. Implementation of Degree Works (Audrey, **8/21**)
 - c. [AP 6610—Facility Project Prioritization](#) (Mike, **8/21**—with Gary Nellesen)
 - d. [AP 5075—Course Adds and Drops](#) revision of drop date (Audrey & George, 9/18)
 - e. Employee Wellness Program Ideas (Karen Saldana, **8/21**)
 - f. Analysis of Usage of Student Workers (Mike, 8/28)
 - g. Classified Staff as Adjunct Faculty (Terri Long, 9/4)
 - h. Short-term, Seasonal, On-Call Workers and Professional Experts (Jim Ocampo, 9/4)
 - i. Get Out the Vote Campaign (Audrey, 9/11)
 - j. Budget Scenarios (Mike, 9/11)
 - k. Negotiation Summit (Bill, 9/11)
 - l. Transit Pass Project (Audrey, 9/18)
 - m. BP 5010—Admissions, BP 5130—Financial Aid, BP 5040—Student Records, Directory Information, and Privacy (Audrey, 9/18)
 - n. Study Abroad Future Plans (Jim Jenkins, 9/25)

