



**President's Cabinet
Action Notes
April 23, 2013**

Bill Scroggins, President/CEO
Virginia Burley, VP of Instruction
Audrey Yamagata-Noji, VP of Student Services
Mike Gregoryk, VP of Administrative Services

Tom Mauch, Dean of Counseling, sat in for Audrey Yamagata-Noji who was at a conference.

1. Cabinet reviewed the April 22nd draft of the Accreditation Midterm Report ([attached](#)). Cabinet made the following recommendations.
 - Add a current update on the status of Student Learning Outcomes proficiency compliance to provide ACCJC with information beyond that supplied in the report that Mt. SAC was required to submit last fall.
 - Note should be made of the recent selection of the Mt. SAC Classified Senate as a model program.
2. [AP 4228—Course Repetition – Significant Lapse of Time](#) was reviewed and passed on to PAC for its recommendations.
3. Ginny reported on practices currently in use by academic departments to provide orientations to students about programs offered in those departments. [See the attached summary of academic program orientation practices.](#) Ginny and Audrey will work together as well as with the Student Preparation & Success Council to explore including in these program orientations the elements to be mandated for general college orientation in the newly proposed Title 5 regulation below:

§ 55521. Orientation. Each community college district shall provide all students with information on a timely basis, as determined by the district, regarding the district and college's policies, procedures and information, including but not limited to:

 - (1) Academic expectations and progress and probation standards pursuant to section 55031;
 - (2) Maintaining registration priority pursuant to section 58108;
 - (3) Prerequisite or co-requisite challenge process pursuant to section 55003;
 - (4) Maintaining Board of Governors Fee Waiver eligibility pursuant to section 58612.
 - (5) How to access available programs, support services, financial aid assistance, and campus facilities;
 - (6) Academic calendar and important timelines.
 - (7) Registration and college fees.
 - (8) Available education planning services.
 - (9) Other issues, policies, and procedures the district determines as necessary to provide a comprehensive orientation to students.
4. Cabinet reviewed the revised Procedure of Temporary Special Projects Administrators ([attached](#)). The only change recommended was the need to include health benefits required by the Affordable Care Act. [Ginny will format the document as an Administrative Procedure.](#)
5. Mike reported that projected third quarter investment returns from the OPEB trust for retiree medical benefits may come in at \$5 million—good news considering that the cost of current year retiree medical benefits in approximately \$4.8 M.

6. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 5/7)
 - b. Employee Wellness Program (Karen Saldana, 5/14)
 - c. Employee Wellness Program State Advocacy (Karen Saldana, Jill Dolan, Bill Rawlings (5/14)
 - d. Study Abroad Future Plans (Ginny, 5/7)
 - e. Chamber of Commerce Training Partnership (Ginny & Donna, 5/21)
 - f. Emergency Response Communication System (Mike & Karen Saldana, 5/14)
 - g. AP and budget for substitutes for those on approved extended absences (Mike, 5/7)
 - h. Possible Safety and Security Audit (Mike, 5/14)
 - i. Potential of Academic Program Orientations to Meet §55521 (Ginny & Audrey, 5/21)
 - j. AP for Temporary Special Projects Administrators (Ginny, 5/28)
 - k. Leadership Opportunities for Professional Development (**Bill, 4/30**)
 - l. Options to Provide Test Make-Up Services (Ginny, 5/14)
 - m. Options to Provide Dedicated DSPTS Testing Location (Audrey, 5/14)
 - n. Update on International Student Initiative (Audrey, TBA)
 - o. Update on Efficiencies in Print/Copy/Fax Services (Mike, TBA)
 - p. Equipment Upgrades and Prioritization Needed for Captioning (Mike & Ginny (5/14)