



**President's Cabinet
Action Notes
June 18, 2013**

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

1. Mike presented a memo from Rosa Royce, Associate Vice President, Fiscal Services, on a process for managers to access college funds when a long term substitute is needed for an employee out on extended leave. ([See the attached memo.](#)) The method to access these funds would be described in an appendix to the [Budget Review and Development Process Guide](#) which would include a form designed for that purpose. Cabinet reviewed the process description and form and made suggestions for improvements, particularly integration with existing Human Resources processes for hiring substitutes. **Mike will bring a revision to Cabinet.**

2. Cabinet approved an [Immediate Needs Request](#) to continue the eFiles case management project through IT piloting the use of APEX (Application Express) as begun in Spring 2013.

3. Cabinet continued its discussion of issues related to travel and transportation by again reviewing AP 7400—Travel and Conference. The version approved in Cabinet on May 7 is [attached](#) (with notes on issues reflected below). Mike presented a [memo](#) from Rosa Royce, Associate Vice President, Fiscal Services, on potential additional changes.
 - The word “lowest” should be retained relative to travel reimbursement: “Reimbursement for travel by private vehicle shall not exceed the ~~lowest~~ [comparable](#) commercial airfare.” Cabinet agreed to restore the word “lowest.”
 - The second matter involved situations in which receipts are lost or not available. The proposed change recommended on May 7th is: “All transportation-related expenses claimed shall be authenticated by original itemized receipts, [whenever possible.](#)” Rather than “whenever possible,” Cabinet recommended that the process described in the memo for lost receipts should be reflected in the AP. **Mike will bring back specific language to cover lost receipts.**

4. Cabinet reviewed AP 5075—Course Adds and Drops. After review, Cabinet agreed that, although the Academic Senate did not approve the amendments to AP 5075 which had been proposed and approved by the Student Preparation and Success Council, the College would accept AP 5075 as proposed by the Academic Senate ([attached](#)).

5. Ginny reported on our Full-Time Faculty Obligation Compliance for Fall 2013.

Total Full-Time Equivalent Faculty (FTEF)	368.5
Late retirees/separations after 4/15/13	5.0
New hires for Fall 2013	7.0
Total FTEF	380.5
Fall 2012 Full-Time Faculty Obligation	379.9
FTEF over the 2012 FON	0.6

6. As a follow up note to last week's discussion of efficiency in print/copy fax services, we saw a significant drop in paper purchases this year:

Copy Paper Cost		
2010-11	2011-12	2012-13
\$142,285	\$151,466	\$104,456

7. Regarding negotiations, Cabinet discussed the cost of potential salary increases for employees and of potential increases in the District contribution to health insurance premium costs. Given these potential compensation costs, Cabinet reviewed the current status of actual revenues and expenditures as reported in the attached [Budget and Actuals Comparison History](#).
8. Cabinet reviewed the process for prioritizing video captioning as recommended by the Academic Senate task force assembled for this purpose. ([See attached](#).) There were concerns about some of the requested technical specifications, and this document will be referred to Bill Eastham, Director of Technical Services, to provide a direct response to the Academic Senate.
9. Cabinet discussed actions in the Legislature that have financial implications for Mt. SAC.
- [SB 594 \(Steinberg\)](#) establishes the Career Pathways Trust. The May 24th version is attached, however, new language is being contemplated ([attached](#)) as well as \$250 M in K-14 funding ([as described in the attached ACSA update](#)) for career pathway collaboratives among K-12, community colleges, and businesses. Our sources indicate that \$30 M of this money (12%) will be available to community colleges.
 - In addition to the \$48 M in Prop 39 money allocated directly to the Chancellor's Office, SB 73 ([attached](#)) states that community colleges are eligible to access a revolving loan fund of \$28 million in Prop 39 funds which will be allocated by the Energy Commission to K-12 schools and community colleges for low interest and no interest loans.
10. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
- a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 9/17)
 - b. Employee Wellness Program (Karen Saldana, 9/17)
 - c. Employee Wellness Program State Advocacy (Karen Saldana, Jill Dolan, Bill Rawlings, 9/17)
 - d. Chamber of Commerce Training Partnership (Irene & Donna, 9/24)
 - e. Emergency Response System (**Mike, Mark & Karen, 6/25**)
 - f. Process and Forms for Substitutes for Those on Extended Leaves (**Mike, 6/25**)
 - g. Options to Provide DSPS Accommodation Testing (**Audrey, 6/25**)
 - h. Update on International Student Initiative (**Audrey & Ginny, 6/25**)
 - i. AP 6530/4350/7400—College Vehicles/Transportation (**Mike, 6/25**)
 - j. Class and Range Changes from Classification Study (**Bill & Lorraine, 6/25**)