



## President's Cabinet

### Action Notes

**September 27, 2011**

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 [BP and AP 6625 on District Fundraising](#). It was decided that two separate processes need to be addressed, 1) the handling of funds raised through campus-based events and 2) philanthropic donations. Campus-based events that take in revenue need to be approved by the vice president overseeing the unit holding the event, they need to meet all the requirements pertaining to a facilities request, and accounting of the funds raised must be either through tickets sold through the Bursar's Office or using receipts and a cash box issued by the Bursar's Office—with the funds deposited in either a College account or a Foundation account. Donations and sponsorships need the additional approval of the Foundation. Each donor must be given a donor form acknowledging the gift, and the funds must be deposited in the Foundation. **Mike and Audrey will draft a revised Board Policy and Administrative Procedure for these fundraising activities.**
2. Mike related that his office is still corresponding with vendors to provide centralized printing and copying services. [The latest status update on Managed Print Services is attached](#). We should be able to identify interested and qualified vendors in the next couple of weeks. We will then begin to craft the specific solutions that best meet our needs. **Mike will report back with identified potential vendors for copying and printing by the end of October.**
3. On the matter of student travel, **Ginny and Mike will look at potential revisions to BP and AP 4300 on Field Trips and Excursions to be in accord with Title 5 §55220 and the Student Fee Handbook** as well as the funding and processes used for the Stars of Excellence. There may also be a need for guidelines for implementing these procedures.
4. Regarding faculty sabbaticals, it was decided to have this area be a reopen for the District with the Faculty Association with the goal of adding creative options to what is now just a traditional sabbatical system. It was the consensus of the group to seek a Memorandum of Understanding with the Faculty Association to temporarily suspend the sabbatical process. **Annette and Ginny will pursue the MOU with the Faculty Association to temporarily suspend the sabbatical process.**
5. Mike reported on a meeting with legal counsel on the negotiations with City of Industry. **Bill will talk to City of Industry officials to get a sense of next steps.**
6. Audrey discussed her findings in talking to the vendor who approached the college about a deal that would provide newspaper subscriptions to students. The vendor had lost contracts

with local San Gabriel Valley newspapers and so this arrangement would not be beneficial to Mt. SAC.

7. Cabinet had a visioning discussion about future budget development scenarios. It was the general consensus that our most likely case is to hold at the current level of funding. We can assume that our current scope of program offerings, financial support, staffing levels, and facilities availability is not going to change appreciably in the next few years. We agreed that through diligent work we can solve the current budget structural deficit without substantively harming the current situation at Mt. SAC. However, new initiatives—which will inevitably need to be considered—will come only at the cost of discontinuing less desirable and productive activities.
8. Mike shared the [9/26 draft of the compliance audit](#). The audit mentioned an error on the P-1 FTES report that was corrected on the P-2 FTES report which is the report used to allocate apportionment. The recommendation is to have a wider review of FTES reports before submission. The auditor has not yet completed the compliance audit to assure that the reported contact hours for courses are the actual scheduled hours not just the standard hours expected in the course outline. The college continues to improve its TBA documentation. (To Be Announced scheduled course hours must be documented as having been communicated to students in the catalog—which we do—but also in the syllabus or other document—which we do inconsistently.) **Cabinet will discuss the compliance audit next week.**
9. Bill asked the VPs to begin thinking about topics for Bill's community outreach speaking endeavors which will begin shortly aimed initially at school districts, city councils, and community groups such as service clubs. In addition to PowerPoint level of information, Bill asked for the team's thoughts on creating a CD featuring the best elements of Mt. SAC. Bill would also like to have an economic impact study done. **The group agreed to continue this discussion in two weeks with CB Brown, Bill Eastham, and Barbara McNeice-Stallard present.**
10. The college has received the results of a [requested legal inquiry on employment practices](#) for student workers, short-term employees, and professional experts. **Cabinet will discuss these employment practices next week.**
11. After the Cabinet meeting, it came to our attention that the review of the Administrative Procedure on captioning had proceeded to the point that Cabinet Review followed by President's Advisory Committee review was in order. **Next week Cabinet will review the 1/11/11 and 2/2/11 drafts of the AP on Captioning with Meghan Chen and Don Potter present.**
12. Items for future agendas:
  - a. [BP and AP 6625 on District Fundraising](#) (Mike, 10/25)
  - b. Centralized Printing and Copying (Mike, 10/25)
  - c. [Student Travel AP 4300](#) in accord with [Title 5 §55220](#) and the [Student Fee Handbook](#) (Guidelines: Ginny; Waivers: Mike, both 10/25)

- d. [Accreditation Follow Up](#) (All, 10/4)
- e. Faculty Sabbaticals (Annette & Ginny, 10/25)
- f. City of Industry Redevelopment Partnership (Mike & Bill, 10/4)
- g. Wait List Process (Audrey, 9/27—rescheduled to 10/4)
- h. [BP 3565](#) and [AP 3565](#), Smoking on Campus (Bill, 10/25)
- i. Civic Center Facilities Use [BP/AP 6700](#) and [Facility Rental Fee Schedule](#) conformance with [Education Code 82537-48](#) (Mike, 10/4)
- j. Developing & Revising BPs and APs: [form](#) and AP 2410 (Bill, 10/25)
- k. Employment Practices for Student Workers, Short-term Employees, and Professional Experts based on [Legal Opinion](#) (Annette, 10/4)
- l. Community Outreach Presentation and CD (Bill, 10/11)
- m. AP 34XX on Captioning: [1/11/11](#) and [2/2/11](#) Versions (Audrey, 10/4)