 **President’s Cabinet**

**Action Notes**

**November 8, 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 reviewed the agenda for the November 16th meeting of the Board of Trustees. Based on a subsequent discussion with Academic Senate President Eric Kaljumagi, the proposal for a Board Resolution to support the recommendations of the Chancellor’s Task Force on Student Success will be a discussion item rather than an action item.
2. Mike Gregoryk provided an update on software training including face-to-face workshops, training videos accessible from the portal or [online](https://plrs02.mtsac.edu/tutorials/), classes delivered to departments or units, and Flex Day activities. ([See the attached report](http://www.mtsac.edu/presidentsboardreport/IT%20SoftwareTrainingUpdate%2011-8-11.pdf).) Vice Presidents will ask their direct reports to discuss software training with their staffs, specifically:

* Is the frequency of training adequate?
* Is the response time for requests for specific training adequate?
* Do those who have participated find the training useful to improve job skills?
* Is the nature of the training a match to user needs in knowledge level, accessibility, and active learning style?
* Are there suggestions to improve the software training?

1. Cabinet was joined by CB Brown, Jill Dolan, and Barbara McNeice-Stallard to discuss the development of material for community outreach and speaker presentations. The team discussed the target audiences, the various formats to use, the message components, and the tone of the initiative. (Notes will be provided next week.) Cabinet asked the team to develop a strategic plan from the notes and then an action plan including timeline and a pilot presentation by the December 13 Cabinet meeting. CB Brown presented a concept paper ([attached](http://www.mtsac.edu/presidentsboardreport/Presentation%20Concept.pdf)) that Cabinet felt would be a good template for the development of the pilot presentation.
2. Cabinet discussed the outcomes of the Extended President’s Advisory Committee meeting of last week, “Integrated Planning: Pulling the Plans Together” ([draft notes attached](http://www.mtsac.edu/presidentsboardreport/2011-11_planning_for_excellence_revisions%203.pdf)). Cabinet felt that Planning for Institutional Effectiveness (PIE) Summaries would serve as an appropriate document from which to revise and update the Strategic Plan with the addition of a similar analysis from the committees which developed focused plans such as the Technology Plan, the Basic Skills Plan, the Professional Development Plan, and the Matriculation Plan. Cabinet also felt that such a system would provide much needed inclusion of ideas from PIE reports into the Strategic Plan and thus into the college decision-making process. Further, Cabinet felt that the Strategic Plan goals would continue to be a productive organizing tool so that each PIE report and each focused plan would be presented in that format. The PIE and focused plans would have activities planned over a five year period, updated annually, and would address objectives in the college Strategic Plan as appropriate or assigned each year. Ginny will discuss these ideas with the Institutional Effectiveness Committee at its meeting this week. Finally, to strengthen the planning and budgeting cycle, recommendations to Cabinet on budget priorities would also come from committees dealing with focused plans:

* Equipment: [Instruction Team](http://www.mtsac.edu/administration/orgcharts/instruction.html) and [Student Services Team](http://www.mtsac.edu/administration/orgcharts/student_services.html)
* Technology: [Information Technology Advisory Committee](http://inside.mtsac.edu/organization/committees/itac/)
* Full-Time Faculty: Groups outlined in [AP 7120](http://www.mtsac.edu/administration/trustees/administrative-procedures.pdf)
* Classified Staff: Groups outlined in [AP 7121](http://www.mtsac.edu/administration/trustees/administrative-procedures.pdf)
* Minor Facility Remodels: [Facilities Advisory Committee](http://inside.mtsac.edu/organization/committees/fac/)
* Overall Budget: [Budget Committee](http://inside.mtsac.edu/organization/committees/budget/)

1. Regarding the establishment of an Employee Assistance Program, Annette Loria reported that research on the [EASE program](http://www.lacoe.edu/orgs/290/index.cfm) (Employee Assistance Service for Education) was positive ([attached](http://www.mtsac.edu/presidentsboardreport/Employee%20Assistance%20Program%20-%20EASE.pdf)). Cabinet authorized proceeding with arrangements to bring this program to campus.
2. Mike Gregoryk reported on the transition of accounting functions from Auxiliary Services to Fiscal Services. Currently, six positions in Auxiliary Services support the accounting function; these are not District positions. It is proposed that these six positions be eliminated and three District positions be authorized: Budget and Accounting Coordinator, Budget and Accounting Technician, and Account Clerk III. The first position is a new job classification and would require CSEA approval. The net cost reduction would be approximately $306,000. Four of the six current Auxiliary Services employees are anticipated to retire; the other two individuals would be eligible to apply for the new openings. This transition is not anticipated to occur until next April. The new positions would be assigned as indicated on the [attached organizational diagram](http://www.mtsac.edu/presidentsboardreport/orgchartfiscalservices%2011.4.11.pdf) for Fiscal Services.
3. Mike Gregoryk provided the [attached update](http://www.mtsac.edu/presidentsboardreport/Technical%20Services%20Status%20Report%20on%20Update%20to%20AP6700%20-%2011.8.11.pdf) on the revision and expansion of AP 6700, Civic Center and Other Facilities Use. The Vice Presidents will review this report and be prepared to discuss the issues raised at next week’s Cabinet meeting.
4. Cabinet reviewed California Government Code Section [3543.2](http://www.mtsac.edu/presidentsboardreport/3543%20Scope%20of%20Representation.pdf), the Employer-Employee Relations Act, which covers the Scope of Representation of exclusive representatives of employee groups. Cabinet gave direction to Annette Loria with regard to the negotiability of an issue.
5. Cabinet discussed the status of implementation of [DegreeWorks](http://www.sungardhe.com/Solutions/DegreeWorks/). One issue is the status of capturing Catalog information for 2009-10, 2010-11, and 2011-12. Dean George Bradshaw will be invited to the next Cabinet meeting to provide an update. Another issue is the response of academic departments to provide lists of courses at other community colleges that are to be considered equivalent to those at Mt. SAC. To date, 60% of departments have responded. (Based on a subsequent discussion with Academic Senate President Eric Kaljumagi, his understanding was that most departments had met this request, and he requested a list of departments who had not done so.) A related issue is completing the connection of our curriculum software, WebCMS, to the Banner system. This project was near completion when the assigned programmer resigned. Direction was given to complete this work. Mike Gregoryk will provide an update at next week’s Cabinet on the integration of WebCMS and Banner. The WebCMS-Banner interface is essential to maintain the currency of program and course information in Banner, and thus in DegreeWorks.
6. Cabinet briefly discussed the update of the Facilities Master Plan. Mike will provide an update and a timeline for the Facilities Master Plan at next week’s Cabinet.
7. Items for future agendas:
   1. [BP and AP 6625 on District Fundraising](http://www.mtsac.edu/presidentsboardreport/BP%20and%20AP%206625%20-%20District%20Fundraising.doc) (Mike, 11/22)
   2. Centralized Printing and Copying (Mike, 11/22)
   3. [Proposed Student Travel AP 4300](http://www.mtsac.edu/presidentsboardreport/AP%204300%20Field%20Trips%20and%20Excursions%20Proposed%2010-25-11.pdf) (along with the [Field Trip form](http://www.mtsac.edu/presidentsboardreport/Field%20Trip%20Authorization%20and%20Vehicle%20Request%20Form.pdf) and the [Student Medical form](http://www.mtsac.edu/presidentsboardreport/student_travel_medical_release.pdf)) to be in accord with [Title 5 §55220](http://www.mtsac.edu/presidentsboardreport/55220%20Excursions%20and%20Field%20Trips.pdf) and the [Student Fee Handbook](http://www.mtsac.edu/presidentsboardreport/Student%20Fee%20Handbook%202010%20on%20Field%20Trips.pdf) (AP: Bill, Guidelines: Ginny; Waivers: Mike, all 11/22)
   4. City of Industry Redevelopment Partnership (Mike & Bill, 11/22)
   5. [BP 3565](http://www.mtsac.edu/presidentsboardreport/BP%203565%20Smoking%20on%20Campus.pdf) and [AP 3565](http://www.mtsac.edu/presidentsboardreport/AP%203565%20Smoking%20on%20Campus.pdf), Smoking on Campus (Bill, 11/15)
   6. Civic Center Facilities Use [BP/AP 6700](http://www.mtsac.edu/presidentsboardreport/Civic%20Center%20Use%20Act%20Policy%20and%20Administrative%20Procedure.pdf) and [Facility Rental Fee Schedule](http://www.mtsac.edu/presidentsboardreport/Facility%20Fee%20Schedule%202011.pdf) conformance with [Education Code 82537-48](http://www.mtsac.edu/presidentsboardreport/Civic%20Center%20Act.pdf) (Mike, 11/15; review [proposed strategy](http://www.mtsac.edu/presidentsboardreport/Technical%20Services%20Status%20Report%20on%20Update%20to%20AP6700%20-%2011.8.11.pdf))
   7. Developing & Revising BPs and APs: [form](http://www.mtsac.edu/presidentsboardreport/Policy-Procedure%20%20Routing-Approval%20Sheet%20Revised%20091811.pdf) and [AP 2410](http://www.mtsac.edu/presidentsboardreport/AP%202410%20Process%20for%20Revision%20of%20APs%20and%20BPs%20Revised%20092011.pdf) (Bill, 12/13)
   8. Employment Practices for Student Workers, Short-term Employees, and Professional Experts based on [Legal Opinion](http://www.mtsac.edu/presidentsboardreport/OPINION%20LETTER%20re%20Employment.pdf) (Annette, 11/15—Peter Brown presentation)
   9. Community Outreach Presentation and CD (Bill, 12/13, Pilot from CB Brown)
   10. AP 34XX on Captioning: [1/11/11](http://www.mtsac.edu/presidentsboardreport/Captioning%20AP%20Draft%201-11-2011.pdf) and [2/2/11](http://www.mtsac.edu/presidentsboardreport/Captioning%20AP%20Draft%202-2-2011.pdf) Versions (Audrey, 11/15)
   11. Update on Software Training (Mike, Vic, 11/15, Feedback from VPs)
   12. Director of Professional Development Job Description (Annette, 11/15)
   13. Faculty Professional Development job description and plan (Ginny, Annette 11/15)
   14. System for Department posting of syllabi (Ginny, 11/22)
   15. Implementation of Degree Works (Status Reports from George and Mike, 11/15)
   16. Update on Integration of WebCMS and Banner (Mike, 11/15)
   17. Update and Timeline for Facilities Master Plan (Mike, 11/15)