



**President's Cabinet  
Action Notes  
August 7, 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

Dean Carolyn Keyes attended for Vice President Audrey Yamagata-Noji.

1. Cabinet discussed the second round status quo budget review input from the Instruction Team. Line item reductions totaled \$11,904. Need for tutoring resources due to lost funding from state Basic Skills allocation and from the expired federal Title V grant totaled \$83,415 in supplemental ongoing funding. Additional support for outcomes assessment requires \$27,000 in supplemental one-time funding. Net was \$101,287 added to the budget. [A summary is attached.](#)
2. Cabinet approved four Immediate Needs requests, denied one request, and approved one more conditional on a review after one year. Those approved appear below with links to the request form submitted for each and background rationale where provided.
  - \$19,953 [Autodesk software](#)
  - \$1,769 [National Instruments circuit simulation software](#)
  - \$41,000 [Fire Academy funds](#): hourly (saves \$22,000) to professional experts ([backup info](#))
  - \$4,200 [MacBook computers](#)-Earth Science/Chemistry ([backup info attached](#))
  - \$6,500 [Online tutoring software](#)—evaluate after one year ([backup info attached](#))
3. Cabinet reviewed changes in Board Policies suggested by the Community College League of California based on recent changes in laws and regulations. Each of the following will be sent to the President's Advisory Council for recommendations.
  - [BP 2100](#) Board Elections (changes due to redistricting)
  - [BP 2105](#) Election of Student Member (adds recall provision)
  - [BP 2730](#) Health Benefits (removes outdated language on Board member contribution)
  - [BP 3430](#) Prohibition of Harassment (adds sexual violence, revises protected status list)
  - [BP 3570](#) Smoking on Campus (number changed from 3565)
  - [BP 3820](#) Gifts and Donations (revised protected status list)
  - [BP 4040](#) Library Services (adds compliance with [Reader Privacy Act](#))
  - [BP 5500](#) Standards of Conduct (adds bullying, revises protected status list)
  - [BP 6550](#) Disposal of Property (adds legal references)
  - [BP 6900](#) Bookstore (adds legal reference)
4. Bill reminded everyone that a written rationale should accompany the Travel and Conference Request Form for general fund requests. Student travel as well as funding specified in FA and CSEA contracts are exceptions. Commitment for expenses such as registration fees and hotels should not be made until approved. ([The revised travel policy statement which now includes CSEA language is attached.](#))

5. Cabinet was joined by Bill Lambert, the new Mt. SAC Foundation Executive Director, for dialog about the college and the role of the Foundation.
  
6. 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)