



President's Cabinet

Action Notes

October 25, 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

Vic Belinsky sat in for Mike Gregoryk who was attending the ACBO Conference and Terri Hampton sat in for Annette Loria who was in interviews.

1. Cabinet reviewed progress on the revision of AP 3720 on Use of Technology and Information Resources. Jennifer Galbraith, in an email dated 10/10/11, reported that the FA Representative Council provided input on the draft changes and requested that the document go back to committee for more work. Cabinet agree to send the draft back to the Information Technology Advisory Committee (ITAC) to make requested changes and then send the item on to President's Advisory Committee for final review. Cabinet reviewed and responded to the points raised by the Rep Council as follows.
 - 1) The removal of the Employee Acceptable Use Agreement is of concern. If this is removed, where will it be housed? What process will it go through if it is changed?
Cabinet Response: The form will continue to be used and will be appended to AP 3720.
 - 2) Under "personal use" the language proposed in the AP is different than what is in the Acceptable Use Agreement. This language should be consistent. Also, the new language appears to be more restrictive, than the Acceptable Use Agreement.
Cabinet Response: The wording of the Employee Acceptable Use Agreement will be aligned with the draft of AP 3720 as approved by the Academic Senate.
 - 3) The language under "Captioning/Closed Captioning" is not explained very well. I know that there is a separate committee working on this issue, but the Council had some concerns. There should be exact language as to if faculty can provide links. Also language that says it is the District's responsibility to caption materials that are not captioned, and not the responsibility of the faculty member.
Cabinet Response: The section on captioning will be removed and a reference to the AP on captioning will be included. Note: the AP on captioning is still under development.
 - 4) Under "Social Media" what are the expectations/liabilities of the faculty members that are club advisors for material put on students' personal social pages that refer to students and/or the clubs? New bullying laws could lead to liabilities that we would like to have excluded. Also in this section it states that the District will not "indemnify employees for anything they write on a social media associated with the college". What is the intent in that statement: the District will not hold the faculty member responsible, or the District will not support the faculty member in any way if this were an issue?
Cabinet Response: Clarifying language will be added to state that 1) when posting on web pages maintained the District, employees are acting as agents of the District, and 2) the District is not liable for postings on any web site not maintained by the District.

In a follow up discussion, Vic Belinsky pointed out that the District owns all common versions of Mt. SAC referred URLs, not only mtsac.edu but also mtsac.net, mtsac.org, etc. Direction was given to seek trade mark status for "Mt SAC." It would be a good idea to reference the use of the Mt. SAC name and logo in AP 3720 to prohibit their use in postings on web sites not approved by the District. Vic mentioned that he had met recently with Associated Students to discuss student use of the portal and ways to increase communication. Vic also described the "studio room" within the portal and that this activity is managed by a club advisor.

2. Bill mentioned that Foreign Language faculty had requested funds for adjunct faculty participation in departmental workshops on Student Learning Outcomes, and this request has been approved for up to two hours of such compensation to Foreign Language adjunct faculty at the workshop rate. This brought up the matter of adjunct faculty compensation for flex hours. It has not been the practice for Mt. SAC to provide such compensation, but Title 5 55720 et seq. allows such compensation. Terri Hampton will follow up.
3. The matter of faculty sabbaticals was brought up noting that Cabinet had asked Ginny and Annette Loria to work with the Faculty Association on a MOU that would suspend the process for this year. Annette was asked to determine the interest of the Faculty Association in doing this and report back to Cabinet by Friday. Timing is important as Ginny typically facilitates an orientation in early December for faculty interested in a sabbatical so that new requests can go to the Board in December. Cabinet was reminded that a previous agreement with the Faculty Association specifies that the existing prioritized list of approved sabbatical proposals will be filled before new sabbatical requests are granted.
4. Vic Belinsky gave a report on the status of centralized printing and copying. The direction currently being pursued is to not contract for printing and copying hardware but rather secure software that will enable the college to implement centralized, managed printing and copying on campus. Two vendors of such software have provided information on their products: [Pharos](#) and [Equitrac](#). The plan is to issue a Request for Proposals in the next two weeks for a pilot in Building 4 (Administration) this Spring and then full implementation next Fall. The contract would include analyzing existing need and current equipment, adapting current equipment to managed printing and copying using the new software, and identifying facility needs for any relocation of equipment needed to meet the needs of each unit served (physical location of copiers/printers, network drops, power availability, etc.). Cabinet will review the status of the project in a month's time.
5. The college has just received its projected Faculty Obligation Number for Fall 2012 ([attached](#)). The FON remains "frozen" at 403.9, the fifth year with no change. Ginny Burley is working on the FON report for Fall 2011 due November 30 ([blank form attached](#)), and preliminary numbers show us at a FON of 404. This number counts 12 late retirements. In addition, there has been one recent resignation. Cabinet reviewed the hiring process and institutional priorities in filling full-time faculty positions to stay in compliance next year.
6. Cabinet approved the revision of the new AP 4051, Course Equivalencies and Variances ([attached](#)). AP 4051 will be forwarded to the President's Advisory Committee as an information item and then be sent to the Board of Trustees, also as an information item.
7. Cabinet reviewed the Student Travel AP 4300 in light of the language in [Title 5 §55220](#) and the [Student Fee Handbook](#). Several changes were considered. [The full text of the proposed revisions are attached](#) along with the [form for field trips](#) that will need to be revised. Briefly:
 - The scope of field trips was broadened to match the language in Title 5.
 - Approval was broadened to include managers in Student Services who would also approve field trips and excursions in their areas.
 - The mileage limitation was removed.
 - The requirement for supervision of students by an academic employee was added based on Title 5 language.

- Cabinet proposes to remove the statement, “Students on college-authorized field trips will not be penalized for absences incurred in other classes during the field trips.”
- The language about college personnel who go on field trips was brought in line with Title 5 by including the statement that they are those “who desire to contribute their services over and above the normal period for which they are employed.”
- Language was added to address fundraising for field trips based on what Title 5 permits
- Language was added to address fees required of students to attend field trips based on the legal opinions rendered by the Chancellor’s Office and codified in the Student Fee Handbook.

There is also a [“Student Agreement and Medical Release for Classroom-Related Travel”](#) form.

8. Cabinet reviewed an update on progress of the Smoking Policy Task Force from Sandy Samples who is chairing the group:

The Smoking Policy Task Force met on October 24 for the first time. We accomplished the following:

- 1) All applicable laws were reviewed.
- 2) A draft of recommended changes to Board Policy 3565 was completed.
- 3) A draft of recommended changes to Administrative Procedure 3565 was completed. There are a few areas where further research is necessary. Assignments were made.
- 4) The campus map with the identification of preliminary desingated areas was reviewed. There was discussion related to the addition of at least two, and possibly a few more, designated areas.

The group will meet again on Monday, November 7th, to review:

- 1) Pending issues related to AP 3565 and complete the draft.
- 2) Complete the review of locations for designated smoking areas and finalize recommendations.
- 3) Formalize recommendations for an implementation plan.

We expect to have all documents completed on Nov. 7th.

9. There were a few date adjustments for the schedule of information reports to the Board:

EDUCATION/INFORMATION REPORTS TO THE BOARD, 2011-12	
July 25, 2011	Grace Hanson - Disabled Student Programs & Services (Special Video)
August 24, 2011	Meghan Chen – Distance Learning Audrey Yamagata-Noji – Fall Enrollment Report
September 14, 2011	Mike Gregoryk – Adopted Budget Report Introduction of New Faculty
October 26, 2011	Barbara McNeice-Stallard – Cohort Tracking
November 16, 2011	Meghan Chen – Title 5 Hispanic Serving Institutions Grant Closing Report
December 14, 2011	Glenda Bro and Terri Long – Basic Skills Initiative
January 25, 2012	Tom Mauch – High School Outreach Mike – Budget Report (?)
February 22, 2012	Cindy Shannon – Teacher Preparation Institute
March 28, 2012	Foundation Annual Report Audrey – Spring Enrollment Report Recognize faculty receiving tenure
April 25, 2012	Vic Belinski – Banner/IT – DegreeWorks, etc. Usually invite PTK students to the April or May meeting
May 23, 2012	(No Report) Recognize Retiring Faculty (next meeting is after Commencement) Mike – Budget Report (May Revise)
June 27, 2012	Meghan Chen – MoodleRooms Implementation

10. Items for future agendas:

- a. [BP and AP 6625 on District Fundraising](#) (Mike, 11/1)
- b. Centralized Printing and Copying (Mike, 11/22)
- c. [Proposed Student Travel AP 4300](#) (along with the [Field Trip form](#) and the [Student Medical form](#)) to be in accord with [Title 5 §55220](#) and the [Student Fee Handbook](#) (AP: Bill, Guidelines: Ginny; Waivers: Mike, all 11/1)
- d. City of Industry Redevelopment Partnership (Mike & Bill, 11/1)
- e. [BP 3565](#) and [AP 3565](#), Smoking on Campus (Bill, 11/15)
- f. Civic Center Facilities Use [BP/AP 6700](#) and [Facility Rental Fee Schedule](#) conformance with [Education Code 82537-48](#) (Mike, 11/8)
- g. Developing & Revising BPs and APs: [form](#) and [AP 2410](#) (Bill, 12/13)
- h. Employment Practices for Student Workers, Short-term Employees, and Professional Experts based on [Legal Opinion](#) (Annette, 11/15—Peter Smith presentation)
- i. Community Outreach Presentation and CD (Bill, 11/1)
- j. AP 34XX on Captioning: [1/11/11](#) and [2/2/11](#) Versions (Audrey, 11/8)
- k. Update on Software Training (Mike, Vic, 11/8)
- l. Revising the PIE form (Ginny, 11/1)
- m. Director of Professional Development Job Description (Annette, 11/8)
- n. Faculty Professional Development job description and plan (Ginny, Annette 11/8)
- o. System for Department posting of syllabi (Ginny, 11/22)