



## President's Cabinet

### Action Notes

November 15, 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 report of the Smoking Policy Task Force including the [Implementation Plan, BP 3565, AP 3567](#), and the [map of smoking areas](#). On the Administrative Procedure, under Disciplinary Action, Part c, the following change was made: "A hold will be placed on the student's account by adding the citation fee to the list that triggers blocking of registration." This item will now go to the President's Advisory Committee.
2. Cabinet reviewed the [proposed strategy](#) for updating the Civic Center Facilities Use [BP/AP 6700](#) and [Facility Rental Fee Schedule](#) to be in conformance with [Education Code 82537-48](#). Ginny Burley provided written input from the Instruction Team ([attached](#)). Some comments on the notes included 1) pointing out that events will need VP approval and a fund account identified for each to cover costs, 2) a clear distinction/definition is needed for on-campus and off-campus events, 3) Cabinet will periodically/annually review the process and fee structure, 4) faculty should be recognized as having access to their designated facility for use within the scope of their duties such as holding study sessions, 5) event work could be done by those in the unit carrying out the event as long as this does not mean working out of class, and 6) clarifying that event costs must be determined in advance so that users are clear on the funding. **Mike will include the input from the Instruction Team and from the Cabinet discussion in the next version of the BP, AP, and Fee Schedule.**
3. Audrey Yamagata-Noji gave an update on the clarification of BPs and APs related to those with disabilities having access to print, audiovisual, and electronic media. [Attached is a summary](#) of the three Board Policies and ten (yes, 10) Administrative Procedures under review or development. Cabinet received drafts of [BP 34XX](#) on Individuals with Disabilities, [BP 5140](#) on Students with Disabilities, [AP 34XX](#) on Captioning, [AP 5140](#) on Students with Disabilities—General Academic Adjustments, and [AP 5141](#) on Accessibility of Instructional Print Media—Alternate Media. **Cabinet members will provide feedback on the drafts.** After approval of the drafts by Cabinet, the BPs and APs will go to the President's Advisory Committee for review and recommendations.
4. Cabinet reviewed the input provided on the previously distributed job description for Director of Professional Development ([attached](#)). **Annette Loria will bring the revised position description to next week's Cabinet.**
5. VPs are continuing to collect input on the IT Software Training Update distributed last week ([attached](#)). To get broader staff input, a survey monkey site has been established. **VPs will assure that the input process is concluded over the next three weeks.**

6. Ginny Burley discussed the present state of planning for faculty professional development. Cabinet agreed that a formal action plan is a necessity. Ginny will discuss this issue at the Faculty Professional Development Committee meeting to be held on Thursday afternoon next week.
7. Mike Gregoryk reviewed the timeline for the completion of the Facilities Master Plan. The development team (Joyce Black et al) has been meeting (notes available next week) and will meet again on Monday, 11/21, at 2:00 pm. While the Facilities Master Plan is focused on major building, renovation, and infrastructure projects, an improvement in the planning process for small renovation projects and scheduled maintenance projects is also needed. Cabinet discussed the need to have such a structured process and use the Facilities Advisory Committee (FAC) as the sounding board for this plan. The elements discussed were 1) a request form for items that come out of program review, 2) a prioritization process with recommendations through the FAC, 3) an on-going budget line item so that at least some funds are available each year for those who make those requests, and 4) an immediate needs process given that facilities issues tend not to wait until process points are met. Mike will construct a proposal for a renovation/maintenance prioritization and funding process and bring it back to Cabinet.
8. The interface between Banner (our business and operational software system) and WebCMS (our curriculum development and approval software) is moving toward full connectivity. Antonio Bangloy, Supervisor of Application Support & Development in our Information Technology unit, met with Terri Long, Dean of Instruction, and her staff. Some notes from the meeting:
  - There were errors that came out during the testing that need to be fixed.
  - The majority of the test data worked and are now currently being investigated by Terri's staff.
  - We will continue to test the Interface in BANNER TEST for the next few days using PRODUCTION WebCMS data.
  - ARGOS reports have been created so that Terri's staff will be able to check which data got uploaded successfully and which ones DID NOT and WHY.
  - Next week, we will be able to move this process to BANNER PRODUCTION.For the uninitiated, this means that our curriculum software will now be able to talk to our main college software.
9. Ginny brought forward a proposed Administrative Procedure on Department Reorganization ([attached](#)). The proposal was accepted by Cabinet with the addition of a definition of a department, "A department is an administrative unit for purposes of budget, planning, reporting, personnel hiring and evaluation, and provision of instruction and/or services." Ginny will add this to the document and submit it to the President's Office for inclusion in the next agenda for the President's Advisory Committee.
10. Cabinet reviewed and approved the revised position description for [Broadcast Production Specialist](#) and the new position description for [Lab Tech-Radio Broadcasting](#). (This was actually done last week.)

11. Cabinet welcomed attorney Peter Brown to discuss the matter of Department of Labor directives based on the [Fair Labor Standards Act](#) regarding compensation for classified staff rendering additional service as adjunct faculty. For this discussion, Cabinet was joined by Terri Hampton, Linda Baldwin, Richard Lee, and Tom Mauch. Based on the information provided by Mr. Brown, the decision of Cabinet was to permit classified staff to teach under one of three scenarios.
- a. Scenario 1. Reduction of classified work hours to accommodate a teaching assignment such that at no time would the classified employee work more than 8 total hours in a day or 40 hours total in a week. Taking such an adjunct faculty assignment is voluntary on the part of the classified employee and requires the signed permission of the supervising manager. Cabinet affirmed that taking such an assignment would have no implications for the on-going employment of the classified staff, nor would refusing such an assignment.
  - b. Scenario 2. Agreement on the part of the classified staff member to accept compensatory time for the additional hours above 8 in a day and 40 in a week that would result from accepting an adjunct faculty assignment. Again, such an arrangement would require the signed permission of the supervising manager and would not affect the employment status of the classified staff. All applicable laws and contractual arrangements would continue to be in force regarding the utilization of such accrued compensatory time.
  - c. Scenario 3. Classified staff performing faculty duties on an infrequent, irregular, or sporadic basis are not subject to the overtime provisions of the Fair Labor Standards Act. This would include last minute work as a counselor or filling in for a short absence of an instructor.

Annette Loria will work on creating processes and controls for these scenarios.

12. As promised, notes on last week's discussion of creating material for public presentations is [attached](#)...thanks to Jill Dolan!

13. Items for future agendas:

- a. [BP and AP 6625 on District Fundraising](#) (Mike, 11/22)
- 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 11/22)
- d. City of Industry Redevelopment Partnership (Mike & Bill, 11/22)
- e. Civic Center Facilities Use [BP/AP 6700](#) and [Facility Rental Fee Schedule](#) conformance with [Education Code 82537-48](#) (Mike, 12/5; follow up on revision of [proposed strategy](#))
- f. Developing & Revising BPs and APs: [form](#) and [AP 2410](#) (Bill, 12/13)
- g. Community Outreach Presentation and CD (Bill, 12/13, Pilot from CB Brown)
- h. Accessibility of Print, Audiovisual, and Electronic Media (Feedback on Draft BPs and APs) (Audrey, 11/29)
- i. Update on Software Training (Mike, Vic, 12/5, Feedback from VPs)
- j. Director of Professional Development Job Description (Annette, 11/22, Finalizing Proposal)
- k. Faculty Professional Development Strategic Plan (Ginny, 12/5)

- l. System for Department posting of syllabi (Ginny, 11/22)
- m. Implementation of Degree Works (Status Reports from George and Mike, 12/5)
- n. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, 12/12)