



President's Cabinet

Action Notes

November 29, 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 the merits of increasing the [International Student Program](#). Audrey Yamagata-Noji presented a [compilation of statistics](#) showing recent growth in the program. The group agreed that such an expansion has merit. The current foreign student fee is \$214 per unit. Funds collected would be set aside and used to serve these students with any excess spent to improve general services to all students following an agreed upon set of priorities. **Audrey will continue to lead Cabinet discussions of this possibility.**
2. Cabinet discussed the problem of funding backfill positions when a classified or faculty member is out on extended leave for medical or other reasons. The college does not currently have a regular fund in the budget for long term subs. It was agreed that **Mike Gregoryk would set up such a line item** which would be funded by sweeping budgeted monies that were not used during gaps between departure of an employee and securing a permanent replacement. This resource could be utilized for long term subs with Cabinet approval. In this manner, the budget of a particular department would not be adversely effected is an employee was out on long term paid leave.
3. Cabinet discussed the full-time faculty hiring process which resulted in the following message being sent to full-time faculty:

This is a brief message regarding faculty hiring and about potential retirements this year. As you know, some of the full-time faculty positions that resulted from last year's retirements were not filled for this academic year. The savings that resulted certainly helped the college in this difficult budget year. The Board of Governors has determined that our Faculty Obligation Number will remain frozen at 403.9 for 2012-13. This means that at least 13 faculty positions will be filled by Fall 2012. I intend to authorize 8 to 10 of these positions in December with recruiting expected to begin in January. The current process will result in a prioritized list of recommended hires that has been developed collegially.

Why not hire all 13 right away? As is typical each year, some of you will choose to retire at the end of this academic year. Many of these retirements will occur in programs that will be severely impacted without the ability to replace the vacated position. Each of these vacancies will be considered on an individual basis if notice of the retirement is made to the college by December 16th. Hence the desire to retain 3 to 5 positions to fill these critical needs created by this year's retirements.

Finally, I would encourage those of you who are considering retirement at the end of this year to provide us with official written notice that is on or after Friday, May 4th. Under state regulations, this will allow the college the option of keeping positions open for the following year and realizing the same monetary savings as the vacant positions provided this year.

The selection of full-time faculty is the most important decision the college makes. It is our faculty who form the primary resource for many of the accomplishments that makes Mt. SAC great. The faculty hiring process has served the college well, and your continued help in keeping the process strong is appreciated.

4. Cabinet discussed the current status of negotiations with CSEA 651 and 262 and gave direction to district negotiators.
5. As a follow up to the discussion of faculty hiring, Cabinet reiterated the necessity of having all members of screening committees go through Equal Employment Opportunity training. This training is scheduled for February 24th and is a continuation of the [“Hiring the EEO Way”](#) presentation that was done on August 26th. **Annette Loria will assure that all potential members of screening committees are informed of this requirement.** Cabinet considered the logistical challenges of hiring several faculty in a timely fashion given that approximately 10 searches for full-time faculty will begin in January. It was agreed that Division Deans would relieve Human Resources of some of the workload including facilitating the selection of screening committee members, reviewing job announcements, scheduling interviews, and submitting paperwork. **Annette, Audrey, and Ginny will work together to be sure that Division Deans have the necessary training to carry out these duties.**
6. Cabinet reviewed a proposal from the Aeronautics Department to purchase a Cessna 172 flight training aircraft. The cost of \$90,000 plus taxes and fees would be paid from the \$45,979 donation recently received by the Mt. SAC Foundation plus funds in the Aeronautics Auxiliary Services account which has accumulated income from aircraft rental fees. On-going costs for the new aircraft would be covered by redirecting \$10,000 from the student auxiliary account plus \$16,000 from the program status quo budget. [The full proposal is attached.](#) Cabinet approved the proposal with the note that the college does not anticipate receiving additional revenue that would support growth in enrollment of the Aeronautics Program but rather sees merit in this proposal as extending the availability of training aircraft to existing students and extending the usable lifetime of our existing fleet of training aircraft.
7. Cabinet reviewed the work being done on administrative procedures regarding accessibility of instructional media and of electronic technology.
 - [On AP 5141, Students with Disabilities; Accessibility of Instructional Media—Alternate Media](#), concern was expressed about available resources to carry out Item 5:
 - Media Services in concert with Disabled Student Programs and Services (DSPS) and the Television Production and Broadcasting Department will ensure that video and multimedia products developed by the College and/or housed by Media Services be equally accessible to individuals with disabilities and comply with Section 508.
 - [On AP 5140, Students with Disabilities; General Academic Adjustments](#), on Item 5 under the complaint process, it was recommended that the section state the criteria which faculty must address in bringing a challenge to recommended reasonable accommodations. There are three kinds of accommodations that are not considered reasonable:
 - 1) It is not a reasonable accommodation if making the accommodation or allowing participation poses a direct threat to the health or safety of others;
 - 2) It is not a reasonable accommodation if making the accommodation means making a substantial change in an essential element of the curriculum (educational viewpoint) or a substantial alteration in the manner in which services are provided; and
 - 3) It is not a reasonable accommodation if it poses an undue financial or administrative burden.
 - [On AP34XX, Accessibility of Audiovisual Media—Captioning](#):
 - The second paragraph under New Purchases should indicate that faculty choosing to purchase uncaptioned videos should obtain PRIOR copyright permission so that the faculty member has the right

- to have the video captioned at their own expense. This paragraph should emphasize that under no circumstances can an uncaptioned video be used at the college or posted on a college web site.
- Under Videos in Division/Department Collections, the second paragraph should read, “Once copyright permission has been obtained, a request for funding is submitted to the Director of Technical Services whose unit will oversee the process to have the material captioned within available resources.”
 - Under Videos Owned by Faculty, again, Technical Services can only provide captioning services within available resources. And again, this section should end with the caution that under no circumstances can an uncaptioned video be used at the college or posted on a college web site.
 - Under Purchase of Captioning Encoder/Decoder Equipment, the issue is raised concerning when captioning can be turned off. Cabinet’s suggestion is that captioning would generally be left off. Faculty using videos would be asked to include in their syllabi a notice that videos were to be used. Students in need of captioning could then ask DSPS to notify the faculty member to turn on the captioning. This would maintain the confidentiality of the student with a disability while not routinely disrupting the showing of videos.
- [On BP 5140, Students with Disabilities](#), and BP 34XX, Individuals with Disabilities, no comments were made.
8. Cabinet discussed four Academic Senate resolutions brought to AMAC.
- [On Resolution 2011-04, Comprehensive Strategy for Budget Retrenchment](#), Cabinet has directed this work to the Budget Committee.
 - [On Resolution 2011-11, Foundation Support for Campus Programs](#), Cabinet agrees with the recommendations with one note. For the first Resolved, Cabinet suggests that the meaning be interpreted to be that the purpose of the campus-wide Foundation Advisory Committee “would be to identify and prioritize institutional and instructional program needs....”
 - [On Resolution 2011-12, Economic and Transfer Impact of PE and Arts](#), Cabinet was uncertain as to the actions being requested. Cabinet noted that such courses are not “perceived as ‘recreational’” here at Mt. SAC. Cabinet noted that recreational and avocational courses have already been removed from the curriculum and that no further such actions are anticipated. Cabinet was unsure what function of the Los Rios district the Academic Senate intended for the college to analyze and for what purpose.
 - [On Resolution 2011-13, Process to Adopt and Utilize C-ID Numbering](#), Cabinet agreed with the recommendations and noted that the corrected version should be distributed so that the language correctly reads that “the Academic Senate requests the Articulation Officer to....”
9. Items for future agendas:
- a. [BP and AP 6625 on District Fundraising](#) (Mike, 1/17)
 - b. Centralized Printing and Copying (Mike, 1/24)
 - c. City of Industry Redevelopment Partnership (Mike & Bill, 12/13)
 - d. Civic Center Facilities Use [BP/AP 6700](#) and [Facility Rental Fee Schedule](#) conformance with [Education Code 82537-48](#) (Mike, 12/6; follow up on revision of [proposed strategy](#))
 - e. Developing & Revising BPs and APs: [form](#) and [AP 2410](#) (Bill, 12/13)
 - f. Community Outreach Presentation and CD (Bill, 12/13, Pilot from CB Brown)
 - g. Accessibility of Print, Audiovisual, and Electronic Media (Audrey, 1/17, APs & BPs below)
 - [AP 5141, Students with Disabilities; Accessibility of Instructional Media—Alternate Media](#)
 - [AP 5140, Students with Disabilities; General Academic Adjustments](#)
 - [On AP34XX, Accessibility of Audiovisual Media—Captioning](#)
 - [BP 5140, Students with Disabilities](#)
 - BP 34XX, Individuals with Disabilities

- h. Update on Software Training (Mike, Vic, 12/6, Feedback from VPs)
- i. Faculty Professional Development Strategic Plan (Ginny, 12/6)
- j. System for Department posting of syllabi (Ginny, 12/6)
- k. Implementation of Degree Works (Status Reports from George and Mike, 12/6)
- l. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, 12/13)
- m. Expansion of International Student Program (Audrey, 12/13)