



President's Cabinet

Action Notes

December 6, 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 authorized an immediate needs expenditure of \$85 per month for internet access in the classrooms at the Ontario Fire Training Center, currently a training site for our Fire program.
2. Fiscal Services continues to look for a product that will allow students to establish a payment plan to cover their Mt. SAC fees. An example of such a product being investigated is [Nelnet Education Planning and Financing](#). Mike will present more about Nelnet at our meeting next week.
3. Cabinet discussed the status of hiring for authorized positions. The hiring list will be updated to reflect current status, and position numbers will be added. Annette will bring the revised list to Cabinet next week, sorted by area of responsibility, so that Cabinet can review the priority assigned to the filling of positions in the queue.
4. Cabinet reviewed [AP 7400, Travel and Conference](#), and proposed to change the fourth paragraph to require that quarterly summary reports be sent to the respective Vice Presidents and to the President.
5. Cabinet reviewed feedback on the adequacy, quality, and timeliness of Information Technology software training ([attached](#)).
6. Ginny Burley reported on the means that Departments use to make syllabi available to students and include in those syllabi the expected student learning outcomes for each course ([attached](#)).
7. Ginny reported that she had received an action plan for Faculty Professional Development and will be prepared to discuss the issue at next week's Cabinet.
8. Audrey Yamagata-Noji reported that the team working on [DegreeWorks](#) had a productive meeting recently and did quite a bit of problem solving. DegreeWorks is the software system that includes tools for creating electronic Student Education Plans and doing degree audits. DegreeWorks, a product of Sunguard who also makes our Banner main software system, will enable the college to once again auto-award degrees and certificates to those who meet requirements—and greatly simplify the checking of those requirements.

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, 1/10)
 - 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. Faculty Professional Development Strategic Plan (Ginny, 12/13)
 - i. Implementation of Degree Works (Audrey, 2/7)
 - j. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, 12/13)
 - k. Expansion of International Student Program (Audrey, 12/13)