



**President's Cabinet
Action Notes
February 14, 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

1. Cabinet reviewed the steps being developed to expand the International Student Program (F-1 Visa students). [See the attached tentative plan.](#)
 - As to funding, the program will be self-supporting. International students currently pay tuition of \$214 per unit plus the enrollment fee of \$36 per unit. This income constitutes the full cost of instruction and services and enables the college to have a total student enrollment above that paid for by the state, typically 3-5% above our funded base. As we grow the International Student Program, the income will be used first for direct services to international students and then used to support services for the general student body—including keeping the number of resident students we serve well above the number funded by the state. The result will be more access for our local students, not less.
 - Recruitment will be done abroad, but we expect our best avenues to be local media, word-of-mouth, local language schools, and a robust web presence. The team will be working on these areas plus developing appropriate marketing materials.
 - Intake services need to be strengthened by adding staff funded through the growth in F-1 visa students produced this spring. Testing needs some attention as do pre-arrival and arrival services.
 - An International Student Program office is planned utilizing space in Building 6. This space will be a place that staff can provide services to students and a location that international students can gather. CB Brown will assist with supervising these additional services to international students and oversee social integration activities. He will also help with marketing efforts.

2. Cabinet continued to discuss the agenda for the Board Study Session to be held on the afternoon of Friday, March 2nd, and all day on Saturday, March 3rd. Below are estimated presentation times. The schedule will allow for discussion and breaks.

Friday, 3/2		Budget
1:00-4:30	Current Year Update & 12-13 Projection (Linda Baldwin).....	30 min
	Long-Term Budget Planning (Bill Scroggins)	30 min
	Retiree Medical Benefits (Mike Gregoryk)	10 min
	Status Quo Budget Review: Austerity Budget (Bill Scroggins).....	15 min
	Communication & Board Resolution (Bill Scroggins).....	10 min
	Reallocation of Resources Within Instruction (Ginny Burley)	20 min
	Increasing International Students (Audrey-Yamagata-Noji).....	30 min
	Change in Auxiliary Services Practices (Mike Gregoryk).....	20 min
	Role of the Foundation (Lisa Sugimoto)	20 min
Saturday, 3/3		Board Self-Evaluation & Priority Setting (Board).....
8:30-12:00	Redistricting (Board)	30 min
	Facilities Master Plan (Gary Nellesen)	30 min
	Prioritizing Measure RR Projects (Mike Gregoryk)	20 min

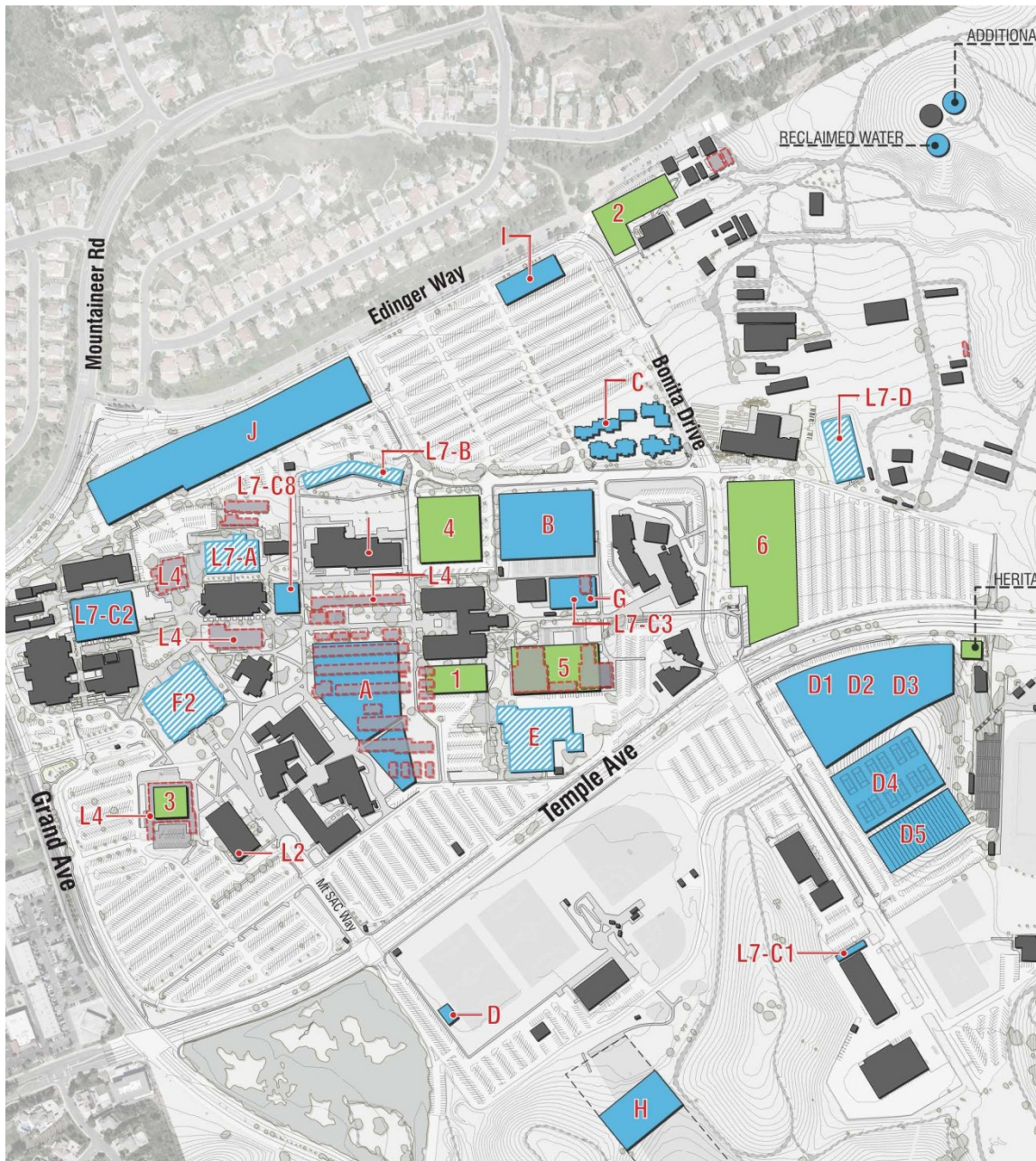
	Lease/Leaseback Process (Phil Henderson, Sharon Suarez).....	30 min
	Planning Process for Maintenance & Renovation (Gary Nellesen)	20 min
	Endowment Bonds for Scheduled Maintenance & Tech (Mike Gregoryk) ..	15 min
Saturday, 3/3	Integrated Planning (Ginny Burley)	15 min
1:00-4:30	Key Performance Indicators (Bill Scroggins & Barbara McNiece-Stallard)...	20 min
	Personnel (Annette Loria)	
	Negotiations.....	20 min
	Criteria for Replacement of Vacant Positions.....	15 min
	Reclassification Project	15 min

3. Cabinet continued the discussion of improvements to our Managed Printing System (MPS) joined by Dale Vickers. Dale commented that the college currently consumes 2,000,000 sheets each month (yes, that's right, two million sheets of paper per month!). In addition, the college spends \$140,000 per year on toner. Here are Dale's recommendations ([full version attached](#)):

- Continue to distribute documents electronically and reduce printing wherever possible.
- Consider/require electronic/paperless distribution of things like minutes and handouts.
- Only print in color when absolutely required. (Color costs 5 to 10 times black and white.)
- Require large print jobs, over 100 pages, to be submitted to Printing Services or run on one of the big campus production copiers.
- Duplex wherever possible (print on both sides) to save on paper costs.
- Standardize on printers like we do with computers to reduce maintenance and toner costs.
- Explore ways to further reduce toner cost.
- Encourage the campus community to think about printers and copiers as "shared resources" and not something belonging to an individual. (Building 4 will be a pilot test.)
- Eliminate desktop printers in favor of shared network printers. Have managers, in conjunction with IT staff, assess "need" for individual printers based on their environment. Direct Purchasing and IT to assist by questioning the purchase of any personal printers.
- Establish a "recommended average standard" of one printer per 5 individuals to be overseen by the area managers.
- Consider establishing a "recommended maximum standard" of one per floor on copiers/MFDs. [MFD stands for "multi-functional device," i.e., a printer/copier/fax.]
- Eliminate fax machines (where possible) in favor of scan and email.
- Research and acquire a software package which facilitates pay for print in all student labs.

Dale also gave some startling cost numbers for the various print options:

- Color laser printing costs 13 cents per imprint.
- Color copies from the Print Shop are 6.5 cents per imprint.
- A typical networked back and white printer copy is 2 cents per imprint.
- Black and white copies from the Print Shop are just 0.5 centers per imprint.



4. Development of the 2012 Facilities Master Plan is continuing. The chart below shows the current project list. [Additional draft pages of the Facilities Master Plan are attached.](#)

PROJECT LIST

- A Library/Campus Center
- B Business and Computer Technology
- C Child Development
- D Athletic Concessions and Restrooms
- D1 Athletic Education Building (Includes Gymnasium)
- D2 Pool (Athletic Education Building lower level)
- D3 Team Room
- D4 Tennis Courts (12 competition courts)
- D5 Practice Fields
- E Career and Technical Education Building Renovation
- F1 Kinesiology and Athletics
- F2 Classroom Building Renovation
- G Laboratory Building Expansion
- H Fire Training Academy
- I Public Transit Center
- J Parking Structure (2,300 spaces)
- L4 Demolition
- L7-A Building 9A Renovation
- L7-B Building 12 Renovations
- L7-C1 Facilities Improvement #1 - EOC/Facilities Plan Room
- L7-C2 Facilities Improvement #2- Food Service
- L7-C3 Facilities Improvement #3- Language Lab Expansion
- L7-C8 Facilities Improvement #4- Student Support Services
- L7-D Building 40 Continuing Education Remodel

Future Programs

- 1 Future Instructional Building (35,000 sf)
- 2 Continuing Education Building (2-story)
- 3 Auditorium (1,200 seat)
- 4 Future Instructional Building Zone
- 5 Future Instructional Building Zone
- 6 Future Instructional Building Zone

LEGEND

- FUTURE NEW BUILDING OR EXPANSION ZONE
- EXISTING BUILDING - TO BE RENOVATED UNDER RR
- EXISTING BUILDING - DEMOLITION
- EXISTING BUILDING - TO REMAIN
- FUTURE PROGRAM ZONE

5. With the 2012 Facilities Master Plan draft nearing completion, we have a good sense of the projects that Mt. SAC will need over the next 25 years or so. Our immediate resource to accomplish these projects is Measure RR. Pending Board approval, we expect to have about \$250 M of the \$353 M authorized by Measure RR to be issued as bonds in summer 2013 or summer 2014 at the latest. Cabinet has reviewed a potential list of projects to fund with this \$250 M. A complete analysis is [attached](#), but the overall draft project list is shown below. Note that we have already invested \$66 M of Measure RR funds in many of these projects through the issuance of Bond Anticipation Notes (BANs) which will be paid back when the \$250 M in bonds is available. This funded project list will be discussed at the Board Study Session on March 2nd and 3rd.

	Projects	Budgets
A	Library Learning Resources and Student Activity Center	197,533
B	Business and Computer Technology	48,141,082
C	Early Childhood Education Center	16,481,937
D	Athletics Complex Phase 2	198,772
D1	Tennis Courts	1,900,000
E	Career and Technical Education Building Renovation	200,000
F1	Classroom Building Renovation - Phase 1 (Kinesiology and Athletics)	4,567,310
G1	Astronomy Dome	680,260
H	Fire Academy	215,030
H1	Fire Academy Site Preparation	450,000
J	Parking Structure	60,300,000
K	Scheduled Maintenance	21,960,000
L1	Infrastructure Improvements	11,861,539
L1	Central Plant Expansion	2,700,000
L1	Parking Lot Improvements (D,F,W)	5,840,000
L1	Athletics Site Improvements	4,200,000
L2	COPS Debt Retirement	9,596,001
L3	Temporary Space	750,063
L4	Demolition	570,000
L5	Equipment Allowance	1,003,999
L5	Technology Equipment and Infrastructure	20,000,000
L6	Owners Contingency	6,005,207
L7	Campus Wide Improvement Projects	25,900,882
L8	Construction Support	6,300,000
	TOTAL	250,019,615

6. Cabinet also discussed improving the processes associated with fundraising.

The first topic was Approval of Fundraising Events.

- The college will have an annual calendar of regular fundraising events. This calendar will be developed by the Foundation and Event Services and approved by Cabinet.
- Requests from faculty, staff, or campus organizations to hold fundraising events, on or off campus, will be on a form designed for that purpose and will require approval by 1) the Foundation, particularly to be sure that we do not overtax certain donors, 2) the supervising Dean or Director to be sure that the event is appropriate for the department or division, and 3) Event Services through approval of the attached facilities request form (for on-campus events).
- Requests from student clubs will be on a form designed for that purpose and will require approval by 1) the club advisor, who will certify his or her presence at the

event, 2) Foundation, again to assure that donors are not “hit up” multiple times, 3) Student Live, to be sure that the event meets standards for club operation, and 4) Event Services through approval of the attached facilities request form (for on-campus events).

The second topic was Process for Ticketed and Fee-Based Events. Fundraising events at which tickets are sold or groups pay an entry fee would follow this process.

- The event cost, as reflected in our facility fee structure, would be the first call on the ticket/fee income.
- The remaining funds would be deposited to the Foundation. Note that this requirement derives from the Civic Center Act. As a public college, we can only charge for the direct cost of events. If we collect more than the direct cost in either ticket sales or entry fees, the only way we can justify this additional income is as a donation. Our institutional process to recognize donations is through the Foundation.
- Once deposited to the Foundation, these funds would be transferred to the appropriate Trust Accounts supervised by Fiscal Services.

The third topic was Direct Donations.

- Donations can be in cash or in kind.
- Donations are to be acknowledged at the time of the gift by the recipient filling out a Foundation Donor Card designed for that purpose.
- The dollar value of in kind gifts is not recognized by the Foundation or the College, but rather a letter acknowledging the gift is sent by the Foundation to the donor.
- Cash donations are to be deposited to the Foundation. If the cash donation is for a designated purpose such as use by a department or club, the Foundation will transfer the funds to the appropriate Trust Account maintained by Fiscal Services.

The fourth topic was Sales of Tangible or Consumable Items. Whether the group holding the sale is staff or a club, whether the event is on or off campus, strict accounting of funds is essential.

- The group or club will obtain a Cash Box from the Bursar’s Office in advance of the event. The Cash Box will have sufficient change to assist in the event sales.
- For each sale, the customer will be issued a receipt a copy of which will be retained in the Cash Box.
- At the close of the event, the Cash Box, with all proceeds and receipts, will be returned to the Bursar’s Office.
- No expenses for the sales event are to be paid from the funds in the Cash Box.
- The group or club is responsible for the funds needed to reconcile the sales receipts.
- The net proceeds of the sale will be deposited to the Foundation and distributed to a Trust Account as appropriate.

The final topic was Approval for Dispersal of Funds.

- Dispersal of funds from a Trust Account held by the Foundation requires the signatures of the designated head of the organization or department, the supervising Dean or Director, and a designated official of the Foundation.
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7. Items for future agendas:

- a. [BP and AP 6625 on District Fundraising](#) (Mike, 2/28—with Lisa Sugimoto & Audrey Yamagata-Noji)
- b. Centralized Printing and Copying (Mike, 4/10)
- c. Facilities Use (Mike, 3/20—with Bill Eastham plus revised [BP/AP 6700](#))
- d. Implementation of Degree Works (Audrey, 3/20)
- e. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, 2/28 with Gary Nellesen)
- f. Expansion of International Student Program (Audrey, 3/20)