



## President's Cabinet

### Action Notes

April 10, 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. Dale Vickers, Director of Information Technology, joined Cabinet for a status report on the implementation of the Managed Printing Services plan. The plan has been piloted in the Administration Building. Each area in Building 4, with minor exceptions, is now served by a primary printer (which is a multi-function copier) and a backup printer. Fax machines were retained only when essential for external business. Overall, 35 of the 61 machines previously in use were eliminated—57%. One non-network copier was replaced with one that can be networked. The attached building floor plans ( Building 4: [1<sup>st</sup> floor](#), [2<sup>nd</sup> floor](#)) show the changes. Dale and his staff will now proceed to evaluate the rest of the campus for similar changes; administrative offices will be done first. Vice Presidents will continue to emphasize to managers and staff the importance of reducing printing and copying costs by:

  - using lower cost black and white machines when possible,
  - sending larger jobs to the print shop,
  - printing back-to-back when feasible, using electronic communication, and
  - minimizing paper copies as much as possible.

Dale is continuing to explore ways to reduce toner costs. Dale will provide to Cabinet regular status reports and budget analyses on the Managed Printing Services plan.
2. Cabinet discussed the recent appellate court ruling on categorically funded credentialed employees. This ruling detailed the criteria to be met to assure that such employees are temporary hires. [See the attached LCW advisory](#). Annette Loria will follow through on any changes needed in our current hiring practices.
3. Cabinet reviewed two grants being sought by the college. ([See attached](#).) A \$50 K planning grant for a Small Business Development Center (SBDC) is being sought from the Small Business Administration through the Regional SBDC in Long Beach. Joumana McGowan, Dean of Business, is the lead. Then a \$5 M grant is being sought from the federal Department of Labor to continue support for the Building Automation program with Mt. SAC as the lead and partnerships with Rio Hondo, Chaffey, SB Valley, and Laney. The grant will support training in key career technical areas. Professor Darrow Soares is the lead.
4. Bill Eastham, Director of Technical Services, joined Cabinet for an update on how his unit will conduct the captioning of video tapes. ([See attached](#).) Key to this process is prioritizing which videos will be captioned since the college has limited funds and limited staff time to do the work. A goal of completing the project by the end of the 2012-13 academic year has been set by Cabinet. The target is to accomplish the prioritization this Spring, and faculty and staff are busy working to meet this goal.

5. Linda Baldwin, Associate Vice President of Fiscal Services, joined Cabinet to provide a status report on shifting the accounting of Auxiliary Services into Fiscal Services. A test payroll run for Bookstore personnel is in the offing along with migrating W-2 data. Transitioning vendor information is underway as is setting up a book voucher system instead of billing special programs that fund books for students. Linda went over the extensive list of trust, club, and department accounts currently held in Auxiliary Services. Some of these are actually foundation accounts and will be transitioned to this status. Some are revenue accounts and will be appropriately changed to this status. There were many inactive accounts on the list. **Vice Presidents were assigned inactive accounts in their areas to examine and determine the status and outcome of funds held.**
6. Mike Gregoryk and Audrey Yamagata-Noji presented [drafts of Board Policy 6625 and Administrative Procedure 6625 on College Fundraising](#). **Cabinet was asked to read this proposal and bring reactions to the April 17 Cabinet meeting.** Cabinet also received a [“Request for Fundraising Event”](#) draft form.
7. Audrey Yamagata-Noji shared the [written Cabinet response to Academic Senate Resolution 2011-15 on Title 5 revision of Enrollment Apportionment](#). The regulatory revision in question was the limitation of course repeatability. Cabinet did not accept the Senate recommendation of additional enrollments because of the resulting loss of apportionment funding and the accompanying loss of course section seats for those granted the additional repeats. The College has made its best efforts to follow the other recommendations in the Resolution.
8. Cabinet was joined by members of the Institutional Effectiveness Committee. The group discussed and agreed upon the additional goals in the college Strategic Plan with the understanding that the now 16 goals ([attached](#)) would be grouped into categories such as Student Access, Student Success, and Institutional Effectiveness. The group discussed the Planning for Institutional Effectiveness (PIE) process. In particular, feedback from the Vice Presidents ([attached](#)) fueled the discussion. Several themes emerged. Including the focused plans of college committees (Basic Skills, Technology, Facilities, Student Preparations & Success, etc.) will add tremendously to the impact of PIE and the Strategic Plan. Using the Strategic Plan Goals and Strategic Objectives as organizing elements for department and committee plans will help with connections across silos. Reporting on resource allocations by Strategic Objectives will provide important feedback to departments and committees in addition to supporting accreditation standards on “closing the loop” of planning, budgeting, and implementation.
9. Items for future agendas (items for next Cabinet shown in **BOLD**):
  - a. [BP and AP 6625 on District Fundraising](#) (Mike, **5/1**—with Lisa Sugimoto & Audrey Yamagata-Noji plus a revised BP and AP)
  - b. Centralized Printing and Copying (Mike, 5/22)
  - c. Facilities Use (Mike, **5/1**—with Bill Eastham plus revised [BP/AP 6700](#))
  - d. Implementation of Degree Works (Audrey, **5/1**)
  - e. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, **5/1** with Gary Nellesen plus a new Administrative Procedure on the process)
  - f. Expansion of International Student Program (Audrey, 5/1)