



## President's Cabinet

### Action Notes

May 1, 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 was joined by Gary Nellesen, Director of Facilities Planning & Management, for an update on the Facilities Project Prioritization Process ([attached](#)). Cabinet agreed that the revisions of the definitions and prioritization process were well done. Two additional sections were requested. A section on the request process would explain the current online service/repair work order system, [EIWOS](#), for which there is already a [step-by-step guide](#). For facilities projects, a form is under development. Emergency projects would be requested and approved through the [Immediate Needs Request Form](#). The final section requested by Cabinet would be the Priority List, giving the format of the list (Project Name, Requesting Dept., Brief Description, Approval Date, Date Assigned for Action, Monthly Status Report), explaining the process of approval, assignment to a project manager, and status reporting, and citing where on the web the Priority List would be posted and updated. Gary will have the document updated and have a draft Administrative Procedure in two weeks.
2. Ginny Burley discussed the impact of the state 6% cut (about 1600 FTES) that Governor Brown has indicated would hit community college if his tax initiative does not pass this November. Ginny described the implications of the plan to reduce Summer 2013 by this amount. ([See the attached list of points.](#)) The request from the Instruction Team was to spread out some of this FTES reduction to primary terms beginning with some cuts in Spring 2013. Cabinet tentatively approved the request pending a complete plan presented this fall, a Plan A (maintaining the current schedule with adjustments made to meet student needs) if the tax passes and a Plan B (reducing FTES over Spring-summer-Fall 2013) if it does not..
3. Cabinet discussed the [draft of BP and AP 6625](#) on District Fundraising and the [notes from the Cabinet discussion on March 13](#). Both the BP and AP should distinguish between internal and external fundraising. It was decided to include in the BP a quarterly report to the Board of Trustees on fundraising. The group pointed out the need to include in-kind donations. The draft AP does not include the level of specificity reflected in the March 13 notes, but it is anticipated that the "Fiscal Services guidelines and procedures" mentioned in the AP would contain these specifics. Lisa, Audrey, and Mike have a follow up meeting scheduled this week.
4. Cabinet was joined by Bill Eastham, Technical Services Director. Bill reported on the facilities use process. The current process to request the use of a campus facility for an event uses an NCR form. This is being transitioned to an online electronic form utilizing the Oracle Application Express (APEX) tool. This tool provides for secure data exchange with Banner. The application will be available through the portal. Work is proceeding on the approval queue, roughly User → Dean/Director → VP or Designee → Tech Services → Other Services (Security, etc.). The form will have a drop-down menu for the selection of the 400+ defined rentable

areas on campus and a menu to select additional services (parking, signage, watering suspension, Custodial, Grounds, trans cans, PA equipment). The APEX tool generates emails automatically to keep everyone informed, and the status of each event request can be viewed online. The revised Fee Schedule for rental of faculties will start this June. The budget process has been changed so that ending balances will not be swept. This is important in that the new fee schedule does not cost recover for indirect expenses incurred by Technical Services. Bill discussed the collection of money for the use of facilities. The existing FMS software that handles billing is not sustainable. Bill discussed an alternative involving new object codes and account codes. While the suggested alternative to FMS looked doable, it might be better to have the APEX tool directly interface with the necessary Fiscal Services billing protocols. More work is needed here. Cabinet agreed that using the APEX tools to generate an email asking for users to evaluate the event process would provide important feedback.

5. Cabinet discussed rough projections of revenue produced by expanding the International Student Program gradually through 2015-16. The 550 F-1 Visa students we have this year have produced direct fee revenue of \$2,476,539 through April 15. This already exceeds the 2010-11 year total of \$2,336,847. The excess revenue for this year is being held in a separate revenue account to keep track of our expansion progress. [See the attached draft report from Fiscal Services](#). Cabinet agreed to hire an additional A&R clerk from this fund. Mike noted that the \$30 facilities fee that non-resident students pay is held in the Capital Projects account and used to supplement bond money when needed for building projects. Cabinet agreed to expand the team working on this project, led by Patty Montoya, Assistant A&R Director, with three counseling faculty. **Audrey will ask for two appointments from the Academic Senate and one member of the Instruction Team.**
6. Cabinet briefly discussed the number of scholarships funded and awarded. **Lisa Sugimoto, Interim Executive Director of the Mt. SAC Foundation, will be asked to join Cabinet next week for a fuller update.**
7. Cabinet discussed the Associated Students budget for 2012-13 ([attached](#)).
8. On Wednesday, May 2<sup>nd</sup>, Cabinet along with Vic Belinsky and Gary Nellesen, met with [senior staff at Cal Poly Pomona](#). [A list of the potential projects for collaboration between Mt. SAC and Cal Poly is attached](#). **Cabinet will follow up on each of these possibilities.**
9. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. [Draft BP and AP 6625 on District Fundraising](#) and [Cabinet Notes](#) (Mike, 5/22—with Lisa Sugimoto & Audrey Yamagata-Noji plus a revised BP and AP)
  - b. Centralized Printing and Copying (Mike, 5/22)
  - c. Facilities Use (Mike, 6/5—with Bill Eastham plus revised [BP/AP 6700](#))
  - d. Implementation of Degree Works (Audrey, **5/8**)
  - e. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, 5/15—with Gary Nellesen plus a new Administrative Procedure on the process)
  - f. Expansion of International Student Program (Audrey, 5/15)
  - g. Collaborative Projects with Cal Poly Pomona (All, 6/5)