**President's Cabinet
Action Notes
August 21, 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, gave an update on the Managed Printing Service initiative (attached). Following the work on Building 4 (Administration), Dale and his staff next worked with Audrey and the folks occupying Building 9B (Student Services). Implementing the plan resulted in a reduction of 32% in the number of printers, copiers, and fax machines in 9B. Pages 4 and 5 of the attachment give the details. Next up is Building 6 (Learning Technology). Pages 2 and 3 of the attachment give the current use of printers and copiers in that facility. Going forward, machines will be networked and/or attached to the printer server. Purchase of printer/copiers will be limited to three standard machines as shown on the last few pages of the attachment.

   Sorry. I couldn't resist thinking of the Star Trek Enterprise when I read the names of the HP printers!

   - HP LaserJet Enterprise P3015dn
   - HP LaserJet Enterprise 600 M601dn/M602dn
   - Xerox ColorQube 8570 series

   Dale mentioned that the machines remaining after a given building is "Vickered" will, for the most part, stay in service. The college is moving away from desk top printers, keeping those in service only until toner is exhausted. Dale also reported the successful renewal of the Xerox lease on our "industrial grade" printing/copying machines—saving the college $120,000 per year. Wow!

2. Gary Nellesen, Director of Facilities Planning & Management, joined Cabinet to discuss the Facilities Project Prioritization Process. Gary has continued to discuss the process and form with the Facilities Advisory Committee. (Input included a recommendation to recognize that the existing Immediate Needs process could be used to prioritize critical but non-emergency facility needs.) The next step would be to share the process with the Management Team via email and then take questions at the next Management Team Meeting. There are now more than 80 projects on the prioritized list (attached). The list will next be shared with the Management Team and then posted on the web and updated regularly as changes are made. A Construction Update will also be posted. IT is still working on getting the web site up and running. Cabinet approved AP 6610—Facility Project Prioritization and the Facilities Project Request Form to go to President's Advisory Council.

3. Cabinet was joined by Rosa Royce, Associate Vice President of Fiscal Services, who presented a draft of the 2012-13 Adopted Budget. Cabinet made several changes regarding the manner in which the budget is formatted and presented. Rosa also presented detail on the International Student Budget for which expenditures and revenues above the 2011-12 base year is being reported annually. See the attached report on the International Student budget.

4. The College has received from the Chancellor's Office the Faculty Obligation Number for Fall 2012 and the Advance FON for 2013 (attached). The FON will be 379.9 down from 403.9 for this Fall 2011. This 5.9% reduction is due to the reduction of that same percentage in funded FTES that was implemented in the 2011-12 state budget. This decline of 24 full-time faculty positions will have a significant effect on the college. Cabinet agreed that this reduction in faculty positions would be managed over a two- or three-year period as faculty retire or otherwise separate from the college. There have been 7 such separations or failed searches in just the last four months. As further vacancies occur, there may be a need to hire faculty in critical areas to sustain program integrity. It was noted that our current process for prioritizing full-time faculty positions for hiring is not designed to manage a declining number of faculty positions such as this situation creates. Discussions with the Academic Senate in AMAC may provide guidance. Also provided by the Chancellor's Office were 1) a more detailed analysis of the Mt. SAC FON for 2011 and 2012, 2) an explanation of the FON basic principles, and 3) the form that the college will submit to report its compliance with the 2012 FON.

5. Ginny brought up the matter of faculty and staff professional development. Beta Meyer, Biology Professor, is up for confirmation by the Academic Senate as Coordinator of Faculty Professional Development. Beta has been on the Professional Development Council for some time and will provide strong leadership. The Professional and Organizational Development (POD) web site (http://inside.mtsac.edu/pod) is being upgraded. Cabinet commented that the reported professional development activities should reflect the broader training that is occurring at Mt. SAC such as the 62 or so MoodleRooms training sessions, other in-house training done in departments and divisions, and training that is achieved by faculty and staff who attend conferences and participate in webinars. Also, more promotion of the workshops available through our association with Liebert Cassidy Whitmore (LCW) should be done. The list of LCW workshops for 2012-13 is attached.

6. Audrey provided an update on the implementation of DegreeWorks (MAP or Mountie Academic Plan—attached). Admissions and Records is using MAP for degree audits and has processed 2,359 degrees using the system in the last year. Implementation of the "auto-award" feature of DegreeWorks is underway and should be functional by Spring 2013. Several counselors are piloting MAP this fall in their counseling appointments with students. If everything goes well, MAP should go live for student use this November—just in time for winter registration.

7. Audrey discussed possible scenarios for dealing with the staffing vacancies in Financial Aid, Scholarship, and Veterans Services. A few suggestions were made. Audrey will continue to work on the issue with the intention of bringing a final proposal forward in the next month or so.

8. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**:
   a. Implementation of Degree Works (Audrey, 10/2)
   b. AP 5075—Course Adds and Drops revision of drop date (Audrey & George, 9/18)
   c. Employee Wellness Program Ideas (Karen Saldana, 9/11)
   d. Analysis of Usage of Student Workers (**Mike, 8/28**)

e. Classified Staff as Adjunct Faculty (Terri Long, 9/4)
f. Short-term, Seasonal, On-Call Workers and Professional Experts (Jim Ocampo, 9/4)
g. Get Out the Vote Campaign (Audrey, 9/11)
h. Budget Scenarios (Mike, 9/11)
i. Negotiation Summit (Bill, 9/11)
j. Transit Pass Project (Audrey, 9/18)
k. BP 5010—Admissions, BP 5130—Financial Aid, BP 5040—Student Records, Directory Information, and Privacy (Audrey, 9/18)
l. Study Abroad Future Plans (Jim Jenkins, 9/25)