



President's Cabinet

Action Notes

September 18, 2012

Bill Scroggins, President/CEO

Virginia Burley, VP of Instruction

Audrey Yamagata-Noji, VP of Student Services

Mike Gregoryk, VP of Administrative Services

Rosa Royce, Associate Vice President for Fiscal Services, stood in for Mike Gregoryk.

1. Bill shared a draft update of the Mt. SAC organizational chart and asked each vice president to update their sections. The org chart changes will be reviewed next week.
2. Cabinet discussed ways to strengthen our relationship with local Chambers of Commerce, particularly noting the increased involvement with Mt. SAC from several Chamber Executives and Board Presidents including Don Sachs (Industry), Frank Garcia (Pomona Chamber), Ben Su (Regional Chamber-Walnut/Diamond Bar), Lisa Bailey (Irwindale Chamber), and Steve Castro (Azusa Chamber). [A list of San Gabriel Valley chambers of Commerce is attached](#). Cabinet discussed creating a training menu of topics of interest to businesses served by the Chambers such as customer service, technology, marketing, business planning, public speaking, and management/supervision skills. **Ginny will pull together members of her team to brainstorm topics and strategies and then have the team meet with a few of the Chamber Executives to further refine business needs that Mt. SAC may be able to meet—both through contract education and through credit offerings.**
3. Rosa shared a [chart](#) showing the mandated cost billing we have submitted to the state each year since 1999-2000. The chart also shows the estimated block grants funds for mandated costs in 2012-13 that Mt. SAC could potentially receive under the Budget Act of 2012. ([Section 20 of the Budget Act dealing with the mandated cost block grant is attached](#).) This provision allows a community college district to elect to receive \$28 per FTES in lieu of filing for mandated cost reimbursement for 2012-13. Such an action does not change the amount owed to Mt. SAC from previous years—which now is over \$2 million as shown in Rosa's chart. Given both the history of insufficient mandated cost reimbursements from the state and the present state budget deficit, Mt. SAC will elect the \$28/FTES payment. This would equate to a one-time allocation to Mt. SAC of \$780,684 for 2012-13. We are assuming that the FTES used in this calculation is the total of credit and noncredit FTES. The only requirement to initiate this payment is the filing of a letter of intent. **Rosa will see that the letter of intent is appropriately prepared and filed.** (For the diehards among you, the full [Mandated Cost Manual for Community Colleges](#) is attached—all 322 pages. Even if you don't read it cover to cover, just scan through the document to understand why California is a bureaucratic nightmare.)
4. Rosa shared a second draft of Possible Budget Scenarios for 2013-14 and 2014-15. Cabinet suggested several changes and the addition of explanatory footnotes. **The budget scenarios will be reviewed again at Cabinet next week.**

5. Cabinet provided input for the Mt. SAC Midterm Report Update related to items assigned to Cabinet, PAC, and the President's Office. [See the notes on the attached document.](#)
6. 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, 10/2)
 - c. Employee Wellness Program Ideas (Karen Saldana, 11/20)
 - d. Analysis of Usage of Student Workers (Mike, 10/2)
 - e. Classified Staff as Adjunct Faculty (Terri Long, 10/9 for contract language)
 - f. Short-term, Seasonal, On-Call Workers and Professional Experts (Jim Ocampo, **9/25**)
Based on the [8/31/11 legal opinion letter on employment practices](#): for use of Short-Term Workers meet the a) to g) requirements listed at the top of page 5 in the legal opinion and for hiring Professional Experts put in place the 1) to 6) requirements listed on page 7 of the legal opinion under "Steps to Take When Hiring Professional Experts."
 - g. Budget Scenarios (Mike, **9/25**)
 - h. Transit Pass Project (Audrey, 10/16)
 - i. [BP 5010](#)—Admissions, [BP 5130](#)—Financial Aid, [BP 5040](#)—Student Records, Directory Information, and Privacy (Audrey, **9/25**)
 - j. Study Abroad Future Plans (Jim Jenkins, **9/25**)
 - k. Master Plan Summit in October (Ginny, **9/25**)
 - l. Employee Data Loading into Banner (Mike, 10/2)
 - m. Implementation of the [Student Success Plan](#) (10/16)