



President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Irene Malmgren, *VP of Instruction* • Audrey Yamagata-Noji, *VP of Student Services*
Mike Gregoryk, *VP of Administrative Services* • James Czaja, *VP of Human Resources*



October 15, 2013

1. Cabinet reviewed a draft of the 2013-14 Academic Senate Goals and Strategic Objective Plan (attached). It was noted that a discussion of these issues in AMAC prior to Academic Senate action would be productive. In addition, administrative involvement would be desirable on the “taskforce to review and make recommendations regarding reading assessment and placement.” This issue is urgent because the use of the current reading placement test as a competency test is not in accord with state regulations. **Audrey will follow up with the Academic Senate on the reading competency issue.**
2. Cabinet then turned its attention to approval of New Resource Requests. Rosa Royce, Associate Vice President of Fiscal Services, joined Cabinet for this item. It was noted that, by our approved budget process, all New Resource Requests for General Fund allocations are one-time for the current year and then must be resubmitted if requested as ongoing. Non-staff requests were reviewed at this meeting and staffing will be reviewed next week. **Fiscal Services will make a detailed report on these decisions for our review next week.**
 - a. Instruction (in priority order)

Department	Resource Needed	Cost	Source/Outcome
Learning Assistance	Licensing fees for World Wide Whiteboard	\$8,215	Lottery On-Going
Learning Assistance	Restore Academic Testing Services	\$19,552	Resubmit for two 47.5% positions
Air Conditioning	Equipment Repairs, Consumables	\$2,000	Lottery On-going
Kinesiology	Operational Funds	\$30,000	Lottery On-going
Library	Support for OCLC Management System	\$41,000	
Aeronautics	Older Aircraft Repair	\$30,000	Use Department Account
Aviation Maintenance	Aviation Maintenance Supplies	\$3,000	Lottery On-going
Library	Respondus Software (DE Authentication)	\$35,000	Withdrawn
Chemistry	Chemistry Supplies	\$13,000	Lottery On-going
Fine Arts	Art Models	\$4,000	Need more information
Biology	Biology Supplies	\$20,500	Lottery On-going
Communication	Forensics Studet Competition Travel Funds	\$7,500	Use Stars of Excellence Funds

Department	Resource Needed	Cost	Source/Outcome
Health Careers Resource Center	Repairs for Simulators	\$2,000	General Fund One-time
Physics	Physics Supplies	\$5,500	Lottery On-going
Agricultural Sciences	Agricultural Sciences Supplies	\$3,500	Lottery On-going
Math/Computer Sciences	Math/Computer Sciences Supplies	\$6,500	Lottery On-going
Natural Sciences Division	Natural Sciences Division Supplies	\$3,000	Lottery On-going
Earth Sciences/Astronomy	Earth Sciences/Astronomy Supplies	\$8,500	Lottery On-going
HHS Division-funds in Presidents Office	Events: Constitution, Earth, Chavez, Black History, etc.	\$4,000	Revenue Generated Account, President's Office

b. Student Services (will be discussed next week)

Department	Resource Needed	Cost	Source/Outcome
Aspire/Counseling	Operating Budgets	\$10,300	General Fund One-time
Counseling	SSSP Implementation	\$25,000	SSSP Categorical Funds
Student Services Team	Student Communication and Marketing	\$20,000	SSSP Categorical Funds
Student Services Team	Program Costs to Cover Categorical Backfill	\$56,584	SSSP Categorical Funds

c. Administrative Services (in priority order)

Department	Resource Needed	Cost	Source/Outcome
Information Technology	Network Infrastructure Hardware	\$250,000	General Fund One-time
Information Technology	Security Infrastructure Hardware	\$200,000	General Fund One-time
Information Technology	Document Management System	\$200,000	General Fund One-time
Information Technology	Computer Replacement	\$250,000	Measure RR Series A Bonds
Transportation	Replace Four Vans	\$116,000	General Fund One-time
Warehouse Stores	Restroom Supplies	\$50,194	General Fund One-time
Technical Services Performing Arts	Overhaul Audio System in Clarke Theatre	\$77,253	Instructional Equip
		\$77,253	General Fund

3. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):

- a. Ranking New Resource Requests (**All, 10/22**)
- b. Degree Works Phase 2: Auto-Award, etc. (Audrey, 11/19)
- c. Employee Wellness Program (Karen Saldana, TBA)
- d. Employee Wellness Program Advocacy (Karen Saldana, Jill Dolan, Bill Rawlings, 11/12)
- e. Chamber of Commerce Training Partnership (Irene & Donna, 11/5)

- f. Emergency Response System (**Mark DiMaggio & Karen Saldana, 10/22**)
- g. Update on International Student Initiative (Audrey & Irene, 11/5)
- h. Adult Ed Partnerships (Irene & Donna, 11/5)
- i. Processes to Support Timely Employee Evaluations (James, 11/5)
- j. Executive Information System (Vic & Irene, 11/19)
- k. EEO Plan Revision/Title 5 Change (James, 11/5)
- l. Cameras for Security of Personnel and Property (Mike, Mark & Karen, 11/12)
- m. New Reading Competency Assessment (Audrey, 11/19)