



## President's Cabinet

### Action Notes

October 2, 2012

Bill Scroggins, President/CEO  
Virginia Burley, VP of Instruction  
Audrey Yamagata-Noji, VP of Student Services  
Mike Gregoryk, VP of Administrative Services

1. Cabinet reviewed [BP 6625](#) & [AP 6625](#) on Fundraising as well as [AP 4021 on At-Risk Programs and Program Discontinuance](#) and agreed to forward these to President's Advisory Council for recommendations. [AP 4020 on Program and Curriculum Development](#) was returned to AMAC for more discussion. Of particular concern was the section on inactivation of courses and programs—particularly given the program discontinuance process identified in AP 4021.
2. Cabinet reviewed procedures for fundraising, revenue-generating events, and club accounts as developed by Fiscal Services. [The procedures are attached.](#) The sections cover:
  - Fundraising Defined
  - Fundraiser Proposal Request Procedures
  - Approval Signatures
  - Foundation Accounts
  - Revenue-Generating Event Defined
  - Revenue-Generating Accounts
  - Student Club Accounts
  - Cash Handling Procedures
  - Segregation of Duties
  - Safekeeping of Cash
  - Change Funds/Cash Box Request
  - Cash Control Procedures
  - Pre-Numbered Tickets
  - Pre-Numbered Receipts
  - Sales Tax
  - Donations
  - Raffles, Drawings & LotteriesCabinet also reviewed the forms that will be used to implement these procedures:
  - [Ticket Inventory and Sales Reconciliation](#)
  - [Request for Change Funds/Cash Box](#)
  - [Fiscal Services Deposit Slip](#)
  - [Fundraiser Proposal Request for Student Clubs](#)
  - [Fundraiser Proposal Request](#)
  - [Donation Information Form](#)
3. The transition of the Auxiliary Services accounting function to Fiscal Services is just about complete. For those of you with funds in Trust Accounts that were previously held by Auxiliary Services, this money is now in revenue-generated accounts (also called income-generated accounts) administered by Fiscal Services. The [attached memo](#) which was sent to the campus last month explains the process.
4. Cabinet welcomed Lorraine Jones, Director of Employee Services, and Gary Nellesen, Director of Facilities Planning & Management, to talk about lactation rooms. [Labor Code Section 1031](#) addresses accommodation for lactating mothers: *"The employer shall make reasonable efforts to provide the employee with the use of a room or other location, other than a toilet stall, in close proximity to the employee's work area, for the employee to express milk in private."* Such a location already exists in Building 4 (Administration), and

Cabinet gave Gary and Lorraine the charge to bring recommendations for other such areas. It was agreed that such areas would be secured with card access.

5. Doug Todd, Head Coach, Mt SAC Men's Track & Field, and Director, [Mt. SAC Relays](#), recently found out that Mt. SAC is quite competitive as a site to host the Olympic Track & Field Trials as well as [USA Track & Field](#) events. In discussion with Cabinet members and others, it seemed reasonable for Doug to put together a proposal for what Mt. SAC would need to do to qualify for such site hosting. It turns out that our major challenge is the condition of our stadium and track (not really a surprise). But other conditions are in our favor: big meet experience, logistics, and weather. ([See Doug Todd's analysis, "2020 Partnership of Champions."](#)) We have already identified renovation of the stadium (East bleachers), the track, and related areas as a Measure RR Phase 2 project (about \$18 M). To be competitive as an Olympic Trials site, we would probably need to replace the West bleachers (\$3 M), add a modern Locker Building (\$5 M), and add improved parking and concessions (\$1 M). These funds would need to be raised through donations or grants. Right after Cabinet, a group of us met with John Semcken, Senior VP at Majestic Realty, who provided great advice on how to proceed. Others in attendance were Mike Gregoryk, VP of Administrative Services; Bill Lambert, Executive Director of the Mt. SAC Foundation; Joe Jennum, Dean of Kinesiology, Athletics & Dance; Coach Evans Roderick; Doug Todd; and me. Look for more on this exciting possibility as more conversations take place.
6. Mike presented the latest [Recruitments in Progress report](#). There are 29 searches on the list. Cabinet discussed the possibility of improving processes in Human Resources. Several items were mentioned. Mike was asked to put together an HR Processes Task Force. The suggested makeup of the group is below. (Mike put out the invitation on Thursday, 10/4.)
  - Faculty Association: Jennifer Galbraith or designee
  - Academic Senate: Eric Kaljumagi or designee
  - Classified Senate: DeeJay Santiago or designee
  - CSEA 651: Johnny Jauregui or designee
  - CSEA 262: Laura Martinez or designee
  - Confidential Group: Linda Potter (designee suggested - Susana Andrade)
  - Instruction Team Manager: Appointed by Virginia Burley
  - Student Services Manager: Appointed by Audrey Yamagata-Noji (designee suggested - Grace Hanson)
  - Administrative Services Manager: Appointed by Mike Gregoryk (designee suggested - Mark DiMaggio)
  - Vic Collins: Administrator/Consultant, Human Resources
  - Lorraine Jones: Director, Employee Relations
  - Suzi Hayward: Notes

There are three scheduled meeting dates: Thursday, November 1, 1:30 to 3:00 p.m.; Tuesday, November 13, 1:30 to 3:00 p.m.; and Thursday, December 6, 1:30 to 3:00 p.m.

7. Cabinet discussed the Budget Summit with bargaining representatives on Friday, 10/5, and the agenda for the Budget Committee to be held Wednesday, 10/3. The budget scenario document was refined in preparation for sharing with the committee and at the summit. Cabinet discussed the work of the Budget Committee in developing guidelines for future cuts. The document that the Budget Committee refined at its meeting the next day is [attached](#).

8. This week I have resumed classroom visits. [The schedule is attached](#). My appreciation to the faculty who have agreed to let me sit in while they are teaching.
  
9. The Web Team has completed the redesign and conversion of committee web pages to OmniUpdate. The [college web page for committees](#) organizes our groups into categories: Governance Committees, Operational Committees, and Academic Senate Committees and Councils. For those of you in charge of committees or who are committee members, the [attached memo](#) from Mark Fernandez provides more guidance.
  
10. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Implementation of Degree Works (Audrey, 10/23)
  - b. [AP 5075—Course Adds and Drops](#) revision of drop date (Audrey & George, 10/23)
  - c. Employee Wellness Program Ideas (Karen Saldana, 11/20)
  - d. Analysis of Usage of Student Workers (Mike, 10/30)
  - 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, 10/23)  
Revision of AP 7236 and CSEA contract language 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, 10/23)
  - h. Transit Pass Project (Audrey, 10/30)
  - i. [BP 5130](#)—Financial Aid (Audrey, **10/9**)
  - j. Study Abroad Future Plans (Jim Jenkins, **10/9**)
  - k. Employee Data Loading into Banner (Mike, 10/23)
  - l. Implementation of the [Student Success Plan](#) (10/23)
  - m. Chamber of Commerce Training Partnership (Ginny, 11/6)