



**President's Cabinet
Action Notes
March 12, 2013**

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

1. Mountie Academic Plan or MAP has now been launched for general student use. MAP can be reached through the Student Portal, Tab #43. A full description of MAP can be accessed at <http://map.mtsac.edu>.
2. A recent student complaint to the Office of Civil Rights has been resolved with no fault found on the part of Mt. SAC. A two-page Resolution Agreement calls for Mt. SAC to improve the consistency and clarity of our publications and to clarify administrative responsibilities in our procedures. Cabinet agreed that the changes were important to make and would involve relatively straightforward changes readily accomplished.
3. Cabinet reviewed the proposed administrative procedure on department reorganization and assigned it the number and title as [AP 3110—Academic Department Reorganization](#). **This new procedure will be advanced to PAC for recommendations.**
4. Cabinet discussed [AP 4290—Academic Honesty](#). Three recommendations were made:
 - It is recommended that the title be Student Academic Honesty to avoid confusion with academic honesty on the part of faculty and staff.
 - Cabinet noted considerable overlap with [AP 5520—Student Discipline Procedures](#). It is recommended that the two paragraphs on the bottom of the first page be deleted as well as the section entitled Discipline and Due Process Rights. If these are issues in need of attention, modifications of AP 5520 should be sought.
 - The parenthetical mention of legal opinions from the Chancellor's Office might better appear in the References section.**AP 4290 will be referred to AMAC for concurrence.**
5. Cabinet was joined by Donna Burns, Dean of Continuing Education. Donna outlined the agenda for a planned meeting on March 27, 8:30 to 10:30, with Chamber of Commerce Executive Directors from the areas served by Mt. SAC. Cabinet provided input.
6. Cabinet discussed the 2013 Commencement Program Production Timeline ([attached](#)) provided by C.B. Brown, Director of Marketing and Public Relations. Cabinet discussed potential Commencement speakers and an alumnus to be honored.
7. Several Immediate Needs requests were considered.
 - The Custodial Department requested \$50,194 for bathroom supplies and \$5,121 for cleaning supplies. ([See the attached rationale](#).) The request was for on-going funds, but approval was given only for one-time money, and the department was informed that ongoing funds could be requested through the New Resources Form.

- The Grounds Department requested \$16,200 in one-time funds for chemical supplies and \$3,900 in one-time funds for irrigation supplies. ([See attached.](#)) Both requests were granted. Requests for on-going funds for these needs were referred to the New Resources process as was the request for funds to set up the landscaping work for the new Child Development Center.
 - The Maintenance Department requested \$20,000 for HVAC filters and \$30,000 for building maintenance supplies, both as on-going funds, but these requests were approved only for one-time money. ([See attached.](#)) Both requests for on-going funding should go through the New Resources request process. A request for \$74,000 for support of overtime assignments was not seen as a critical need. A request for \$13,000 in short-term hourly funding to assist the locksmith was granted. A request for \$18,750 for wall clocks was not deemed a critical need.
 - Technical Services Division made several requests ([attached](#)).
 - The Event Services Department requested \$8,850 for cable crossovers and ramp extensions and \$4,335 for phone cable, both for Commencement. The requests were approved. Also requested was \$1,000 for canopy maintenance. This was not deemed a critical need and was referred to the New Resources request process.
 - The Presentation Services Department requested \$3,000 for software support of the signage system. This was not seen as an immediate need.
 - The PAC Operations Department requested \$6,500 in one time funding to replace the failed portable sound processing system. Cabinet approved the expenditure.
 - The Transportation department requested funds to replace our aging fleet of vehicles: 1) for vans, \$166 K now and \$58 K ongoing; 2) for Custodial, \$66 K now; and 3) for Facilities, \$138 K now and \$120 K ongoing. Cabinet recommended that this funding be requested through the New Resources process. Also requested was \$15,650 in one time funding for additional supplies to service this aging fleet. This request was approved.
8. Note, there will be no Cabinet on March 19th as I will be chairing the Accreditation Visiting Team to the Coast Community College District.
9. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
- a. Implementation of Degree Works (Audrey, **3/26**)
 - b. Employee Wellness Program (Karen Saldana, 5/14)
 - c. Transit Pass Project (Audrey, **3/26**)
 - d. Study Abroad Future Plans (Ginny, **3/26**)
 - e. Chamber of Commerce Training Partnership (Ginny & Donna, 5/21)
 - f. Division/Program Orientation (Ginny, **3/26**)
 - g. Emergency Response Communication System (Mike & Karen Saldana, 5/14)
 - h. AP and budget for substitutes for those on approved extended absences (Mike, 5/7)
 - i. Possible Safety and Security Audit (Mike, 5/14)
 - j. Employee Survey (Ginny, 4/23)
 - k. Procedure for Temporary Special Projects Administrators (Ginny, 4/16)