



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* • Ibrahim "Abe" Ali, *VP of Human Resources*



October 25, 2016

**Cynthia Hoover filled in for Vice President Abe Ali who was at a conference.
There will be a Cabinet meeting on November 1st but not on November 8th.**

1. Mt. SAC's upcoming Cash for College event will be held on Saturday, November 5th. Volunteers are needed! ([See attached.](#)) Call Chau Dao, ext. 4457, if you would like to assist.

2. Cabinet is interested in producing a "consumer friendly" version of our strategic plan along the lines of that produced by Citrus College ([attached](#)). Irene and Bill will work with Barbara and Yen to create a booklet style summary of our strategic plan over the next month or two.

3. A recent news article ([attached](#)) reports that community college enrollment continues to be down all over the nation—now a five year trend. See the table to the right. Counter to this country-wide trend, Mt. SAC, after a drop of 7.9% in 2011, has grown steadily: 0.2%, 3.6%, 2.0%, and 3.9%

Fall 2015	5,906,419	-2.4%
Fall 2014	6,052,069	-4.4%
Fall 2013	6,329,631	-3.3%
Fall 2012	6,706,913	-3.1%
Fall 2011	6,918,915	-1.6%

4. Continued growth is, however, becoming more challenging. Fall 2016 headcount enrollment is up 1.9%, but FTES growth is up 2.2% in noncredit but flat in credit FTES with units attempted up only 0.5%. While retention is steady and more students are returning to college, AVERAGE units attempted is down 0.9%. With this challenging growth profile, Cabinet discussed a recent article ([attached](#)) entitled, "Low-Cost Marketing Tactics to Boost Enrollment." We are looking forward to bringing on board the consultant on marketing for student enrollment and community engagement. (The Request for Proposals is [attached](#).)

5. Bill shared at item from the CEO Board meeting ([attached](#)) on priorities and strategies for the 2017-18 state budget. (It's not too soon to plan for next year!). Cabinet discussed in particular the strategy of "Shifting the Focus to from Growth to Quality." The issue is, of course, that colleges are struggling to grow due to a combination of factors including 1) job recovery such that a higher number are working instead of going to school and 2) decline in the number of public school students from 2005 to 2012—those now college age ([link](#)). California community colleges should make the case that investing in improving the quality of the student experience in college is a more productive use of state funds—and will produce more graduates—than attempting to attract more students.

6. The Community Health Needs Assessment Breakfast is coming up on Friday, November 4th ([flyer attached](#)), and Mt. SAC will be well represented by Sarah Plesetz, Associate Dean of Tech and Health. Sarah has been doing a great job connecting with community health sector initiatives such as Kaiser's Health Needs Assessment ([link](#)), the Convergence Project ([link](#)), and the San Gabriel Valley Economic Partnership's Health Sector Council ([link1](#), [link2](#)).

7. Mt. SAC has been invited ([invitation attached](#)) by the College Futures Foundation ([link](#)) to submit a proposal for a planning grant from them to help us be competitive for one of the Awards for Innovation in Higher Education ([link](#)). Cabinet agreed that our focus for the innovation grant would be our AACC Pathways Project. In addition, we will submit a proposal to present our work on this project at the AACC Annual Convention which will be held on April 22-15 in New Orleans. An outline of the requirements for the convention proposal is [attached](#).
8. Jemma Blake-Judd, Dean of Tech & Health, reports ([attached](#)) that Mount Saint Mary's University has approved an MOU for their B.S. Degree in Criminology to be offered at Mt. SAC.
9. Cabinet reviewed a recent presentation ([attached](#)) on the California Community College Student Success Scorecard ([link](#)). In particular, the work on changes and additions to the metrics reported in the Scorecard were of interest.
10. Cabinet reviewed AMAC's prioritized list ([attached](#)) of faculty positions to be hired for Fall 2017. As reported recently ([link](#)), our Fall 2016 Faculty Obligation Number (FON) is 428.1 and our actual number of full-time faculty is 431.1. Our projected Fall 2017 FON ([link](#)) is 433.1. Understanding that the typical number of faculty retirements in a given year is 10 to 15, Cabinet authorized the hiring of the first 13 positions on the list.

1. Animal Science	8. CIS (Programming/Database)
2. Communication	9. Architecture
3. Manufacturing	10. Mathematics (2 of 2)
4. Mathematics (1 of 2)	11. Biology (Majors)
5. Photography	12. Sociology
6. American Language	13. Instructional Specialist-Math Emphasis
7. Japanese	
11. Audrey presented a draft revision of AP 5130—Financial Aid ([link to current version](#)). Cabinet provided input and suggestions of editing and revisions. Audrey will bring back a revised version next month.
12. Cabinet continued preparation for New Resource Allocations of one-time funds in the 2016-17 college budget. Gary Nellesen, Director of Facilities Planning and Management, who went over the current status of project funding from Measure RR ([spreadsheet as pdf attached](#)) ([spreadsheet as Excel attached](#)) with particular attention to scheduled maintenance and remodeling projects for which some of the estimated \$3 million in one-time 2016-17 money may be needed to fund the prioritized small project list.
13. Cabinet discussed the expansion of Summer Bridge. A joint Student Services/Instruction meeting is in the works, so Audrey and Irene will share the expansion strategy that is developed at a Cabinet meeting next month.
14. Cynthia shared the update of requests to fill undergoing active hiring ([attached](#)) and the list of positions approved for hire at today's Cabinet ([attached](#)).
15. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 11/15)

- b. Next Steps on the Foothill Transit Center (Mike, 12/13)
- c. Student Holds: Establishing, Communicating, Clearing (**Joumana, 11/1**)
- d. AP 5130—Financial Aid (Revision/Addressing Loss of BOG Fee Waiver (Audrey, 11/29)
- e. Implementing BP 6530—Closed-Circuit Surveillance Systems (Dave, Vic, Bill, 11/15)
- f. Child Development Center: Budget and Productivity (Irene & Fawaz, 11/29)
- g. Progress on Expansion of Summer Bridge Program (Audrey & Irene, 11/15)
- h. New Resource Allocation for 2016-17 (**All, 11/1**)
- i. State of the College Presentations at K-12 Districts? (Audrey, 11/22)
- j. Expediting the Recruitment and Hiring Process (**Abe, 11/1**)

16. Quarterly Reports to Cabinet

- a. Emergency Response Plan Implementation (Dave Wilson & Melonee Cruse, 1/10)
Executive Policy Group Training
- b. Classroom Utilization Project (Joumana & Mika, 12/13)
- c. Faculty Position Control Report (Irene, 11/15)
- d. Timely Employee Evaluations & Quarterly Cabinet Review (**All, 11/1**)
- e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 12/6)
- f. IT Projects Quarterly Report (Mike & Vic, 12/13)
- g. Grants Quarterly Update (Irene & Adrienne, 1/17)
- k. Text Messaging (Yen & Vic, 11/29)