



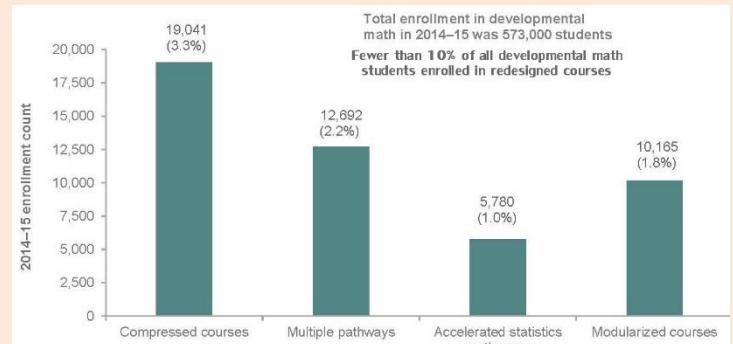
President's Cabinet Action Notes

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



November 15, 2016

1. Cabinet reviewed the latest “First Friday” newsletter ([attached](#)) from Vice Chancellor Pam Walker.
 - The reorganization of the Chancellor’s Office Academic Affairs Division includes adjustment of areas of responsibility among the four existing deans and the hiring of a new dean.
 - The CCC Curriculum Committee ([link](#)) is working on streamlining Chancellor’s Office approval of curriculum. Cabinet members commented on the work, noting with satisfaction the move to delegate more approval authority to local colleges.
 - The ASSIST articulation database ([link](#)) has been extensively redesigned and will be deployed in January 2017 and available publically in July 2017. The need for Mt. SAC folks to be involved in training for the new software was expressed.
 - Following up on SB 66 ([attached](#)), the Chancellor’s Office is working with the Department of Consumer Affairs to access data on student performance in achieving licensure through one of the 38 state boards and bureaus ([link](#)). This data would be added to the CTE Launch Board ([link](#)) to enable colleges to cite workforce outcomes for our graduates.
2. Cabinet commended the Academic Senate for adopting Resolution 16-08, “In Affirmation of Faculty Support of Students” ([attached](#)).
3. Cabinet reviewed the results of community college facility bonds on the November 8th ballot ([attached](#)) noting that 10 of the 12 passed. Average approval was 63.4% with 55% needed for passage. The average bond amount approved was \$670 million.
4. With our work proceeding with Foothill Transit to establish a transit center on the Mt. SAC campus, Cabinet noted with pleasure the Covina Forward project ([attached](#)) and the accompanying transit center. It was agreed that we should lobby for a direct line down Grand Avenue to Mt. SAC.
5. Cabinet reviewed the recent publication by the Public Policy Institute of California ([link](#)) entitled, “Preparing Students for Success in the California Community Colleges ([attached](#)). The report paints a realistic picture of the challenges faced by incoming students—a story with which we are all too familiar. Encouragingly, the report goes on to discuss “Promising Reforms,” pointing out the small number of students served by such reforms (see chart above), and also how colleges are reforming developmental education. See the related LA Times article ([attached](#)).
6. The Annual Board Study Session will be held on Saturday, January 21, 2017. Cabinet discussed topics: Education and Facilities Master Planning, Accreditation Visit, 2017-18 Budget—Long Range Planning, and Dual Enrollment. Other topics will be discussed with the Board.



7. Cabinet was joined by Dave Wilson, Chief of Public Safety, and Vic Belinski, Chief Information Systems Officer, for an update on closed circuit video surveillance. The software system being considered to manage the cameras is a Telenet system running on an OnSSI platform ([link](#)), at a cost of about \$100,000. This is a proprietary, self-encrypted, network web-based system that can be accessed by authorized users on a variety of viewing devices. The OnSSI system would be a considerable upgrade to the current software that has limited management of the closed circuit system. Phase 1 would be connecting existing cameras with the new software with a storage protocol of 30 days. Cabinet agreed with this direction and agreed with Dave and Vic that any action would first require the development and approval of 1) policy, 2) description of training to be provided, and 3) agreement on signage in areas under video surveillance. This package of information will be reviewed by Cabinet and submitted to President's Advisory Council for input. Cabinet approved a budget request ([attached](#)) for \$100,000 in one-time funds contingent on accepting a comprehensive policy framework, training plan, and signage system.
8. Cabinet discussed the nature and scope of the presentations at the Academic and Student Services Educational Master Plan meeting ([draft agenda attached](#)) planned for this Friday, 9:00 to 11:30. Audrey shared a draft of a Student Services Master Plan Strategy ([attached](#)) that covers:
 - Organization of Student Services
 - Critical Planning Issues/Factors Related to Student Services
 - Chart of Service/Function Utilization and Penetration Rates (initial design only)
 - Chart of Staffing and Funding Data (initial design only)
9. The College Futures Mini-Grant application ([narrative attached](#)) has been submitted. Mt. SAC plans to apply for a Higher Education Innovation Award ([link](#)) in collaboration with several other colleges. ([More information is attached.](#))
10. Mike provided a summary ([attachment delayed](#)) of Cabinet decisions on Phase 6 of our New Resource Allocation process. A total of \$1.9 million in one-time funds will be dispersed.
11. Irene and Audrey provided an update on dual enrollment and reported on the work of the Dual Enrollment Task Force which is drafting a Board Policy and an Administrative Procedure as well as an MOU that would identify consistent requirements to be met by partner high schools.
12. Irene and Audrey provided an update on the expansion of Summer Bridge. The work group has a meeting coming up, and Audrey will provide a progress report.
13. Cabinet reviewed the Educational and Facilities Master Plan Public Involvement Plan ([attached](#)) developed and to be delivered by Eva Conrad as lead of the Brain Trust group facilitating our Educational Master Planning.
14. Abe shared information ([attached](#)) on salary changes due to the increase in the minimum wage which will be effective January 1, 2017.
15. Audrey shared the schedule of activities ([attached](#)) for International Education Week (this week).
16. Irene shared the latest Faculty Position Control Report ([attached](#)). The report shows the 10 faculty separations for which budget funds were carried over into the 2016-17 budget. It also shows the

carry over funding for a mid-year hire to fill the CIS vacancy resulting from the passing of a faculty member and the late hire in Counseling funded from SSSP.

17. The college is working on an extended version of our Fast Facts document ([draft attached](#)). Cabinet liked the scope, format, and content. However, the “Fast” title is no longer applicable, so a more descriptive title is needed.
18. Cabinet approved an Immediate Need Request ([attached](#)) to cover the cost of emergency repairs to our electrical and water supply systems. Total cost for the three projects is \$160,000.
19. Abe share an update of active searches ([attached](#)) and positions approved today ([attached](#)).
20. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 1/17)
 - b. Next Steps on the Foothill Transit Center (Mike, 12/13)
 - c. Student Holds: Establishing, Communicating, Clearing (Joumana, 12/13)
 - 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, 1/24)
 - f. Child Development Center: Budget and Productivity (Irene & Fawaz, 11/29)
 - g. Progress on Expansion of Summer Bridge Program (Audrey & Irene, 1/17)
 - h. State of the College Presentations at K-12 Districts? (**Audrey, 11/22**)
21. 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, 1/24)
 - d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 12/6)
 - 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)
 - i. Text Messaging (Yen & Vic, 11/29)