



## 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*



**January 19, 2016**

There will be no meeting of Cabinet on January 26.

1. Cabinet was joined by Don Sciore and Meghan Chen who demonstrated the latest version of PIE, Planning for Institutional Effectiveness. Huge improvements have made this system for the PIE program review process extremely user friendly.
2. Cabinet approved and Immediate Needs Request for \$27,072 ([attached](#)) for increased marketing to attract more students to attend Mt. SAC, particularly for Spring 2016. Cabinet discussed additional marketing strategies such as bus wraps, in-reach (communicating to existing students to get friends to attend and to take more classes), and emphasizing that Mt. SAC is the last community college in our region to start classes in Spring.
3. Irene and Audrey updated Cabinet on our efforts to restore dual enrollment of high school students. While the new legislation under AB 288 makes the process more accessible, it has also created more administrative tasks for implementation. Progress is underway with Pomona USD, Baldwin Park USD, and Hacienda-La Puente USD. Follow up meetings are scheduled, and agendas have been set with an implementation target of Fall 2016. The great majority of work that the high schools must do is at the staff level rather than the policy level, and communication and coordination are essential. To quote Audrey and Irene about what their high school contacts are saying, "New rules slow us down;" "High schools need to decide what courses they want;" and "Lots of models are ready to roll." However, on the Mt. SAC end, Student Services, Instruction, and the Academic Senate have developed a work group to assure that dual enrollment is rolled out collaboratively and appropriately.
4. Chemistry Professor Kamran Golestaneh has shared the results of a summer analysis ([attached](#)) of greenhouse gases produced at Mt. SAC. This project is part of Mt. SAC's participation in the American College & University Presidents Climate Commitment<sup>1</sup> ([link](#)) and establishes baseline data for the work of our ACUPCC Implementation Committee ([link](#)). In particular, faculty members James Stone, Christopher Briggs, and Chisato Uyeki have been key to this work including a carbon emission reduction plan now being developed. In furtherance of this goal, I recently released notice ([attached](#)) of a competition for the Mt. SAC Presidential Student Environmental Sustainability Awards.
5. Continuing the environmental impact theme, a major initiative of the Mt. SAC Associated Students and their president Rene Jimenez has been the Water Bottle Filling Project to reduce the ubiquitous plastic water bottle use among students. To that end, a three phase plan ([attached](#)) has been developed to install water bottle filling stations around campus.

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<sup>1</sup> ACUPCC has recently been rebranded at The Carbon Commitment. See the [attached letter](#).

6. Administrative Services has produced its first in what will be a series of Quarterly Information Announcements ([attached](#)) covering activities in each unit: Information Technology, Public Safety, Sac Book Rac, Facilities Planning and Management, Fiscal Services, Technical Services, and Risk Management.
7. Following what is now a regular practice, AmLa 42W faculty ask students to write a letter to me as college president. The letters ([a selection is attached](#)) usually articulate how much the students appreciate Mt. SAC and then make a suggestion about how their experience here could be better. Issues this year included improved parking, books for rent, and more available food service. Good to know that these are issues for which we have/will be producing solutions.
8. One of the hot issues from the 2015-16 budget was the \$500 million Adult Education Block Grants funneled through the Regional Consortia following the means enacted in AB 104. In the [attached memo](#), the California Council for Adult Education points out that this funding is proposed to continue for 2016-17 under the same rules of the game. This memo give a well worded brief summary of these “rules.” If you would like more information about implementation of this initiative, the Legislative Analysts Office has created a web page ([attached](#)) with links to just about every aspect of the initiative.
9. Bill reported that he will be part of the leadership of a project to increase the understanding of California Community College presidents and chancellors on issues related to Career Technical Education, particularly the aspects of CTE for which recommendations were made by the Strong Workforce Taskforce. A tentative summary of the project is [attached](#). It will be important that faculty and educational administrators play a significant role in this process.
10. Educause ([link](#)) has published its annual *Top 10 IT Issues* ([attached](#)). Cabinet discussed how these issues impact Mt. SAC and how we are doing to manage each of them. One item on this attachment struck a chord with us, “DIFFERENTIATE: Identifying areas where standardized IT practices versus specialized IT practices add value to the institution.” We agreed that we should make an effort to create, support, and train more standardized IT practices, particularly through the use of software tools such as Onbase, OmniUpdate, TracDat, and Argos Reports. By embedding and infusing technology-mediated practices across the campus and ensuring that key staff members are informed users of these tools, we can DIFFERENTIATE between standard productivity tools/practices and those that require specialized implementation and use that would thus require those in the IT Department to provide support.
11. A recent article ([attached](#)) brought my attention to a tool called LaunchPath ([link](#)). LaunchPath is an online platform that matches employers who want to offer work-based learning opportunities and students who have preparation to be productive in the workplace. Given that expanding work experience and internships is a Mt. SAC priority, we may find use for this tool. Cabinet discussed staffing this expansion of work-based learning. The issues identified will need to be articulated in program review, and solutions will require funding through New Resource Allocations for 2016-17.
12. James commented that he is continuing to work on the issue of ergonomic accommodations.
13. James provided the most recent update ([attached](#)) of the status of active job searches being managed by HR.

14. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
- a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 4/19)
  - b. Text messaging (Mike, Yen & Vic, 2/9)
  - c. EV Charging Stations (**Mike, 2/2**)
  - d. Next Steps on the Foothill Transit Center (**Mike, 2/2**)
  - e. Follow Up on Ergonomic Accommodations (James, 2/16)
  - f. Student Media Rights (Bill & Yen, 2/9)
  - g. Shared Calendar for Student Services & Instruction (**Irene & Audrey, 2/2**)
  - h. On-Boarding New Developmental Education Students (**Audrey & Irene, 2/2**)
  - i. Plan for AANAPI grant renewal (**Audrey, 2/2**)
  - j. AP 3540—Sexual and Other Assaults on Campus (Carolyn Keys, TBA)
  - k. AP 5020—Non-resident Tuition (Mike, 2/23)
  - l. AP 5530—Student Rights and Grievances (Audrey, 2/23)
15. Quarterly Reports to Cabinet
- a. Emergency Response Plan Implementation (Karen Saldana, 2/16)
  - b. Classroom Utilization Project (Mike & Irene, 3/22)
  - c. Faculty Position Control Report (Irene, 2/16)
  - d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 3/22)
  - e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 3/8)
  - f. IT Projects Quarterly Report (Mike & Vic, 3/8)
  - g. Grants Quarterly Update (Irene & Adrienne, 3/22)
  - h. Expansions of Work Experience (Irene & Audrey, TBA)