



## 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*



March 22, 2016

### Cabinet was joined by Peter Parra for James Czaja who is on leave

1. Cabinet reviewed the latest *First Monday* newsletter ([attached](#)) from Chancellor Brice Harris.
  - Mt. SAC has begun notifying students of the potential loss of their BOG Fee Waivers if they are “placed on academic or progress probation...or any combination thereof for two consecutive primary terms.” “Loss of eligibility shall become effective at the first registration opportunity after such determination is made.” ([See Title 5 §58621.](#)) This regulation becomes effective with enrollment for Fall 2016.
2. Cabinet was joined by Yen Mai, Director of Marketing and Public Affairs, and Eric Turner, Supervisor of Web & Portal Services, to discuss Phase 2 of the Web Redesign project. ([See the attached update.](#)) Cabinet discussed several aspects of the work.
  - 1) The search feature should be more user friendly, and departments/units with web pages should receive assistance with associating keywords with their sites to make them easier to find.
  - 2) The “responsive design” deserves another review so that there is no loss of presentation or functionality on the major devices used to view the web site.
  - 3) A frequent, reliable system of identifying and repairing dead links is needed.
  - 4) While the student-directed nature of the web redesign is laudable, more balance is needed with the utility of the site for college employees.
  - 5) More direct assistance from IT is needed to design templates and train departmental web page-masters on the use of OmniUpdate and associated tools.
3. The Board of Governors, at their March 21<sup>st</sup> meeting, adopted the [attached resolution](#) regarding the Accrediting Commission for Community and Junior Colleges (ACCJC). That resolution supports the position of the CEOs (college presidents and chancellors) for “participating in a structure for regional accreditation that aligns all segments of higher education,” that is, an agency that accredits both universities and community colleges—which ACCJC does NOT do. A CEO task force has been formed to pursue an alternate accrediting agency (undoubtedly [WASC Senior Commission](#)), and I am one of the CEO representatives on that group. ACCJC continues to be under pressure from the U. S. Department of Education ([see letter from USDoE to ACCJC](#)) to come into compliance with seven federal regulations ([attached](#)). The USDoE letter extends recognition of ACCJC and requires that compliance must be achieved within six months. The pressure is on.
4. The Chancellor’s Office has issued a legal opinion ([attached](#)) on AB 288, the College and Career Access Pathways Act (CCAP) on dual enrollment of high school students in community college courses. While the 34 pages of the legal opinion are a bit dense, the 8 page *CCAP Partnership Agreement Guidelines* ([attached](#)) are much more readable. BUT, read the legal opinion for full clarification of the legislation. Some items addressed in the opinion are:
  - Districts have two options for dual enrollment programs: a CCAP track or a non-CCAP track. Districts may offer a non-CCAP courses if they do not utilize any of the CCAP features of AB 288. Once any portion of CCAP is utilized, compliance is required for all aspects of AB 288.

- CCAP is intended for high school students who may not be “college bound” and or are “underrepresented in higher education,” but those terms may be locally defined by the district’s board.
  - Students may receive credit at both the K-12 and college level.
  - CCAP course enrollment may be limited to high school students on high school campuses during the regular school day. Nevertheless, such courses cannot be offered if all sections of the course at the college are oversubscribed (all seats full) or have wait lists. However, the determination as to whether or not a course is oversubscribed may be made at the time when registration closes. A CCAP course need not be cancelled if a corresponding college course becomes oversubscribed after registration is closed or after instruction has begun for the CCAP course.
5. Cabinet discussed revisions of [BP3530/AP3530](#)—Weapons on Campus. These revisions are based on SB 707 (Wolk, 2015, [attached](#)) which modified Penal Code 626.9 and added Penal Code 30310. Text of both these Penal Code sections are in the attachment. Cabinet accepted the revisions and forwarded BP 3530 and AP 3530 to President’s Advisory Counsel for recommendations.
  6. Cabinet discussed a proposal ([attached](#)) from Yen Mai, Director of Communication & Marketing, for additional funds to expand advertising to attract more students for summer and fall. Cabinet reacted favorably to Spanish and Mandarin ads (\$10K), radio (\$30K), Billboards (\$45K), Facebook (\$10K), bus tails (\$50K), and Google Adwords (\$15K) for a net one-time increase of \$160K. **Yen will bring an Immediate Need Request to Cabinet on March 29<sup>th</sup>.**
  7. Cabinet discussed preparation for the 2016 Annual Joint Board Dinner ([agenda attached](#)) at which our K-12 District Board Members and Superintendents meet with our Board of Trustee Members and our staff.
  8. Following up on the previous quarterly update from Information Technology, Cabinet reviewed a suggestion ([attached](#)) from Chris Schroeder Assistant Director of Infrastructure & Data Security, to provide backup cloud data storage to increase information security. Veeam Cloud Connect ([link, attached quote](#)) looks like it might be a good solution. **Mike will work with Vic and Chris to develop a proposal with specifications and a budget for backup cloud data storage.**
  9. Cabinet was joined by Adrienne Price, Grants Director, for a quarterly report ([attached](#)). Cabinet discussed the status of current grants and the potential for applying for upcoming grants.
  10. Cabinet approved an Immediate Needs Request ([attached](#)) for \$80,000 for more busses, particularly due to extensive out-of-town post-season competition achieved by our varsity teams.
  11. Cabinet was joined by Rich Lee, Director of Payroll, and Raelene Walker of American Fidelity Assurance Company, to discuss the “Cadillac Tax” to be levied on high value health insurance plans. ([See the attached presentation.](#)) Beginning in 2020 a federal excise tax will be levied on the value of health coverage that exceeds a designated threshold. Regulations have not yet been released and threshold amounts are not yet available. The threshold is expected to be about \$10,200 per individual employee and \$27,500 for families. The tax will apply to insurance carriers but will, of course, be passed on to employers. The presentation explains the scope of health plans that are subject to the tax. By 2010, Mt. SAC’s plans could cost about \$15,000 total so our cost for an individual plan would be 40% of \$15,000-10,200 or \$1,920 each. WOW! Several strategies to deal with this huge impact are discussed in the presentation. Message number one: start NOW preparing for this impact.

12. Cabinet approved a BrightLink Projector for Public Safety based on the [attached rationale](#).
13. Mt. SAC is still looking for a location for our graduation ceremonies in 2017 and 2018 when the stadium will be under construction. Bill Eastham, Director of Technical Services, looked into the possibility of holding graduation on our soccer fields. The cost of equipment rental beyond our usual set up ([see attached quote sheet](#)) would be about \$80,000 plus at least another \$20,000 to restore the soccer fields after use. Discussion of this and other options will continue.
14. Peter shared the latest update on Requests to Fill current vacancies under active search ([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, 4/19)
  - b. Text messaging (**Mike, Yen & Vic, 3/29**)
  - c. Next Steps on the Foothill Transit Center (Mike, 4/19)
  - d. On-Boarding New Developmental Education Students (**Audrey & Irene, 3/29**)
  - e. AP 3540—Sexual and Other Assaults on Campus (**Carolyn Keys, 3/29**)
  - f. AP 5530—Student Rights and Grievances (Audrey & Carolyn, 4/5)
  - g. BP/AP 3530—Weapons on Campus (Mike & Dave, 4/12)
  - h. AP 3710 Filming and Photography (Bill & Yen, 4/5)
  - i. Student Holds: Establishing, Communicating, Clearing (Mike, 4/5)
  - j. Update on Classroom Technology Standards (**Mike, Vic, Bill Eastham, 3/29**)
  - k. Budget Retrenchment for 2016-17 (Mike)
16. Quarterly Reports to Cabinet
  - a. Emergency Response Plan Implementation (Melonee Cruse, 4/19)
  - b. Classroom Utilization Project (Mike & Irene, 4/12)
  - c. Faculty Position Control Report (Irene, 4/5)
  - d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 4/12)
  - e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 6/7)
  - f. IT Projects Quarterly Report (Mike & Vic, 6/7)
  - g. Grants Quarterly Update (Irene & Adrienne, 6/21)
  - h. Expansion of Work Experience (Irene & Audrey, 6/21)