



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 20, 2015

1. Bill shared the slides for his presentation ([attached](#)) at the Community College League's Legislative Conference next weekend. The presentation summarizes the various ways available to community colleges to partner with businesses, high schools, other community colleges, and state agencies in the area of Career Technical Education.
2. Cabinet was joined by Donna Burns, Dean of Continuing Education, for a status report on the AB 86 Adult Ed/Noncredit initiative. Cabinet noted the funding and policy recommendations in Governor Brown's 2015-16 budget proposal. (See Cabinet Notes from January 13th.) Our consortium with local K-12 districts continues to meet. It is anticipated that the additional funding will be used to carry out activities in the plan developed by the consortium ([draft plan attached](#)). Donna noted a Regional Adult Ed meeting on March 26th, 9-3 at Pacific Palms.
3. Cabinet was joined by two members of the Institutional Effectiveness Committee: Don Sciore, Interim Associate Dean of Arts, and Meghan Chen, Dean of Library and Learning Resources, who presented the updated version of the Planning for Institutional Effectiveness (PIE) template ([link](#)). Don and Meghan noted that the template is not online yet, but the link will be <http://www.mtsac.edu/governance/committees/iec/planning/forms.html>. The current version of the PIE online form just addresses the unit PIE level. The Manager and Vice President level forms are in development. Cabinet was impressed with the design and ease of use and made suggestions for enhancements.
4. Mike reported that the cost to replace our failing Life Scan machine is prohibitive. A transition plan is in the works such that Mt. SAC personnel who need this service will utilize one of the several local agencies who provide Life Scan access. Mike shared a list showing how accessible the Life Scan service is in our area.
5. Mike reported progress on the system to reduce student accounts receivable debt and to more effectively collect on such student debt once incurred. The College currently utilizes collection services on Perkins Loans through a contract between Second Alliance and Auxiliary Services. This contract has gone full term and the College is seeking new contracts with two agencies through the RFP process ([attached](#)). The reason for selecting two firms is a requirement that, if an account cannot be converted to a regular repayment status by the end of 12 months or if the borrower does not qualify for forbearance, deferment, or cancellation, then the effort to collect must be transferred to another agency. The services identified in the RFP includes collections for Federal Perkins loans, Nursing loans, Institutional loans, Tuition/Fees, and other Accounts Receivable. Bids have been received and are being reviewed.

6. Mike shared input ([attached](#)) from Bill Eastham, Director of Technical Services, on transitioning all our radios from analog to digital. Cabinet agreed with the concept. **Mike will bring back a proposal to implement the change, possibly in phases.**
7. Irene and Audrey reported that conversations are continuing on expansion of dual enrollment of high school students at local high schools. Several Mt. SAC folks will attend the Chancellor's Office Dual Enrollment Summit on Friday, January 30, in Sacramento ([flyer attached](#)).
8. Cabinet reviewed the draft agenda ([attached](#)) for the Board Study Session to be held Saturday, February 7th, at the University of LaVerne Board Room, beginning at 8:30 am. Cabinet members will review and send presentation times and suggested changes.
9. Cabinet approved an Immediate Needs Request ([attached](#)) for hay for the farm animals.
10. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Emergency Response Plan Implementation (Karen Saldana, 2/17)
 - b. International Student Initiative-Support and Services (Audrey, 2/17)
 - c. Classroom Utilization Project (Mike & Irene, 2/24)
 - d. Methods to Reduce Student Accounts Receivable Debt (**Mike, 1/27**)
 - e. Upgrade Radio Phone Communication System (**Mike, 1/27**)
 - f. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 2/10)