



## 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*



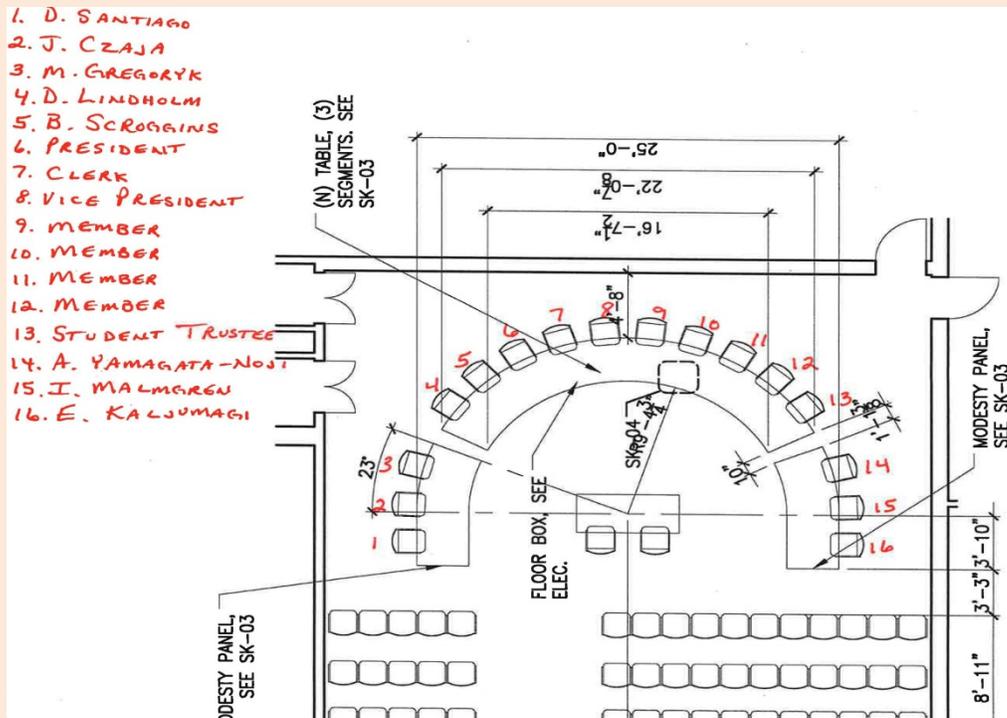
### September 17, 2013

1. Cabinet reviewed a proposed Title 5 regulation that would require stricter rules on satisfactory academic progress for those with BOG Fee Waivers. This proposal was on the Board of Governors agenda this month. ([See the attached BOG agenda and proposed Title 5 revisions.](#)) The key change is in Section 58621-Loss of Eligibility, which states in part, “Districts shall adopt policies providing that a student who is otherwise eligible for a Board of Governors (BOG) Fee Waiver shall become ineligible if the student is placed on academic or progress probation....” Cabinet discussed the affect this will have on students on probation. These students have already lost registration priority under changes to Title 5 Section 58108 which was enacted last year. Cabinet discussed current practices to assist students on probation and what might be added, including steps such as Early Alert, to prevent students from going on probation. Cabinet discussed implementation of this revised Title 5 58621 making note of the need to establish procedures and standards. Of particular interest is language in Section 58621(e):

Each community college district shall establish written procedures by which a student may appeal the loss of the BOG Fee Waiver due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances that might include documented changes in the student’s economic situation or evidence that the student was unable to obtain essential student support services. Essential student support services include, but are not limited to, services identified in the student education plan developed under section 55524, and any services to which the student was referred pursuant to section 55520.
2. Cabinet approved a New Resources Allocation request for \$10,000 to add additional interpreters for the deaf and hard of hearing ([attached](#)).
3. Audrey provided an update on the use of MAP (run on DegreeWorks software) to implement Auto-Award of Degrees. ([See the attached update.](#)) A key feature is that MAP has the capability of identifying degrees for programs of study *specified in each student’s Education Plan* provided that the student meets all requirements. MAP is *not* set up to search for any and all awards for which a student *might* be eligible nor does the college intend to pursue such a capability. It was noted that MAP does not actually award degrees but rather produces a list from which degrees *may* be awarded. It could be possible to use this list to augment or replace the current petition process. Counseling and IT are currently testing the system under these parameters. A follow up report will be brought to Cabinet.
4. At our request, the Board of Trustees in September began a discussion on changing Board meeting dates from the fourth Wednesday to the third Wednesday. This would provide enough time for newly hired employees confirmed by the Board at its meetings to have the

paperwork processed to begin their health insurance the next month. The current fourth Wednesday schedule usually has delayed new employee health insurance benefits for a month. Cabinet noted that a review of this proposal found only one issue. The preparation of the Tentative Budget (which must be Board approved by the end of the month each June) requires more time than the third Wednesday schedule would allow. There were a few other inconveniences, but nothing that could not be handled.

5. Cabinet continued its discussion of the timing and significance of monthly Board information reports, particularly in relation to information typically covered at the Annual Board Study Session. Attached are the [revised schedule for 13-14](#) and [draft for 14-15](#).
6. Cabinet discussed and agreed on proposed language for an MOU which will be negotiated with CSEA 262 on implementation of the Koff Classification Study.
7. James presented a prioritized list of projects to accomplish within the Human Resources Team ([attached](#)). First on the list is Performance Evaluation Management for which a report is due to Cabinet on October 1<sup>st</sup>. Planned components of the project are:
  - Searchable list of employee evaluation due dates to be posted on web
  - Periodic reports to Cabinet on the status of timely evaluations
  - Automated email notifications to managers using Banner
  - Administrative Procedure(s) that clarify the employee evaluation processes
8. Bill shared a one-page “President’s Update” ([attached](#)) that he delivered to the Mt. SAC Foundation Board at their retreat on Friday, September 6<sup>th</sup>. The report summarizes succinctly many of the initiatives currently under way here at Mt. SAC.
9. Cabinet reviewed the new Board Room configuration which will accommodate the move from five to seven Board members beginning with the December 2013 meeting. While the seating looks tight in the diagram, actually sitting at the table shows the space is adequate.



10. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
- a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 11/19)
  - b. Employee Wellness Program (**Karen Saldana, 9/24**)
  - c. Employee Wellness Program State Advocacy (Karen Saldana, Jill Dolan, Bill Rawlings, 10/15)
  - d. Chamber of Commerce Training Partnership (**Irene & Donna, 9/24**)
  - e. Emergency Response System Mark DiMaggio & Karen Saldana, 10/15)
  - f. Update on International Student Initiative (Audrey & Irene, 11/5)
  - g. Adult Ed Partnerships (**Irene & Donna, 9/24**)
  - h. Processes to Support Timely Employee Evaluations (James, 10/1)
  - i. Executive Information System (Vic & Mike, 10/1)
  - j. Interventions Regarding Probation (**All, 9/24**)