



## 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*



**November 5, 2013**

1. Cabinet was joined by Bob Gentile of [Nelnet](#). Mt. SAC is considering making payment plans available to students, and Nelnet provides these services, known as [eBilling and ePayment](#). Cabinet explored the elements of these services as provided by Nelnet. **Mike will follow up with the pros and cons of specific payment plan services.**
2. Cabinet was joined by Donna Burns, Dean of Continuing Education. Donna reported that the [AB 86 Adult Education initiative](#) is continuing. We have taken the first steps to assemble a consortium that includes Mt. SAC and the K-12 Adult Ed programs in our District. At the state level, plans are proceeding on a funding formula that will distribute \$25 M to consortia like ours across the state to conduct planning during 2014-15. An RFA will be available next month. The recently concluded interest survey found that the entire state is fairly well covered with K-12/CCC consortia on the Adult Ed initiative.
3. Donna provided an update on the Chamber of Commerce Training Program. A focus group of business and chamber folks was conducted last month, and [key findings are attached](#). Based on these results, an outline of an implementation plan for fee-based training in these priority areas will be created as well as an outline of a marketing plan to reach out to businesses that need this training. We will now move forward in hiring an additional position to oversee this process. Funding for the position will be year-to-year until fee income can provide support. The goal is to have this person identified for approval in January. In addition, Mt. SAC will be applying for ETP funding which should provide resources for direct training. (ETP is the [Employment Training Panel](#), a state agency which provides funding to employers for training to upgrade the skills of their employees. Finally, Mt. SAC will also be joining a consortium (members yet to be determined) to apply for CTE funding under SB 1070 ([RFA attached](#)). **The team of Donna, Audrey Reille, Paulo Madrigal and Barbara McNeice-Stallard will continue to advise on this fee based training project.**
4. Donna discussed her work with the AmLa and ESL faculty on the curricular design of the English Language Training Program (ELTP) which is intended to provide International Students with a defined pathway to readiness for college level English. Cabinet saw a need for more information on the needs of International Students in order to evaluate the model. **Irene and Donna will seek information such as the English level of incoming International Students and their current course taking patterns in achieving Academic English fluency.**
5. Cabinet was joined by [Warren Kinsler of Atkinson, Andelson, Loya, Ruud & Romo](#), Attorneys. Warren discussed the services his firm provides to meet the legal needs of community colleges. Warren provided a brief summary of their track record and clients ([attached](#)).

6. Cabinet discussed the prioritized list of faculty positions for full-time, tenure-track hiring for 2014-15. The following positions were approved for immediate hire, in direct priority order:
  - 1) English as a Second Language (non-credit)
  - 2) General Counselor
  - 3) Architecture & Engineering Design
  - 4) Agriculture-Registered Vet Tech Program
  - 5) English
  - 6) Animation
  - 7) Kinesiology-Softball Coach
  - 8) Communication-Speech
  - 9) Nursing
  
7. Cabinet discussed AP 4350-Student Travel Guidelines ([attached](#)). The only remaining issue is the minimum age to drive college-owned vehicles. Should it be 18 or 21? Mike indicated that advice from ASCIP is to raise the age to 21 because of liability issues. [ASCIP \(Alliance of Schools for Cooperative Insurance Programs\)](#) handles our risk management and insurance needs. **Mike will bring the written advice from ASCIP on the driving age to our next Cabinet meeting.)**
  
8. Cabinet discussed AP 6503-College Vehicles/Transportation ([attached](#)). **Mike will work with staff to add a driver training/certification process for those who are to be authorized to drive college vehicles.**
  
9. Cabinet made final approvals for three items on the New Resource Request list. (See last Cabinet Notes for the full list.) The three approved and clarified approvals are:
  - \$4,000 for Art Models (Fine Arts) as an Immediate Need Request
  - \$50,000 for the Veterans Program (Financial Aid/Veterans)
  - \$23,470 for Maintenance Agreements (Custodial/Facilities) down from \$35,905
  - \$33,700 for a Computer Aided Dispatch System (Public Safety) down from \$41,000
  
10. As requested previously by Cabinet, the Wellness Center provided lists of instructional material and equipment needs ([attached](#)). No action was taken, but plans are in the works to create the Employee Wellness Program as a line-item funded program in the next budget cycle.
  
11. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 11/26)
  - b. Employee Wellness Program (**Karen Saldana, 11/19**)
  - c. Employee Wellness Program Advocacy (**Karen Saldana, Jill Dolan, Bill Rawlings, 11/19**)
  - d. Emergency Response System (Mark DiMaggio & Karen Saldana, 1/14)
  - e. Update on International Student Initiative (Audrey & Irene, 1/17)
  - f. Adult Ed Partnerships (Irene & Donna, 1/17)
  - g. Processes to Support Timely Employee Evaluations (James, 11/26)
  - h. Executive Information System (Vic & Irene, 11/26)
  - i. EEO Plan Revision/Title 5 Change (James, 11/26)
  - j. Cameras for Security of Personnel and Property (**Mike, Mark & Karen, 11/19**)
  - k. New Reading Compentency Assessment (Audrey, 11/26)
  - l. Social Media Guidelines (CB Brown, TBA)
  - m. Student Payment Plan Options (Mike, 12/3)
  - n. ASCIP on Driver Age (Mike, 12/3)