



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*



February 11, 2014

1. The latest [First Monday newsletter from Chancellor Brice Harris](#) was discussed. Cabinet discussed [SB 850 \(Block\)](#) proposing a pilot allowing community college to offer baccalaureate degrees—except for those major which CSU already offers.
2. Bill shared a new tool being made available by the Chancellors Office. The [CTE Launchboard](#) is a statewide data system that provides information on the effectiveness of Career Technical Education (CTE) programs. This information is intended to facilitate local, regional and statewide conversations about how to improve student transitions from K-12 to college and on to the workforce. An [attached summary of the LaunchBoard tool](#) provides examples of how the system can be used, how to access an upcoming webinar on Launchboard, and planned conference presentations on the system.
3. Cabinet was joined by Gary Nellesen, Director of Facilities Planning and Management, who went through a draft of the planned presentation to the Board of Trustees at the February 22nd Board Study Session to be held here in Founders Hall. Cabinet gave feedback.
4. Cabinet was joined by Rosa Royce, Associate Vice President of Fiscal Services, who shared a [draft](#) of the presentation planned for the February 22nd Board Study Session. Cabinet provided feedback.
5. Cabinet reviewed proposed Custodian Pool Recruitment Guidelines and made suggestions for improvements. The revised document is [attached](#). **James will review the guidelines with CSEA 651.**
6. Cabinet reviewed a [draft](#) Annual Notice of Discrimination, Harassment, and Retaliation Policies and Procedures memo and suggested minor changes. **James will circulate the revised memo via email to all staff.**
7. James presented a document, District Commitment to Providing an Academic and Work Environment Free of Unlawful Discrimination, Harassment, and Retaliation ([attached](#)) that presented a policy statement and provided definitions of related terms. James also referred to existing Board Policy 3430-Prohibition of Harassment; AP 3410-Discrimination; and AP 3435-Discrimination and Harassment Investigations. Cabinet felt that the definitions could be incorporated into an AP and should be based on legal citations rather than our own paraphrased definitions. More germane to the need for disseminating this information might be a brochure. **James will research legal definitions of terms and propose inclusion in an existing Administrative Procedure. James will also draft a user-friendly brochure to**

disseminate Mt. SAC's commitment to a protected academic and workplace environment as well as Mt. SAC's policies, procedures, and complaint process on these matters.

8. Audrey proposed an increase in the pay rate for Professional Experts providing services as interpreters for the deaf and hard of hearing. [The analysis and proposal document is attached](#). The proposal was approved by Cabinet.
9. Bill shared [a proposal for and AB 540 Resource Center](#) created by May Ochoa, Student Body President, and a team of supportive students. Audrey shared that Mt. SAC is very supportive of AB 540 students and of creating a center. The current limitation is space. While a temporary solution may be available, a permanent site would not be available until Mt. SAC completes its planned facilities expansion. Our own Elmer Rodriguez, Outreach Specialist, has just been amazing in his work with AB 540 students. If you would like to learn more about AB 540, read the article written by Elmer for a recent edition of *iJournal: Insight Into Student Services* ([attached](#)).
10. A bump in the road has emerged in Mt. SAC's attempt to lease land to provide parking adjacent to the Chino Valley Fire Training Center where the Mt. SAC Fire Academy is being relocated. Bill shared a letter from the Department of Finance to the City of Chino ([attached](#)) denying the request to retain ownership of the vacant lot adjacent to the Training Center. In the meantime, we will park on the dirt lot. Eventually, the lot will be sold, most likely to the City of Chino. We will "muddle through" (perhaps literally) until the situation clears up.
11. Irene shared a proposed job description for a Director, Work Based and Experiential Learning ([attached](#)) and an organizational chart showing campus support for this work ([attached](#)). Cabinet made a few suggestions for improvements. This proposal will be prioritized through the PIE process for potential inclusion in next year's funding.
12. Cabinet was joined by CB Brown, Director of Marketing & Public Affairs and representatives of Digital First Media. Cabinet reviewed the proposal to use the Ad Taxi platform to digitally market Mt. SAC to attract more students to the college in a deliberate system that targets potential students both by geographic region and by demographic groups. [The marketing proposal is attached](#). Cabinet approved proceeding with a six-month commitment. Cabinet recommended emphasis on veterans, on underserved areas such as Pomona, and on the job training programs here at Mt. SAC.
13. CB presented to Cabinet an analysis of the presence of Mt. SAC sponsored and non-sponsored social media sites as well as an updated proposal for a Social Media Policy & Guidelines ([attached](#)). Cabinet made suggestions for changes in the policy and guidelines. CB will make the suggested changes and create both a Board Policy and Administrative Procedure.
14. Bill distributed the document [M.A.P Feedback](#) from the Mt. SAC chapter of the Phi Theta Kappa International Honor Society. The document provides results of use by PTK students of the Mountie Academic Plan. Note that the students did this analysis at the end of Fall

Semester 2013, and many issues have been dealt with since then. Audrey will communicate the M.A.P. Feedback to the Mountie Academic Plan work group and also communicate with PTK on the points they raised.

15. Congratulations on having Cynthia Robinson and Brian Yu selected for the 2014 Phi Theta Kappa (PTK) All-California Academic Team. The awards ceremony will be held on ~~March 28th~~ (just revised to April 3rd) in Sacramento. ([The award letter is attached.](#))
16. Irene presented a recommendation to hire tenure-track faculty in Chemistry, Business Administration-Law, Mathematics, Business Management, and Speech and to hire one-year temporary employees in Emergency Medical Technician and Radio/TV. Cabinet approved.
17. Cabinet discussed a [proposed contract](#) with Antarctica Infrastructure Partners to finance and operate the Mt. SAC Parking Structure which is in the architectural design phase of development. Mike will work with the company to provide feedback, refine the contract, and potentially propose adoption by the Board of Trustees at the March meeting.
18. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 3/18)
 - b. Emergency Response System (**Mark DiMaggio & Karen Saldana, 2/18**)
 - c. International Student Initiative (Audrey & Irene, 3/25)
 - d. Adult Ed Partnerships (Irene & Donna, 3/18)
 - e. Executive Information System (**Vic, Daniel & Irene, 2/18**)
 - f. New Reading Competency Assessment (Audrey, 3/25)
 - g. Student Payment Plan Options (**Mike & Rosa, 2/18**)
 - h. Shift Differential Process (James & Mike, 3/18)
 - i. Board Presentation on Solar Project (**Mike & Gary, 2/18**)
 - j. Changes in BP 5010-Admissions and AP 6340-Bids and Contracts (Audrey & Mike, 2/25)
 - k. New BP and AP on Social Media (CB Brown, 3/25)