



## 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*



**June 10, 2014**

1. Cabinet discussed the June edition of *First Monday* produced by Chancellor Brice Harris ([attached](#)). Most of the subjects were issues on which we are already up to date.
2. Cabinet discussed the Extended PAC meeting scheduled for Wednesday, June 11<sup>th</sup>. At the meeting PAC will receive the Annual PIE Summary ([attached](#)). Extended PAC meetings also include assessment of integrated planning as specified in AP 3250 ([attached](#)), which states:  
At least twice each year, PAC will convene as an expanded body to assess the effectiveness of integrated planning. The purpose of this periodic assessment is (1) to assess the effective integration of ongoing planning processes, and (2) to make recommendations on integrated planning to the College President.  
Also in preparation for Extended PAC, the President's Office received the [attached document](#) entitled "Draft #2 of Recommended Strategic Objectives to the Strategic Plan Task Force" which contains many good recommendations for objectives and indicators from this Academic Senate Task Force. These recommendations are input to the Strategic Plan draft template ([attached](#)) discussed at the November 2013 Extended PAC which was approved at last week's Academic Senate meeting. Consequently, this Wednesday's Extended PAC will discuss incorporating the recommendations into the template. Cabinet recommended that the result be a one-year plan, that is, the 2014-15 Strategic Plan, so that discussion on this "remodel" of the strategic plan structure can continue.
3. Cabinet approved an Immediate Needs Request to replace the Live Scan Machine that is an essential step in our hiring process ([attached](#)).
4. Since this fiscal year was the first time in many, many years that Mt. SAC has used its New Resources budget allocation process, we continue to review and improve the steps involved. The current process approves New Resource Allocations as one-time expenditures for the first year (2013-14) and requires a written rationale to approve such requests as ongoing allocations in subsequent years (2014-15). We have collected written rationales, but have an issue. The process calls for the approval (of the continued funding of New Resource Allocations) to be done in September, but the budget year starts this July. Consequently, Cabinet approved an "Authorization to Expend" process and will review these requests this month and, if approved, allow expenditures to begin July 1 pending final review and approval this September as ongoing allocations.
5. Cabinet discussed the proper employment classification of student notetakers who are part of an authorized accommodation for students served by DSPS. It was agreed that DSPS could continue compensating student notetakers at the current stipend level by seeking approval as professional experts. IRS required forms I-9 and W-4 and a DSPS service form

still need to be signed by each student notetaker although advance Board approval is not needed.

6. Cabinet discussed the timeline for Student Equity Plan approval. The following timeline was recommended by the Student Equity Committee at their meeting on Monday. Note that the existing Student Equity Plan goals ([attached](#)) will be retained and that Activities for each goal will be added based on recommendations from the Writing Teams following the [attached template](#) approved by the Student Equity Committee. SEC meetings:

July 28	Receive and review Intervention Writing Team Activities
August 11	Receive and review Learning Communities Writing Team Activities
August 18	Begin Draft Student Equity Plan
September 8	Receive and review New Directions & Professional Development Team Activities Finalize Draft Student Equity Plan

Next the Student Preparation & Success Council will review and recommend the plan:

September 22	First Reading
October 6	Second Reading

Then the Academic Senate will review and approve the plan:

October 9	First Reading
October 23	Second Reading

Finally, the Board of Trustees will review and approve the plan:

November 12	Action Item
-------------	-------------

Cabinet agreed that the activities would be written in general terms for incorporation into the Student Equity Plan allowing for flexible implementation. Cabinet also agreed that each Activity would be accompanied by one or more Project Descriptions that would be more specific and would be accompanied by Resource Requests.

7. Cabinet agreed that requests for expenditure of new funds from the state for 2014-15 for Student Success & Support Program and for the Student Equity Program will be approved effective July 1 on a case-by-case basis until the planning process is completed this fall. Approved on this basis is the request to fund two IT positions ([attached](#)).
8. Cabinet gave direction regarding negotiations for salary and benefits with our exclusive employee bargaining units. In addition, Cabinet discussed clarification regarding the agreement with CSEA 262 and 651 to designate Thursday, July 3<sup>rd</sup>, as a replacement holiday for July 4<sup>th</sup> which is on a non-working Friday this year. Given that classes are in session on July 3<sup>rd</sup>, managers are urged to have staff do all possible preparation in advance and to authorize overtime for staff who need to perform essential functions.
9. Cabinet reviewed data on our recent headcount enrollment growth and on factors influencing our enrollment recovery. The [attached "Recovery of Enrollment at Mt. SAC"](#) presents that data in graphical and tabular form. Our enrollment growth in the future will continue to be controlled largely by state funding. The attachment shows data on projections of the two factors that the state uses to compute the need for enrollment growth: increases in the adult population and increases in the number of current high school graduates. Cabinet noted that the Governor has challenged our system to revise this growth formula. The data for our region predicts that both our adult population and our high school graduation rate will not increase appreciably in the future. If that is the case, Mt. SAC will need to grow by increasing the retention rate of existing students (staying in

school means more FTES) and by increasing the participation rate of the adults in our region (a higher percentage of adults attending college). These factors may change our approach to growth in the future.

10. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Emergency Response Plan Implementation (Karen Saldana, 8/26)
  - b. International Student Initiative (**Audrey & Irene, 6/17**)
  - c. Adult Ed Partnerships (Irene & Donna, 8/26)
  - d. Executive Information System (Vic, Daniel & Irene, 8/12)
  - e. New Reading Competency Assessment (Audrey, 8/26)
  - f. Update on shift differential (**James, 6/17**)
  - g. Room utilization data (**Mike, Irene, 6/17**)
  - h. AP 4255, Dismissal and Readmission (Audrey, 8/26)
  - i. EEO Plan and Hiring Process Changes (James, 6/24)
  - j. Feedback on Joining the Education Advisory Board (**Irene & Audrey, 6/17**)
  - k. Review "Authorization to Expend" requests (**6/17 & 24, Mike & Rosa**)
  - l. Review New Report Tracking Vacant FT Faculty Positions (Irene & Rosa, 6/24)