



## 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 17, 2014**

Note: The next President's Cabinet meeting will not be held until July 22<sup>nd</sup>.  
Associate Vice President Rosa Royce attended for Mike Gregoryk.

1. Bill shared his recent discussion on student financial literacy with Tom Mauch, Dean of Counseling; Diana Felix, ACES Counselor/Coordinator, Stephen Brown, CalWORKs Director, and Terrence Pratt, Financial Aid Specialist. They shared [the attached summary of financial literacy efforts at Mt. SAC](#). A central focus of ACES is helping students increase their awareness and knowledge of financial literacy. Financial Aid provides workshops as part of the Student Loan Default Management Program at Mt. SAC. Over the last two years, more than 300 students have been involved in these programs. Bill challenged the group to come up with a plan to take financial literacy to the next level at Mt. SAC and pointed out that our efforts on Student Success and Student Equity have a strong emphasis on reducing barriers stemming from financial issues faced by students. **Bill and Tom will follow up this Fall.**
2. James provided a report on Requests to Fill in process ([attached](#)). Cabinet reviewed the list and discussed some of the issues that result in extended time to conclude some hires. **James will do some follow up and provide more information on decreasing time to hire.**
3. James provided a faculty hiring update ([attached](#)).
4. Cabinet discussed the advantages of prioritizing IT and Research projects given the many requests for service and the limitations on resources. **Mike will work with Vic, and Irene will work with Barbara to bring forward ideas on prioritizing IT and Research projects.**
5. Cabinet discussed the formula for SSSP funding and the change in the process from 14-15 to 15-16. ([See attached SSSP Funding Guidelines.](#)) Audrey pointed out that the headcount numbers for 13-14 SSSP funding look low from Mt. SAC. ([See attached report.](#)) **Audrey will work with Mike to follow up with IT on assuring that the SSSP funding report has the correct headcount of Mt. SAC students.** Given the uncertainties in the funding model, Cabinet agreed to wait until late July to review the SSSP budget for 2014-15.
6. The state funding formulas for Growth and Student Equity are also in flux. ([See the attached summary from the Community College League of California.](#)) The CBOs will be advising Chancellor Brice Harris on the mandate to change the community college growth formula, so Mike was charged with keeping Cabinet informed on this matter. Audrey will attempt to follow up on the allocation of Student Equity money and related accountability requirements. Cabinet will take stock of these funding issues again later in July.

7. Cabinet was joined by Karen Saldana, Director of Safety, Health Benefits and Risk Management; Grace Hanson, Director of Disability Programs and Services; and Public Safety Officer Carlos Duarte regarding the equipment needed to evacuate those with mobility challenges in the case of an emergency, Cabinet approved an Immediate Needs Request for Evacuation Chairs in the amount of \$62,693.30 ([attached](#)).
8. Bill shared recommendations from the Community College CEO Board to the Accrediting Commission ([attached](#)). The area of recommendations are:
  - Collaboration and Communication with CEOs
  - Professional Development
  - Reaffirmation/Accreditation
9. Cabinet discussed the funding for the Associate Dean, Arts Division which has a cost of \$154,000. At the request of the Division and with approval from Cabinet, this position is authorized with funding previously allocated for Arts Division Coordinator Don Sciore (21 LHE, backfill \$29,000) and Jason Chevalier (\$130,000) who resigned to take an administrative position at another college.
10. Cabinet allocated funds for 2014-15 to cover positions hired with one-time 2013-14 New Resource Allocation funds. Outcomes of these decisions will be reflected in the Adopted Budget presented to the Board this September.
11. 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 (SEVIS & AmLa - Audrey & Irene, 9/9)
  - 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. Classroom Utilization Project (Mike & Irene, 7/29)
  - g. AP 4255, Dismissal and Readmission (Audrey, 8/26)
  - h. Review New Report Tracking Vacant FT Faculty Positions (**Irene & Rosa, 7/22**)
  - i. Draft planning and budgeting timeline (Irene, 7/29)
  - j. Transparency of prioritization of IT and Research projects (Mike, Irene (7/29)
  - k. Analysis of SSSP and Student Equity Funding and Expenditures (ALL, 7/29)
  - l. Financial Literacy follow up (Bill & Tom Mauch, 9/16)
  - m. Follow up on time-to-hire reduction (James, 9/16)
  - n. Prioritizing IT and Research projects (Mike & Irene, 9/16)