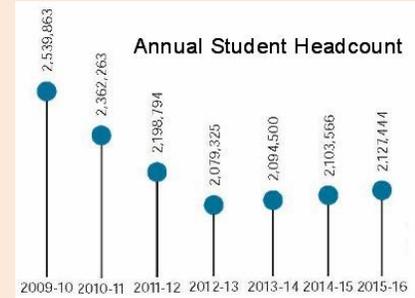




President's Cabinet Action Notes

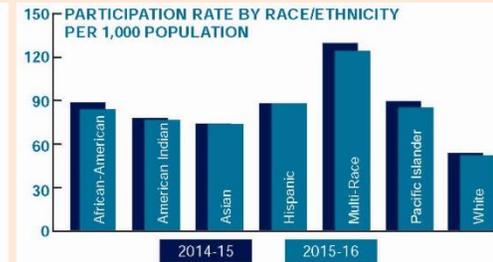
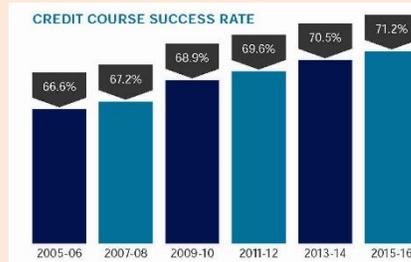
Bill Scroggins, *President & CEO* • Irene Malmgren, *VP of Instruction* • Audrey Yamagata-Noji, *VP of Student Services*
Mike Gregoryk, *VP of Administrative Services* • Ibrahim "Abe" Ali, *VP of Human Resources*



February 7, 2017

1. Cabinet reviewed the *State of the System Report* ([attached](#)) from Chancellor Ortiz. Cabinet noted:

- Slow recovery in annual headcount (p3-chart)
- Significant improvement in course success rate (p6-chart)
- Equitable participation rate by race/ethnicity (p13-chart)
- Weak section on Dual Enrollment
- Incomplete discussion of Common Assessment



2. Cabinet reviewed the *First Friday Newsletter* ([attached](#)) from Vice Chancellor Pam Walker.

- Of interest was the item on Financial Aid Study on Collegiate Financial Wellness particularly the nationwide *Study on Collegiate Financial Wellness* ([link](#)).

3. Mike reported on the planned issuance of a \$90 million Bond Anticipation Note (BAN) to access Measure RR funds. The timeline for the BAN is [attached](#). We have also received legal advice ([attached](#)) on the permissible use of Measure RR funds for the Athletic Complex East (Physical Education Project Phase 1). Cabinet noted that this leaves \$25 million in Measure RR funds available. Because of Proposition 39 standards, it is anticipated that it will be a year or two until these funds can be accessed.

4. Cabinet was joined by Francisco Dorame, Associate Dean of Counseling, and Joumana McGowan, Associate Vice President of Instruction, to discuss dual enrollment. The work of the Dual Enrollment Taskforce was praised, and Cabinet reviewed the Task Force recommendations on BP 5010—Admissions ([attached](#)) and on AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students ([attached](#)) making minor changes that are reflected in the updated attachments. Both are ready to advance to President's Advisory Council for their recommendations. Also shared was the template to be used for AB 288 College and Career Access Pathways Partnership Agreements ([attached](#)).

5. Cabinet was joined by Joumana McGowan, Associate Vice President of Instruction, Gary Nellesen, Director of Facilities Planning and Management, and Mika Klein, Senior Facilities Planner, to discuss the Classroom Utilization Project. The college has budgeted \$1 million for a pilot renovation of classrooms in Building 26 to improve room utilization. Specifically, several classrooms in the building have more square footage than needed for the assigned enrollment of classes scheduled in those rooms. During several days last summer, a team toured these rooms and developed recommendations for renovations. One such recommendation is shown in the [attached diagram](#). Cabinet approved moving ahead with this particular room renovation from the funds provided. Renovations which involve redesigning classrooms to add faculty offices while producing rooms that are right-sized to the scheduled classes will be a productive project for the next General Obligation Facilities Bond—extended to other classrooms in similar situations. The

team will move forward with this project. In addition, this coming summer the team will review other classrooms with low space utilization with the goal of adding renovation sites to the bond project. Further, work will proceed on acquiring a software program that will produce a report that provides analysis of room utilization and be a tool for academic deans to use in efficient room scheduling.

6. Cabinet reviewed AP 7120—Recruitment and Hiring: Faculty ([attached](#)) and passed the document forward to President’s Advisory Council for their recommendations.
7. Cabinet reviewed the planned schedule ([attached](#)) for Spring 2017 Flex Day and added a budget update to the general meeting.
8. The college has received the final list ([attached](#)) of those who will be on the Accreditation Visiting Team coming to campus the week of March 6th.
9. Bill reported that both CSEA 262 and the Faculty Association have agreed to form a work group on health benefits. Abe will work with CSEA 651 to join, and then he will bring the group together.
10. Bill and Mike reported on a recent meeting with Foothill Transit ([meeting agenda attached](#)) regarding renewing our agreement on the Class Pass ([link1](#) & [link2](#)). Outcomes of the meeting ([see meeting notes](#)) included:
 - Mt. SAC will provide a signed MOU to Foothill Transit to extend our agreement through 2017-18 as soon as possible.
 - To cover increased expenses, the Foothill Transit board will be voting to increase the Class Pass reimbursement rate to \$0.75 per boarding from the current \$0.60. Foothill Transit agreed that no changes will be made to the “Not-To-Exceed” amount in the Class Pass MOU until Fall of 2018.
 - Mt. SAC agreed to implement transit TAP stickers beginning Fall 2017, replacing the current TAP card, provided the proposed design will work with the Student ID’s. (See attached for design of Tap sticker.)
 - The process to replace a lost TAP sticker will be the same as is currently done to replace the TAP cards and is explained in the meeting notes.
11. The Community Open House meetings (to share with and gather input from community members on the development of our Educational and Facilities Master Plan) have been finalized ([attached schedule](#))—thanks to Jill Dolan, Director of Public Affairs. Community meetings are being promoted with the [attached flyer](#). Bill will attend meetings as well as each of the vice presidents or their designees. Bill will be available for big picture issues, Instruction for program and class matters, Student Services for admission and related concerns, and Admin for facility and planning questions.
12. Cabinet approved an Immediate Need Request ([attached](#)) for \$8,000 to pay for translation services ([rationale attached](#)) at the upcoming Community Open House meetings.
13. Cabinet discussed the outcome ([attached](#)) from a recent planning meeting to expand the number of students served in the summer by our Bridge Program and our Pathways to Transfer Program, two key initiatives to assist students in becoming college ready in math and English.
14. Abe provided Cabinet with the latest update ([attached](#)) on vacant positions under active search.

15. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Dual Enrollment Offerings at Local High Schools (Joumana & Francisco, 4/18)
 - b. Implementing BP 6530—Closed-Circuit Surveillance Systems (Dave, Dale, Bill, TBA)
 - c. Faculty Tool Kits and Just in Time Advising (**Tom Mauch and Emily Versace, 2/14**)
 - d. Marketing Campaign with Interact Communications (**Yen Mai, 2/14**)
 - e. Planning for Joint Board Dinner, March 22nd (**All, 2/14**)
 - f. Pathways: Innovation Grant; Trailer Bill (**Bill, 2/14**)
 - g. Faculty Coordinators for Guided Pathways Project (Irene, 3/21)

16. Quarterly Reports to Cabinet
 - a. Emergency Response Plan Implementation (Dave Wilson & Melonee Cruse, 4/11)
 Executive Policy Group Training
 - b. Classroom Utilization Project (Joumana & Mika, 5/9)
 - c. Faculty Position Control Report (Irene, 4/4)
 - d. Timely Employee Evaluations & Quarterly Cabinet Review (**All, 2/14**)
 - e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 3/7)
 - f. IT Projects Quarterly Report (Mike & Dale, 3/14)
 - g. Grants Quarterly Update (Irene & Adrienne, 4/4)