



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 14, 2017

Mike Gregoryk was out on sick leave.

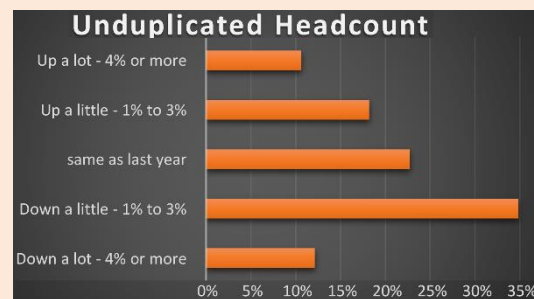
1. The Accrediting Commission for Community and Junior Colleges (ACCJC) took action on several colleges at its January meeting ([report attached](#)). It was noted that full, seven year accreditation was granted for the first time—to only five colleges. The practice of just giving 18 month accreditation continued—for seven colleges.

2. The A2MEND Conference ([announcement attached](#)) will be held March 1-3 at the Westin Los Angeles Airport. Cabinet encourages Mt. SAC managers to attend.

3. Educause ([link](#)) has issued its 2017 Top 10 IT Issues ([attached](#)). Cabinet noted that Mt. SAC is engaged with and making progress on these issues.

- | | |
|----------------------------------|--|
| 1) Information Security | 6) Data Management & Governance |
| 2) Student Success & Completion | 7) Higher Education Affordability |
| 3) Data-Informed Decision Making | 8) Sustainable IT Staffing |
| 4) Strategic IT Leadership | 9) Next-Gen Enterprise IT |
| 5) Sustainable Funding | 10) Digital Transformation of Learning |

4. A Fall 2016 enrollment survey (attached: [summary](#) and [full Excel](#)) showed that almost half of California community colleges are down in enrollment, about a third are flat, and a third are growing. (See chart.) Mt. SAC enrollment was flat in Fall 2016.



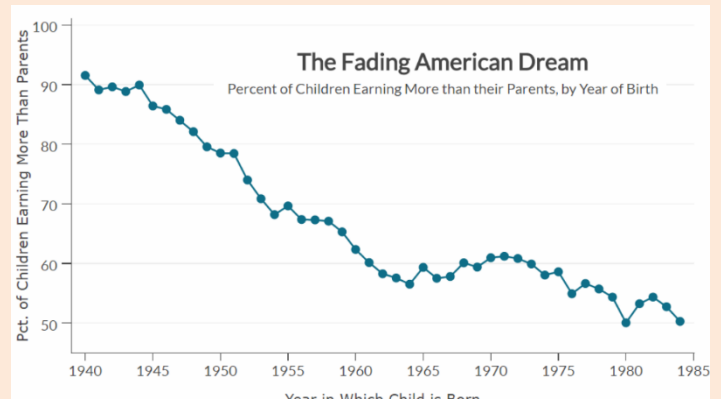
5. The LA-Orange County Regional Consortium for CTE has shared a timeline ([attached](#)) for submission, review, approval, and distribution of funds for the Strong Workforce Program Regional Funded Share. Cabinet discussed the Chancellor's Office technical review that will be taking place for all local and regional Strong Workforce plans. Irene will be **sure that Mt. SAC local plans are secure to pass technical review.**

6. Cabinet was joined by Tom Mauch, Dean of Counseling, and Emily Versace, counselor and Title V Coordinator ([link](#)), who demonstrated two online resources: Faculty Toolkits and Just in Time Advising Toolkits. View these resources at www.mtsac.edu/toolkits (requires portal login). Cabinet was supportive of the project and provided feedback. Here's a summary:

- *Faculty Toolkits* contain specific strategies and information that will help faculty teach and work with students. They are a way for faculty to share best practices and to share information and resources. We have toolkits on a variety of topics including; classroom activities, classroom based assessment, classroom management, student teamwork and more! This repository is ever growing.
- *Advising Toolkits* contain important advising and student services information that faculty can share directly with students. These tools are designed to be ready to use without additional training. Faculty can also request a classroom presentation by a representative from student services.

7. Cabinet reviewed the list of past due employee evaluations ([attached](#)). While there has been improvement in staying current, there are still 29 evaluations more than three months overdue.
8. Cabinet discussed the 2018-19 Academic Calendar currently under negotiations with the Faculty Association and gave direction to the District team.
9. Abe shared the latest update ([attached](#)) on vacant positions under active search.

10. Cabinet discussed some of the results from the Equity of Opportunity Project ([link](#)), particularly data on Upward Mobility Rates ([attached](#)), that is, answering, “What percentage of children are earning more than their parents?” (See chart.) The top 10 colleges nationally that increase this upward mobility include #1 Cal State LA (9.9%) and #7 Glendale Community College (7.1%). Where does Mt. SAC rank? Among LA regional colleges ([table attached](#)), we are middle of the pack at 3.0% ([full spreadsheet attached](#)).



11. Cabinet was joined by Yen Mai, Director of Marketing and Communication, who introduced the consultant team from Interact Communication ([link](#)) who will assist the college in strengthening enrollment marketing and community engagement. See the five phases of work in the [attached presentation](#). Cabinet discussed strategy and scope of work. The team will return to Cabinet periodically to report and receive feedback.
12. To implement Governor Brown’s proposed \$150 million in one-time funds for Guided Pathways, a trailer bill ([attached](#)) has been introduced. Under the proposed language, the \$150 million would be allocated to colleges based on the following formula:
 - Up to 10% to the State Chancellor’s Office for administration and oversight
 - 20% as a total allocation distributed equally to all colleges
 - 35% based on full-time equivalent students (FTES)
 - 45% percent of students that qualify to receive a federal Pell Grant, including AB 540 students
 The bill also provides authority for the Chancellor’s Office to include other factors in the distribution, however, those factors would need approval from the Department of Finance. This formula would mean approximately \$3.5 million for Mt. SAC.
13. On February 3rd Mt. SAC submitted an application ([attached](#)) for funding of Guided Pathways through the 2016-17 Higher Education Innovation Awards fund that appropriated \$25 million for eligible proposals ([link](#)). This collaborative proposal includes American River College, Bakersfield College, Irvine Valley College, Long Beach City College, MiraCosta College, Sierra College, and Mt. SAC as lead and fiscal agent. The amount of the award—if granted—will be determined by a panel who will evaluate the merits of our proposal. We hope for something like \$1 million per college, but we should know the outcome within the next month or so.
14. Cabinet approved an Immediate Need Request ([attached](#)) of \$4,000 for facilities rental to hold the Community Open House Meetings to gather input for our Educational and Facilities Master Plan.

15. During the recent period that the college was without a permanent Vice President of Human Resources or Director of Equal Opportunity Employment, Mt. SAC contracted with professional investigation firms and law offices to investigate and oversee the range of complaints related to protected rights including sexual harassment, discrimination, Americans with Disability Act (ADA), and Title IX/Cleary Act provisions. The price tag for these contracted services ([attached](#)) was about \$100,000 per year. The college is adding a new staff position ([job description attached](#)) that will enable almost the entire range of investigations to be done without contracted services. Stay tuned for details.

16. 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. Planning for Joint Board Dinner, March 22nd (All, 3/7)
 - d. Faculty Coordinators for Guided Pathways Project (Irene, 3/21)
 - e. Follow Up on Management Retreat (Jim Jenkins, Jennifer Galbraith, Gary Gidcumb, TBA)
 - f. Community Facilities Plan Advisory Committee on 2/27: Presentation on Educational Programs and on Student Support Services (**Bill to Irene and Audrey, 2/21**)

17. Quarterly Reports to Cabinet
 - a. Emergency Response Plan Quarterly Report (Dave Wilson & Melonee Cruse, 4/11)
 - b. Classroom Utilization Project (Joumana & Mika, 5/9)
 - c. Faculty Position Control Quarterly Report (Irene, 4/4)
 - d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 5/16)
 - 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)