



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*



August 1, 2017

Mike Gregoryk was on vacation and did not attend

1. Cabinet reviewed and discussed the following information items.
 - The 2017-18 MOU with Foothill Transit ([attached](#)) continues the Class Pass bus pass ([link](#)) with the same process and fiscal arrangements as previous agreements. Cabinet noted that we will renegotiate the full agreement next year and are preparing for the shift from TAP Cards to stickers on the student photo ID card.
 - Mt. SAC has received notification of state allocations for several restricted funds.
 - [EEO Fund Allocation](#) of \$50,000 ([memo attached](#)) to implement Mt. SAC's Equal Employment Opportunity Plan ([link](#))
 - [Strong Workforce Fund Allocation](#) of \$2,443,477 ([memo attached](#)) to fund Mt. SAC's Strong Workforce Program ([link](#))
 - [Student Success and Support Program Credit Advance Allocation](#) for 2017-18 is \$4,461,739 ([attached](#)). The Chancellor's Office is advancing 80% of anticipated total allocation as the final funding depends on performance measures. The 2016-17 full allocation was \$5,577,174 on which the 80% is based. Audrey analyzed the SSSP funding ([attached](#)) which has been declining for Mt. SAC as other colleges increase their performance measure numbers. (We continue to be high performing, but other colleges are progressing such that their share of the fixed dollar amount goes up—driving our share down.) That said, Mt. SAC is managing the funding using unexpended prior year allocations of over \$4.3M rolled over into 2017-18.
 - [SSSP Noncredit Advance Allocation](#) for 2017-18 ([attached](#)) is \$1,470,185 (80% of last year's \$1,837,731).
 - [Student Equity Advance Allocation](#) for 2017-18 ([attached](#)) is \$2,793,760 (80% of last year's \$3,492,200). Audrey shared an analysis ([attached](#)) by Eric Lara, Associate Dean of Student Success and Equity.
 - The new Program and Course Approval Handbook, 6th Edition ([attached](#)) is now available. Irene indicated that Mt. SAC is on top of compliance with new standards and processes and will submit a summary.
 - A new publication, *Time For Class: Lessons for the Future of Digital Courseware in Higher Education* ([attached](#)) reports the results of surveys of postsecondary faculty and administrators on their use and perceptions of digital courseware. The results are timely as Mt. SAC continues to expand online and hybrid course offerings. In particular, "faculty and administrators report that digital learning has not been implemented consistently at their institutions, and several impediments stand in the way of scaled and effective implementation." They are:
 - The planning and execution of digital learning initiatives is falling short of "strategic" at many institutions.
 - Faculty are a linchpin in digital learning success, yet they are woefully under supported.
 - Digital learning decision-making is decentralized.
 - Low courseware product satisfaction inhibits larger-scale adoption.
 - A recent article, "What the 21st-Century Library Looks" ([attached](#)), provides insights into modern library facility design and use that will be helpful as Mt. SAC approaches the design of our new library. A quote: DePaul's John T. Richardson Library looks the same from the outside. But when visitors walk through its tall-ceilinged hallway and onto the first floor, they enter a space that's clearly adapted to the digital age.
2. Our LA/OC Regional Consortium provides resources and training for our two-county region as part of the California Community College Strong Workforce Program ([link](#)). One of those resources is the Center of Excellence ([link](#)) hosted here at Mt. SAC. Its role is to research, analyze, and present information on regional economic and workforce needs. Because of the emergence of the Strong Workforce Program, the need for this function has grown, and the LAOCRC has funded a new Center for a Competitive Workforce which will extend this work and bring together regional partners to provide additional resources. Attached are a [news article](#) and a [press release](#). With these resources, Mt. SAC will add personnel and staffing at locations in Orange County and downtown LA in addition to Mt. SAC.

3. Cabinet was joined by Koji Uesugi, Dean of Student Services; Sokha Song, Director of Equal Employment Opportunity Programs; Marti Whitford, Director of Health Services; and Dave Wilson, Chief of Police and Campus Safety, to discuss Title IX/Clery Report to the Board planned for August 9th. Cabinet commended the SMaRT Team (Sexual Misconduct Response Team) for their collective leadership and responsiveness to prevention of sexual violence and their work on preparing the presentation and the accompanying brochure. Cabinet reviewed the presentation and brochure and provided extensive feedback. The SMaRT team will make revisions and check back with Cabinet via email.
4. Madelyn Arballo, Dean of Continuing Education, has been part of a state group developing an Adult Education Block Grant Recommended Fees Policy. The [attached memo](#) explains a bit of background, provides some explanatory links, and includes the recommendations.
5. Mt. SAC is in discussions (see [memo](#) and [meeting agenda](#)) with LA County Workforce Development Aging & Community Services, WDACS ([link](#)) for the purpose of locating a WDACS service site here at Mt. SAC. This service center would be a line to both Workforce & Economic Development and LA County funding and services for range of activities from referrals for training at Mt. SAC to job placement for Mt. SAC students to economic development services provided to employers by Mt. SAC through WDACS connections. Stay tuned as this group works to put this arrangement together. Kudos to deans Madelyn Arballo and Jemma Blake-Judd for their efforts to enhance Mt. SAC's partnerships in the area of workforce development.
6. Yen Mai, Director of Marketing & Communication, reported ([attached](#)) on the success of the email campaign to help increase enrollment by reaching out to those who applied for financial aid but did not register for classes this Fall. Data in the attached report show that of the 20,557 recipients, 5,252 or 26% opened the email within 24 hours and 315 took steps to apply to Mt. SAC.
7. Cabinet continued its discussion of the Statway curriculum (Math 70S and 110S at Mt. SAC). See the May 2nd ([link](#)) and June 13th ([link](#)) Cabinet Notes. With strong articulation to regional CSU campuses and UCs plus state level articulation on the mend, Cabinet agreed that it is time for a promotional campaign to expand the number of Math 70S/110S offerings. To that end, the college will fund 5 to 7 adjunct math faculty ([proposal attached](#)) to attend the Carnegie Math Pathways SoCal Regional Workshop ([link](#)) here at Mt. SAC on August 23 & 24. (Our own Scott Guth, Professor of Mathematics, is one of the presenters!) The college is committed to offering more sections. To increase outreach, visibility, and understanding of 110S—Integrated Statistics vis-a-vis 110—Elementary Statistics, Cabinet formed a work group: Matt Judd (convener), Scott Guth, Yen Mai, Felix Ricarte, and counselor liaison to math.
8. Cabinet discussed work experience. Title 5 §55252 ([attached](#)) includes two types: General Work Experience (“acquiring desirable work habits, attitudes and career awareness”) and Occupational Work Experience (“on-the-job learning...relating to the students'...occupational goal”). Mt. SAC's AP 4103 ([attached](#)) only authorizes Occupational Work Experience, and Mt. SAC does not have an approved course in General Work Experience. Cabinet noted that the SSEED Program—Student Services Employment and Education ([attached](#))—is designed to “teach job readiness skills” in line with the General Work Experience description in Title 5 §55252. Further, a presentation ([attached](#)) at the 2015 Curriculum Institute thoroughly covers both types of work experience and related requirements and good practices. Irene will work with the Academic Senate to assess the benefits of establishing a General Work Experience curriculum. Also needed would be administrative practices including revision of AP 4103.

9. Cabinet approved the Immediate Need Request ([attached](#)) from Marketing for \$45,000 to increase radio marketing to increase Fall enrollment.
10. Abe shared the latest update ([attached](#)) on active searches to fill vacant positions.
11. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Integrated Planning and Budget Work Group (Joumana, 9/12)
 - b. Follow up on 2017-18 New Resource Allocations (**All, 8/8**)
 - c. Statway Expansion and Promotion Work Group Report (Matt, Irene, Audrey, 9/5)
 - d. General Work Experience Development (Irene, 9/5)
12. Quarterly Reports to Cabinet
 - a. Emergency Response Plan Quarterly Report (Dave Wilson & Melonee Cruse, 10/10)
 - b. Classroom Utilization Project (Joumana & Mika, 8/15)
 - c. Faculty Position Control Quarterly Report (Irene & Rosa, 8/29)
 - d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 8/29)
 - e. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 10/17)
 - f. IT Projects Quarterly Report (Dale, 10/10)
 - g. Grants Quarterly Update (Irene & Adrienne, 8/15)
 - h. Dual Enrollment Offerings at Local High Schools (Joumana & Francisco, 8/29)
 - i. International Student Update (Audrey & Darren, 9/12)
 - j. Student Tracking Work Group (**Audrey, Irene, Dale, Barbara, Joumana, Eric, Francisco, 8/8**)