



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* • Peter Parra, *Interim VP of Human Resources*



May 3, 2016

1. Cabinet reviewed the narrative ([attached](#)) from the AANAPISI federal grant application.
 - It was good to see the AACC Guided Pathways project mentioned as a Student Development Objective.
 - The goal to continue collaboration with faculty, especially English, Math, and AmLa, is important.
 - The goal involving “learning strategies, academic support, and online adaptive technology” will be an important joint project between Instruction and Student Services.
2. Bill shared upcoming events ([attached](#)) sponsored by the LA/OC Regional Consortium for CTE.
3. Mt. SAC received a letter ([attached](#)) from the Student Aid Commission renewing our Institutional Participation Agreement for 2016-17.
4. Cabinet was joined by Rosa Royce, Associate Vice President of Fiscal Services, to review previous New Resource Allocations and confirm funding sources for each item.
 - With 250 FTES noncredit growth from Summer 2016 to be counted in 2015-16, we estimate growth for this year to be 3.75% which is 1048 FTES or \$4,949,081. [See the attached analysis.](#)
 - Positions for which one-time funding is under consideration were reviewed ([attached](#)). All were approved except 1) the Child Development Workforce Specialist to be eliminated due to end of grant funding and 2) the Special Project Manager for Contract Education to be paid by revenue from that program. Cabinet requested follow up reports on 1) the Student Center Specialist with respect to ASB budget, 2) the Assistant Director for Student Health Services with respect to the Health Center budget, and 3) the Assistant Director for Child Development with respect to the CDC budget. The 2016-17 will subsidize these programs with one-time funds to meet these obligations.
 - Cabinet reviewed the status of line items approved for Phase 4 of New Resource Allocations from 10/13/15 ([attached](#)). It was noted that the bottom line quoted at the end of this report shows that \$3,326,319 is needed from growth to fully fund the list. Each item marked in **yellow** was discussed, and each Cabinet member reviewed and made revisions to line items. A revised report will be produced.
5. Cabinet reviewed AB 1594—Smoke Free Campus ([attached](#)). The bill has passed the Assembly and been sent to the Senate. Given that the bill is likely to pass, smoking (including e-cigarettes) would be banned beginning January 1, 2018.
6. Cabinet reviewed AB 1846 ([attached](#)) which would boost Adult Education funding from \$500 M to \$750 M. The bill has passed the Assembly Higher Ed Committee and been referred to the Assembly Appropriation Committee—which means that it will be in suspense until the budget is considered. Commentary on the proposal is included in the [attached EdSource](#) article.
7. Our Board of Trustees requested an additional item for the 2016-17 Board Goals ([attached](#)) to address the fiscal efficiency and stability of contracted services. Cabinet approved the wording as Item #12 in the Board Goals.

8. Cabinet discussed a draft letter ([attached](#)) from the Chancellor's Office designed to provide "guidance" to the field on implementation of the \$200 million Strong Workforce funding proposed to be on-going beginning in the 2016-17 budget year. Governor Brown's proposed Trailer Bill ([attached](#)) has a number of features that the colleges would like to change—and thus are addressed in the draft letter.
 - The bill calls for funds to be allocated to Regional CTE Consortia. Colleges have been lobbying for 90% to go directly to the colleges instead. The draft letter calls for the designation of a "local share" (either 60% or 70%) to go to the colleges. Of the "regional share" (either 40% or 30%), 85% would go to colleges which join together in multi-college programs having "high value workforce outcomes." This would leave 6% (85% of 40%) or 4.5% (85% of 30%) for operation of the Regional CTE Consortia with the rest going to the colleges. This reasonably well meets the goal to get 90% to the colleges.
 - The Trailer Bill uses CTE FTES as a factor to allocate funds to the regions (among other factors). The Chancellor's Office draft letter would add total FTES as a factor as well. The idea would be to incentivize low-CTE colleges to offer more CTE courses and programs. The jury is out on this one.
 - The Trailer Bill calls for "alignment with WIOA¹ metrics." Most of these metrics are related to how many students get jobs—and community colleges do not do job placement. The draft letter proposes that the Chancellor's Office accountability system be used for this: Scorecard ([link](#)) and Launchboard ([link](#)). Good idea.
 - The draft letter proposes a "maintenance of effort" requiring colleges to keep at least the same percentage of CTE FTES. Not realistic given the frequency of economic downturns.
9. Cabinet reviewed the draft of revised Title 5 §55100—Credit Course Approval ([attached](#)). This would restore the ability for colleges to offer courses that are not part of programs—referred to as "stand-alone" courses. While Mt. SAC remains dedicated to offering course that are part of programs, the flexibility of this proposal has advantages.
10. Cabinet discussed the MOU ([attached](#)) between CSEA 262 and the District to reorganize the job classifications in Public Safety. Added are the positions of Sworn Officer which will meet POST Standards ([link](#)) and Public Safety Officer II which will meet Security Guard Standards of CBSIS ([link](#)). These training and qualification standards will improve the ability of Public Safety personnel to protect the College and to protect themselves. While this level of qualification will train these officers in the use of advanced force, the actual authorization to do so will remain in Board Policy 3525—Use of Force ([link](#)) and in Board Policy 3530—Weapons on Campus ([under revision](#)). BP 3525 will be reviewed when the transition in Public Safety has been made. On this topic, Cabinet discussed the Faculty Association's Resolution of Concern ([attached](#)) and the response ([attached](#)) from Dave Wilson, Chief of Public Safety.
11. Cabinet reviewed the current list of faculty retirees and separations ([attached](#)) and discussed the progress of full-time faculty hiring and the Faculty Obligation Number.
12. Cabinet was joined by Bill Lambert, Executive Director of the Mt. SAC Foundation. Bill shared a plan for a Faculty and Staff Giving Campaign ([attached](#)). Cabinet provided advice and input.
13. Cabinet approved an Immediate Need Request for \$8,000 ([attached](#)) to complete the implementation of the Courseleaf software to establish an online college catalog.

¹ The Workforce Innovation and Opportunity Act as amended in 2015 consolidates job training programs into a single funding stream. The various job programs are required to report on how many people get new jobs through their participation in the programs following a prescribed set of metrics ([attached](#)).

14. Cabinet approved an Immediate Need Request for \$12,606 ([attached](#)) to update the software that operates the Child Development Center video observation system.
15. Peter provided an update ([attached](#)) on the status of active searches to fill vacant positions.
16. Peter provided a list ([attached](#)) of Request to Fill positions approved by Cabinet today.
17. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 8/2)
 - b. Text messaging (Mike, Yen & Vic, 5/17)
 - c. Next Steps on the Foothill Transit Center (Mike, 5/24)
 - d. AP 3540—Sexual and Other Assaults on Campus (Carolyn Keys, 5/17)
 - e. AP 5530—Student Rights and Grievances (Audrey & Carolyn, 5/17)
 - f. AP 3710 Filming and Photography (Bill & Yen, 5/17)
 - g. Student Holds: Establishing, Communicating, Clearing (Joumana, 6/7)
 - h. Update on Classroom Technology Standards (Mike, Vic, Bill Eastham, 6/7)
 - i. Follow Up Reports on Positions Funded One-time for 2016-17 (All, 5/31)
18. Quarterly Reports to Cabinet
 - a. Emergency Response Plan Implementation (Melonee Cruse, 8/16)
 - b. Classroom Utilization Project (Mike & Irene, 7/12)
 - c. Faculty Position Control Report (Irene, 8/16)
 - d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 8/16)
 - e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 6/7)
 - f. IT Projects Quarterly Report (Mike & Vic, 6/7)
 - g. Grants Quarterly Update (Irene & Adrienne, 6/21)
 - h. Expansion of Work Experience (Irene & Audrey, 6/21)