



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 31, 2016

1. The Chancellor's Office has approved our Non-Credit Student Success and Support Plan ([letter attached](#)). The reviewers comments ([attached](#)) on each item were, "Articulate, detailed and excellent data. Extremely informative report. Should be a model plan." Another great job!
2. An effort to extend the "high earner" income tax surcharge portion of Proposition 30 ([link](#)) has collected signatures to put the measure on the November 2016 ballot ([update attached](#)). The proposal would extend for 12 years the income tax increases on California's high-income earners and is estimated to generate between \$8 billion and \$11 billion annually. Revenues would continue to fund K-14 education with added support of up to \$2 billion annually to improve health care access for low-income families and children. The text of the proposed ballot proposition is [attached](#).
3. Our ACUPCC¹ Committee ([link](#)) continues to work on campus sustainability with the priority of producing a Climate Action Plan. Notes and outcomes of the committee's meeting with me are [attached](#). My congratulations to the group for their hard work, especially that of Professor James Stone. I look forward to the development and implementation of the Climate Action Plan.
4. Cabinet continued its discussion of the process of placing holds on student registration. A work group is under development. The task of the group is to 1) study the impact of holds, 2) explore options to registration holds such as transcript holds, 3) improve communication among campus units placing holds, 4) improve communication with students on whom the college has placed a hold, 5) improve the process for students to challenge and clear holds, and 6) explore the possibility of a minimum debt threshold that would trigger a hold. Joumana McGowan, Executive Dean of Instruction, is chairing the workgroup. Cabinet discussed proposed membership ([attached](#)) and suggested the addition of Bob Hughes, Director, Enterprise Applications Systems, and Suzanne Leutjen Director of the SacBookRac Bookstore.
5. Cabinet reviewed a draft of AP 7365—Discipline and Dismissal - Classified Employees and made modifications resulting in a revised draft ([attached](#)).
6. Cabinet discussed next steps on the Classroom Utilization Project. The workgroup of Bill, Irene, Joumana, and Mika will review current data: reports showing student stations in each classroom derived from Banner, Space Inventory, and the physical room inventory done last year. The team will create a list of priority rooms for follow up and will inspect these rooms accompanied by division and faculty representatives. This work will begin in Summer 2016 and will be organized by the Instruction Office.

¹ American College and University Presidents' Climate Commitment ([link](#))

7. [Attached](#) is an update on the status of active searches for vacant positions. Also [attached](#) is a list of Requests to Fill to begin the hiring process on listed positions.

8. 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, 6/14)
 - c. Next Steps on the Foothill Transit Center (Mike, 6/28)
 - d. Student Holds: Establishing, Communicating, Clearing (**Joumana, 6/7**)
 - e. Update on Classroom Technology Standards (Mike, Vic, Bill Eastham, 7/26)
 - f. AP 7365—Discipline and Dismissal-Classified Employees (**Bill, 6/7**)

9. Quarterly Reports to Cabinet
 - a. Emergency Response Plan Implementation (Melonee Cruse, 8/16)
 - b. Classroom Utilization Project (Bill, Irene, Joumana, Mika, 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, 6/28)
 - h. Expansion of Work Experience (Irene & Audrey, 6/28)