



# 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



August 8, 2016

**Joumana McGowan substituted for Irene Malmgren who is on vacation.**

1. Cabinet reviewed Interim Chancellor Erik Skinner' *CEO Connection* newsletter ([attached](#)).
  - The marketing campaign ([link](#)) features financial aid, financial literacy, and foster youth support.
  - The TICAS report ([link](#)) shows that in California 13% of community colleges do not participate in federal student loan programs—mainly because of high student default rates and loan debt.
2. Bill shared information ([link](#)) on the Strong Workforce Project provided at the CTE Summit held in Oakland last Friday and Saturday. Released that day by the Chancellor's Office was a report ([attached](#)) showing each district's "local share" of the \$200 million Strong Workforce Fund appropriated by the Legislature for 2016-17. Mt. SAC's allocation is \$2,493,730. This is on-going, restricted money meaning that it will be in our budget every year but may only be used in a manner approved by the Legislature in the Strong Workforce Trailer Bill ([link](#)). See the [attached](#) slides for a summary of how the money is distributed and may be spent. There is also a "regional share" of the \$200 million Strong Workforce Fund. As shown on the above-referenced allocation, the Los Angeles Region will receive \$18,631,147 which will be distributed to colleges based on a regional plan which is due January 31, 2017. As an estimate, Mt. SAC will receive more than \$1 million in additional CTE funding—with restrictions. Stay tuned for more on the regional share.
3. Mike shared the latest Administrative Services' Quarterly Informational Announcement ([attached](#)). Cabinet commented on the large number of extensive IT projects accomplished.
4. The San Gabriel Valley Economic Partnership ([link](#)), on whose Board of Directors Bill serves, has organized "sector councils." The Health Sector Council ([member list attached](#)) met recently and plans to hold its next meeting on Friday, September 16<sup>th</sup>, at noon at Picasso's Café. Joumana will make sure that Mt. SAC is represented.
5. Cabinet was joined by Dave Wilson, Chief, Public Safety, to discuss upgrades to our parking permit dispensers. [A status report is attached](#). They will take major credit and debit cards through our arrangement with Heartland Payment Systems ([link](#)). Acquisition of the system is underway, and installation of the new machines is estimated to be complete by the end of September. Cabinet discussed further policy implications of our daily rate parking system.
6. Mt. SAC received notice ([attached](#)) of this year's Chancellor's Student Success Award competition. Audrey will submit an application citing one or more of our outstanding programs. Stay tuned.
7. Cabinet discussed AB 2222 ([attached](#)), the Transit Pass Program for free or reduced-fare transit passes. The bill is being carried by Assemblymember Chris Holden of Pasadena. The bill passed the Assembly but is being held in the Senate Appropriations Committee suspense file pending a

hearing on August 11<sup>th</sup> regarding funding by the Legislature. This bill, if passed, would have implications for the Mt. SAC-Foothill Transit agreement on the Class Pass for our students.

8. Cabinet discussed the status of Mt. SAC's compliance with our Faculty Obligation Number (FON) which is 428.1 for Fall 2016. [See the attached state FON report](#). Mt. SAC's FON was at 395.9 for Fall 2015, so we had to grow our full-time faculty by 32.2. The number of additional full-time faculty hired over last year currently stands at 37 for a total of 431, so we are over the FON by 2.9.
9. Cabinet reviewed the latest draft of new AP 3710—Filming and Photography ([attached](#)) which describes allowable filming and photography on the Mt. SAC campus. This draft was referred to President's Advisory Council for recommendations.
10. Bill shared a draft ([attached](#)) of a proposed change in the evaluation of administrators at Mt. SAC. This proposal originates from the Management Steering Committee at the request of President Scroggins. Cabinet discussed the document, noting in particular that the criteria in Part II needed work.
11. Cabinet reviewed the draft schedule ([attached](#)) for the two-day Summer Guided Pathways Institute. Joumana noted some changes under consideration.
12. Cabinet discussed the agenda ([attached](#)) for the Classified Professional Day Opening meeting at 8:30 this Friday, August 12<sup>th</sup>. Bill noted that he is doing a workshop on “Moving Up at Mt. SAC” at 11:15 as well as delivering a Keynote Address at 3:30 that day.
13. Joumana updated Cabinet on our Dual Enrollment Initiative. Joumana noted that the English classes will be postponed until Fall 2017 due to lack of available qualified faculty. The latest version of the MOU with Pomona USD is [attached](#). Both Workman High School and West Covina High School are interested in having students assessed for placement in English and Math in preparation for future dual enrollment offerings. Cabinet assigned Audrey and Irene to form a Dual Enrollment Advisory Committee and work with the Academic Senate on the role and membership of the committee.
14. Cabinet was joined by Barbara McNeice-Stallard, Director of Research and Institutional Effectiveness, and Lianne Greenlee, Director of Professional & Organizational Development, to present a draft of Mt. SAC's Accreditation Self-Evaluation covering Standards IA, IB, and IC. Cabinet members were asked to read and provide input over the next week. In subsequent weeks, Barbara and Lianne will return with the remaining draft standard reports for Cabinet to read.
15. Audrey shared a draft ([attached](#)) of a report to the Board of Trustees giving an analysis of the 2016-17 Associated Students Budget. This topic was raised by Trustees at the last Board meeting.
16. Reports on vacant positions under active search ([attached](#)) and on requests to fill additional positions ([attached](#)) were received by Cabinet.
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, 11/15)
  - b. Text messaging (Yen & Vic, 8/30)
  - c. Next Steps on the Foothill Transit Center (Mike, 9/6)

- d. Student Holds: Establishing, Communicating, Clearing (**Joumana, 8/16**)
- e. Update on Classroom Technology Standards (Mike, Vic, Bill Eastham, 10/11)
- f. BP and AP on Loss of BOG Fee Waiver (Audrey, 9/13)
- g. More Ideas for Innovation and Excellence Marketing (**All, 8/16**)
- h. Implementing BP 6530 Closed-Circuit Television Surveillance Systems (Dave, Vic, Bill, 8/30)
- i. RFP for Consulting on Web Design and Social Media Marketing (Yen & Eric, 8/23)
- j. New Campus Scheduling System (**Bill Eastham, 8/16**)
- k. Child Development Center: Budget and Productivity (Irene, 10/11)

18. Quarterly Reports to Cabinet

- a. Emergency Response Plan Implementation (**Melonee Cruse, 8/16**)
- b. Classroom Utilization Project (Joumana & Mika, 10/25)
- 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, 9/6)
- f. IT Projects Quarterly Report (Mike & Vic, 9/13)
- g. Grants Quarterly Update (Irene & Adrienne, 9/27)
- h. Expansion of Work Experience (Irene & Audrey, 9/6)