



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 16, 2016

Next Cabinet will be Wednesday, 8/24, 9-12, rather than Tuesday, 8/23

1. Cabinet congratulated the 2016 College Champion Award recipients ([attached](#)).
2. The Legislature took action ([attached](#)) last Friday on bills that were in the “suspense file” meaning that they had to pass out of the Appropriations Committee and move to floor votes or die.
 - a. AB 2222—Transit Pass Program failed and died. Unfortunate! ([Comments attached.](#))
 - b. AB 1741—College Promise Innovation Grant ([bill](#) and [summary](#)) passed out of committee.
 - c. AB 2017—College Mental Health Services ([bill](#) and [summary](#)) also passed out of committee. Bill shared a white paper entitled *Student Mental Health and the Law* ([attached](#)) that gives guidance on implementing student mental health services. Cabinet agreed that expanding student mental health and psychological services should be a priority.
3. Cabinet will propose that the Board of Trustees approve resolutions supporting Proposition 51—Kindergarten through Community College Public Education Facilities Bond Act of 2016 ([draft resolution attached](#)) and Proposition 55—Tax Extension to Fund Education and Healthcare ([draft resolution attached](#)). Thanks to Jill Dolan, Director of Media/Public Affairs, for producing the drafts.
4. Cabinet continued discussion on the Educational and Facilities Master Plan process to develop plans that will determine our need for facilities over the next twenty-five years or so.
 - The summary and timeline presentation from Classified Professional Development Day ([attached](#)) will be adapted for the Board presentation tomorrow and for Faculty Opening Meeting on August 26.
 - Cabinet reviewed the list ([attached](#)) of Innovation and Excellence topics for the community information team adding Robotics, Aviation, and Welding.
 - The Community Facility Plan Advisory Committee ([list attached](#)) is taking shape. The group will receive reports on the progress of planning, provide advice on work by the college and our consultants, and make suggestions for improving our plan as it develops. Meetings are planned for the fourth Monday of each month from 5:00 to 7:00 pm here in Founders Hall.
5. The next meeting of the Pomona Regional Learning Collaborative has been scheduled for September 26th ([announcement attached](#)). Joumana McGowan, Associate Vice President of Instruction, and Francisco Dorame, Associate Dean of Counseling, will attend for Mt. SAC.
6. Bill shared the quarterly update on the (not) timely evaluation of our employees. The report is organized by evaluations that are more than 3 months and less than 3 months overdue. There were 64 overdue by 3 months and 123 less than 3 months. Cabinet was asked to check the accuracy of the data ASAP. It is expected that the VPs will assure that their manager clear all the 3 month delinquencies within the next six weeks—by September 26th.

7. Cabinet was joined by Melonee Cruse, Manager of Environmental Safety & Emergency Services, for the quarterly report ([attached](#)) on implementation of the Emergency Response Plan. There will be an Alertus drill for Building 13 (Design Technology Center) on October 20th. **Melonee will work with Irene to assure that faculty are notified immediately.** Community Emergency Response Team (CERT, [link](#)) training will be carried out on Saturdays this fall (October 1, 8, and 15). The Policy Group, i.e. Cabinet, will have training on October 18th.
8. Cabinet was joined by Bill Eastham, Director of Technical Services, to demonstrate CollegeNET's 25Live class and event scheduling and calendaring software package ([link](#)). This includes 25Live scheduling and calendar for the web, Schedule 25 room use optimization, and the X25 module for analyzing data. Cabinet approved acquisition of the entire package.
9. Peter shared a memo from CalPERS ([attached](#)) describing changes in health insurance plans including rate changes. He also provided a spreadsheet ([attached](#)) showing which Mt. SAC coverages were dropped and which will be increased in premium cost.
10. Irene provided the quarterly Faculty Position Control Report ([attached](#)) which summarizes full-time faculty separations and hires in order to compute the Faculty Obligation Number and to assure that approved positions are fully funded in the Adopted Budget.
11. Irene discussed recently distributed drafts of flow charts showing the Chancellor's Office suggested process for approval of the Strong Workforce Project "local share plans" ([chart attached](#)) and "regional share plans" ([chart attached](#)) for the \$200 million in ongoing state funding for CTE. Cabinet also discussed a Frequently Asked Questions handout ([attached](#)).
12. Audrey provided an update ([attached](#)) on the impact on our students of the loss of BOG fee waivers due to Title 5 58621 ([attached](#)). The implementation has been problematic for several reasons articulated in the update. Audrey and her staff have been correcting data errors and approving waivers as authorized by the regulations, but Fall Semester is approaching, and as many as 200 Mt. SAC students will lose their financial aid. Cabinet agreed that the law required the loss of BOG waivers for these students, and thus the students will be dropped for nonpayment of fees. However, Audrey and her staff will continue correcting errors and identifying students eligible for waivers. Cabinet approved administrative re-enrollment of such students in the same class sections they lost due to these implementation problems.
13. Audrey also reported ([attached](#)) on the Minority Male Initiative Planning Retreat scheduled for August 18-19.
14. Peter shared the latest updates on Requests to Fill Approvals ([attached](#)) and active searches to fill vacant positions ([attached](#)).
15. 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, 9/13)
 - e. Update on Classroom Technology Standards (Mike, Vic, Bill Eastham, 10/25)
 - f. **BP and AP on Loss of BOG Fee Waiver (Audrey, 9/13)**

- g. Implementing BP 6530 Closed-Circuit Television Surveillance Systems (Dave, Vic, Bill, 8/30)
- h. RFP for Consulting on Web Design and Social Media Marketing (**Yen & Eric, 8/24**)
- i. Child Development Center: Budget and Productivity (Irene, 10/18)
- j. Honors Program Administrative & Faculty Leadership (**ALL, 8/24**)
- k. Linking Cabinet budget allocations to PIE requests (**ALL, 8/24**)

16. Quarterly Reports to Cabinet

- a. Emergency Response Plan Implementation (Dave Wilson & Melonee Cruse, 11/15)
- b. Classroom Utilization Project (Joumana & Mika, 10/25)
- c. Faculty Position Control Report (Irene, 11/15)
- d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 9/27)
- 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)