



## 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* • James Czaja, *VP of Human Resources*



**August 12, 2014**

1. Cabinet reviewed the monthly newsletter [First Monday](#) from Chancellor Brice Harris.
2. Cabinet reviewed the decision made last spring to cease printing the Schedule of Classes and to then just rely on 1) the online class search feature and 2) the web posted pdf of the document. Our consensus was that there remains a considerable unmet demand for paper copies of the Schedule. Irene and Audrey will bring to next week's Cabinet a proposed number of printed copies and the suggested distribution plan.
3. Cabinet reviewed the latest information on distribution of the new \$50 M CTE Enhancement Fund. The [attachment](#) explains the criteria for the 60% "local shares" to individual college and the criteria for the 40% for multi-college projects. Also shown are the dollar amounts for both the 60% and 40% amounts for each of the regional consortia who will distribute the funds to for both individual college projects and multi-college projects. A map of the Los Angeles County portion of the LA/OC Regional Consortium is shown as well. (Both Irene and I serve on the LAOCRC Steering Committee.) Audrey Reille, Director of the state-funded [Center of Excellence](#) based here at Mt. SAC, provided Cabinet with a [written update](#) regarding 1) the data on Labor Market Information that is a requirement of project applications, 2) upcoming LAOCRC summits on the process, 3) an FAQ on the initiative, and 4) progress on the state-run online application system. Irene reported that work continues on potential Mt. SAC CTE programs for which we would submit applications for funding.
4. A second round of [Career Pathway Trust Grants](#) has been authorized by the state in the amount of \$250 M. As reported earlier, none of the K-12 districts in the Mt. SAC service area were successful in their applications submitted during the first round of funding last year. To address this opportunity, our a representative team (led by Tech-Health Dean Sarah Daum and Tech Prep Director Marie Tyra) is working with K-12 Districts along with the support of Brad Jensen (SGV Economic Partnership) and Laurel Adler (East San Gabriel Valley ROP). Mt. SAC will write the grant (with our wonderful Adrienne Price, Director of Grants, as the lead) and serve as fiscal agent. The team has selected three pathways: 1) health; 2) product design, development and delivery (includes advanced manufacturing, supply chain/transportation/warehousing; and 3) business and entrepreneurship - although the team is still refining the categories. Mt. SAC can enter into multiple applications, each with different K-12 Districts, but we will request that school districts participate in only one. SGVEP will host a region-wide meeting in late September. (See the [attached letter](#) from the San Gabriel Valley Economic Partnership.) At that time, prospective partners will be requested to complete a self-assessment profile to determine their capacity, commitment, and instructional components.

5. Cabinet reviewed a report of outcomes from the Community College Survey of Student Engagement ([attached](#)). The CCCSE was given last spring semester. Cabinet discussed ways to utilize this information.
6. Cabinet was pleased to hear that Mt. SAC was awarded the grant from the Chancellor's Office to be the Technical Assistance Provider for Contract Education ([attached](#)). In this role, Mt. SAC will provide assistance to community colleges around the state in the area of contract education—direct training to businesses and their employees on a fee-for-service basis.
7. Cabinet considered the opportunity to compete as the lead college for the Chancellor's Office Institutional Effectiveness and Technical Assistance Program ([attached](#)). Cabinet had a few questions which were articulated by Audrey in the [attached memo](#) which also includes a response from state Executive Vice Chancellor Patrick Perry. While the scope of the project seems broad and diverse, Cabinet felt that Mt. SAC is particularly well positioned to guide this work. We will submit the Solicitation of Interest form and then review the actual Request for Application when it is available to see if we will compete for the grant.
8. Cabinet was joined by Vic Belinski, Chief Information Officer; Bob Hughes, Director of Enterprise Application Systems; and Daniel Lamoree, Senior System Analyst/Programmer for an update on our Executive Information System. The team demonstrated the FTES Allocation Model which allows the Instruction Team to create scenarios of FTES allocation to divisions and departments to meet college wide FTES growth targets. Cabinet provided input and lauded the team on a very useful tool. Cabinet noted the need for a sequential flow model so that adding more sections of a beginning course in a sequence triggered the appropriate need for added sections in subsequent courses in the sequence.
9. Cabinet reviewed a draft of the job description for Executive Dean of Instruction ([attached](#)), an upgrade to the former position of Dean of Instructional Services, recently vacated by the move of Dr. Terri Long as Vice President of Academic Affairs at Long Beach City College.
10. James reported on a very positive experience at the recent state CSEA conference which he attended at the invitation of the leaders of the Mt. SAC CSEA chapter 651. James says, "Johnny was an excellent host, and I enjoyed the opportunity to meet with both 262 and 651 representatives and learn more about CSEA."
11. Cabinet reviewed the proposed renewal of the MOU with the Carnegie Foundation regarding Mt. SAC's continued participation in the Statway project. Mt. SAC has completed its formal participation in the two year developmental phase of the project. Based on that work, Mt. SAC Math faculty created two new courses which have augmented and revised the original Statway curriculum with additional scope and rigor. While Mt. SAC will not continue assisting the Carnegie Foundation with further developmental work, the Math faculty will continue to use the text and resource material provided by Carnegie under this new MOU. A review of the MOU ([attached](#)) determined that this extent of involvement by

Mt. SAC would be consistent with our signing the document. Irene will execute the agreement and returned the signed MOU to the Carnegie Foundation.

12. Cabinet discussed progress on the potential for Mt. SAC to have on-campus student housing. Questions remain on the price point for each unit, on a feasibility study with accompanying business plan, and on site work needed to locate the project. Bill and Mike will continue to guide the research on these elements before any serious consideration of the project is attempted.
13. Audrey presented Cabinet with a proposed revision of the 2013-14 Student Success and Support Program budget and a draft plan for the 2014-15 SSSP budget, and Cabinet provided input. Audrey revised the notes on the draft budget plans ([attached](#)) as suggested by Cabinet. As the revised SSSP Plan develops, Cabinet will continue to review the plan and the budget.
14. Cabinet discussed the steps needed to develop a Student Equity Program budget. As the Student Equity Plan develops, Cabinet will continue to review budget options.
15. Cabinet reviewed the schedule for the Faculty Opening Meeting ([attached](#)) and Classified Opening Meeting ([attached](#)).
16. Cabinet congratulated Maryann Tolano-Leveque, who has accepted a new position of Director of Honors, and approved an internal search for an Interim Director, Student Life ([attached](#)).
17. Mt. SAC's 2014-15 Proposition 39 allocation for energy projects will be \$836,777. The statewide allocation for each community college district is [attached](#).
18. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Emergency Response Plan Implementation (Karen Saldana, 8/26)
  - b. International Student Initiative (SEVIS & AmLa - Audrey & Irene, 9/9)
  - c. Adult Ed Partnerships (Irene & Donna, 8/26)
  - d. Reading Competency Assessment (Audrey, 8/26)
  - e. Classroom Utilization Project (Mike & Irene, 9/30)
  - f. AP 4255, Dismissal and Readmission (Audrey, 8/26)
  - g. New Report Tracking FT Faculty Position Turnover (Irene, 9/2)
  - h. Analysis of SSSP and Student Equity Funding and Expenditures (**ALL, 8/16**)
  - i. Financial Literacy follow up (Bill & Tom Mauch, 9/16)
  - j. Follow up on time-to-hire reduction (James, 9/16)
  - k. Methods to Reduce Student Accounts Receivable Debt (Mike, 9/23)
  - l. Expansion Plan for EEO Rep Training (James, 9/23)
  - m. POD Process for Dispersing Travel & Conference Funds (James, 9/23)
  - n. Possible revisions to AP 7125 Verification of Eligibility for Employment – Immigration Status (James, 9/23)