



## 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 26, 2014**

1. Cabinet was joined by Karen Saldana, Director of Safety of Health Benefits, and Risk Management and Jim Alcalá, ASCIP Risk Management Specialist and consultant on the Emergency Response Plan (ERP). Karen and Jim updated Cabinet on implementation of the plan ([update attached](#)). It was noted that the evacuation chair has been ordered and will be delivered shortly. Identification of participants in the Incident Command Structure has gone well thanks to the good response from managers and staff. ([See attached report.](#)) Cabinet authorized an “audit” of our emergency preparedness, utilizing West Coast Consulting Group, particularly Package #1, Emergency Management Review for Compliance. ([See attached.](#)) The discussion turned to regional efforts for effective emergency response, an area in need of emphasis in the Mt. SAC Emergency Response Plan. For example, the monthly Incident Command Staff meeting could include more regional involvement, and some of our staff could attend Los Angeles County Area D Disaster Preparedness meetings and California Office of Emergency Services meetings. Cabinet also noted the need for a Traffic Control Plan as part of our ERP. In addition, the radio communication system needs to be expanded to include all sections chiefs and executive level managers.
2. Cabinet reviewed the status AP 4255—Dismissal and Readmission. (The [attached version](#) containing suggested revisions from the Community College League, CCLC.) AP 4255 was referred to Student Services from PAC last May. **Audrey will provide a response to Cabinet on AP 4255 later this fall.**
3. Cabinet reviewed a CCLC recommendation on BP 6250—Budget Management ([attached](#)) to add a sentence specifying a 10% reserve. Cabinet noted that existing BP 6200—Budget Preparation ([attached](#)) already has a section on the 10% reserve. Cabinet recommended accepting the CCLC change to BP 6250 and adding cross-references between both BP 6250 and BP 6200, both of which were referred to PAC for recommendations.
4. Cabinet continued its discussion on continuing the Foothill Transit “Class Pass” bus passes through a student vote on a mandatory transit fee for credit students. ([See Cabinet Notes from 8/19/14.](#)) Foothill Transit provided more information ([attached](#)) on the discount that they will be providing that resulted in the computation of their proposed \$10 per semester transit fee for full time credit students and comparison to other fee reduction plans ([attached](#)). Cabinet continued to be concerned that this level of cost might not achieve student approval during the planned November 17-20 vote. **Cabinet agreed for Bill to continue the dialog with Foothill Transit: 1) to execute a vigorous campaign for student voters to approve the fee, 2) to seek a reduction in the fee from Foothill Transit, and 3) to explore the possibility of a Mt. SAC subsidy of the fee.**

- Cabinet reviewed Summer Bridge 2014 preliminary results (below). It was good to see the restoration of the program as serving 100 more students than in 2013. It was also noted that state-provided Basic Skills Fund dollars have decreased again and that these funds are a major source in supporting Summer Bridge. Cabinet agreed that prioritizing Student Equity Funds for continued expansion of Summer Bridge is essential.

Summer Bridge 2014			
Course	Total	Success	Percent
Learn 81	19	18	94.7%
English 67	85	79	92.9%
English 68	83	71	85.5%
Learn 49	44	43	97.7%
Math 50	95	85	89.4%
Math 51	31	25	80.6%
Total	357	321	89.9%

- Cabinet reviewed again the 2014 Committee Summary. President’s Advisory Council (PAC) oversees the college committee system with respect to the role of committees in strategic planning. Discussions between Cabinet and PAC regarding the strategic role of some committees on the list resulted in the determination by both groups that those which are internal to the function of an administrative unit or to the Academic Senate should neither be part of the annual PAC review of committees nor of the assignment of strategic objectives. Consequently, 11 of the committees have been removed from this process (marked in yellow on the [attached committee chart](#)).
- Cabinet discussed reading assessment. The Academic Senate Reading Task Force recommendations together with the Cabinet discussion have resulted in a change in policy allowing students to re-test on the Degrees of Reading Power (DRP) test used for placement into Reading courses. Cabinet began discussions around the separate Reading Competency Test, one of the means by which students may meet the reading requirement for the associate degree, but chose to carry this item forward to next week’s meeting.
- Cabinet discussed the need for the Mt. SAC web site to be restructured to better meet the needs of today’s college students. Director of Marketing & Communications Uyen Mai will lead a task force to oversee the project with the assistance of Chief Technology Officer Vic Belinski. Uyen will work with Vic to bring a proposed scope of work, strategic approach, and potential task force composition to Cabinet for review before any web changes are considered.
- Cabinet was joined by Donna Burns, Dean of Continuing Education, to provide an update on our AB 86 consortium with local K-12 districts regarding the plan to restore adult education—a priority for Governor Brown’s budget for 2015-16. The discussion was wide ranging and informative with the bottom line being that all is in order for our local consortium—and waiting for the next steps to be taken by the state.
- The wait list system and protocols were discussed. Irene noted that it has been a while since this was reviewed, and circumstances have changed. In particular, there is interest in reducing the current 72 hour window during which wait list students may register once

notified when a space is available—this could be reduced to 48 hours or even 24 hours.  
Irene will bring back a recommendation on wait list “roll up” times and other wait list issues.

11. Audrey distributed copies of the most recent draft of the Student Success and Support Plan ([attached](#)).
12. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Emergency Response Plan Implementation (Karen Saldana, 11/18)
  - b. International Student Initiative (SEVIS & AmLa - Audrey & Irene, 9/9)
  - c. Adult Ed Partnerships (Irene & Donna, 11/18)
  - d. Reading Competency Assessment (Irene, 10/28)
  - e. Classroom Utilization Project (Mike & Irene, 9/30)
  - f. AP 4255, Dismissal and Readmission (Audrey, 10/28)
  - g. New Report Tracking FT Faculty Position Turnover (**Irene, 9/2**)
  - h. Financial Literacy follow up (Bill & Tom Mauch, 9/16)
  - i. Follow up on time-to-hire reduction (James, 9/16)
  - j. Methods to Reduce Student Accounts Receivable Debt (Mike, 9/23)
  - k. Expansion Plan for EEO Rep Training (James, 9/23)
  - l. POD Process for Dispersing Travel & Conference Funds (James, 9/23)
  - m. Possible revisions to AP 7125 Verification of Eligibility for Employment – Immigration Status (James, 9/23)
  - n. AP 2105 - Election of Student Member (Audrey, 9/23)
  - o. AP 3560 - Alcoholic Beverages (Mike, 9/23)
  - p. Wait Lists (Irene, 9/2)