



## 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*



**September 23, 2014**

Mike Gregoryk, Vice President of Administrative Services, was away at a conference.

1. Bill shared a graphic timeline ([attached](#)) produced by the Chancellor's Office illustrating nine different projects that are underway—stretching forward to 2018 in some cases. Cabinet discussed our understanding of these projects and Mt. SAC's position to be involved in, benefit from, and in some cases influence these initiatives. Some of these projects are discussed in the items below.
2. Bill discussed the status of the Chancellor's proposal for a Task Force on Workforce, Job Creation, and a Stronger Economy. The [attached document](#) was presented at the Board of Governors Retreat earlier this month and explains the vision Chancellor Harris has for this work. Vice Chancellor Von Ton-Quinlivan had asked Bill to do a white paper to frame the work that this Task Force might do: goals, issues, and recommendations. Bill has been working with our Mt. SAC CTE Brain Trust (Sarah, Joumana, Matt, Jemma, Jennifer, Audrey Reille, and Lisa Ledebor) to produce the current draft ([attached](#)). Bill shared this draft with Chancellor Harris last Friday as well as a collection of college presidents and chancellors. Chancellor Harris will ask the Board of Governors to approve the Task Force at its next meeting, November 17-18. To quote the Consultation Digest of September 18 ([attached](#)):  
The body would be comprised of knowledgeable leaders from across the community college system, the business community, labor, public agencies involved in workforce training, community based organizations, and other groups. The Board would look to the Chancellor for direction on how to structure and move forth on this body of work, timed to ramp up as the CCCC implementation of the Student Success Initiative comes to completion in 2015.
3. Audrey updated Cabinet on the progress being made on the Student Equity Plan, in particular the discussions at the Student Equity Committee meeting yesterday. Bill reported on the latest meeting of the Future Directions in Student Equity Writing Team ([attached](#)). These research projects are included in the Student Equity Plan.
4. The state Academic Senate will be holding a Student Equity Regional Meeting here at Mt. SAC this Saturday from 9:00 to 3:00. The agenda is [attached](#).
5. James presented an outline of an application and guidelines for the allocation of professional development funds through the Professional & Organizational Development unit (POD). Cabinet discussed the overall funding streams for professional development and the role of POD in coordinating these efforts while allowing the various units with this funding to do the allocations. **James will bring back and edited version of the application and guidelines at the next Cabinet meeting.**

6. James presented a revised version of AP 7215—Verification of Eligibility for Employment—Immigration Status ([attached](#)). Cabinet reviewed the document and passed the revision through to President’s Advisory Council for recommendation.
7. James presented an Expansion Plan for EEO Representative Training ([attached](#)). Cabinet discussed the importance of the EEO Rep in providing guidance and oversight for search committees. Cabinet approved the proposed process and training schedule with the recommendation that some training sessions take place on Fridays.
8. Bill shared a communication from Foothill Transit ([attached](#)) summarizing the additional buses that have been added to Line 486 (along Amar Road) to deal with the greater student ridership as Fall Semester gets underway.
9. Irene shared a proposal ([attached](#)) for the creation of an Addendum to the Educational Master Plan for The Farm from consultant Eva Conrad, retired president of Moorpark College. Cabinet reviewed and approved the scope and timeline of the work and the services of Eva Conrad to facilitate the plan development.
10. Irene shared a preliminary draft of a 2016-17 Academic Calendar ([attached](#)). Cabinet reviewed the draft and identified no issues—asking only that Irene verify that 20% of the instructional days for Summer 2016 fall in fiscal year 2015-16. Bill reported that President’s Advisory Committee had convened a work group of interested parties (Faculty Association, Academic Senate, CSEA 262, CSEA 651, and administration) for an informal discussion of future calendars. This work group discussion was an informal communication gathering that took place in advance of more formal meetings to provide recommendations on the 2016-17 calendar. PAC will convene this work group annually each fall so that all interested parties can share their views as a ramp up to more structured input leading to the Board approval of the calendar each January.
11. The Chancellor’s Office has requested an increase in the system budget for 2015-16 that totals \$741.5 million. The request ([attached](#)) addresses four core areas: 1) increasing access for community college students, 2) supporting student success, 3) enhancing general operations funding, and 4) providing resources to hire more full-time faculty.

1. Student Success & Support Program and Student Equity	\$200 million
2. Access	\$120 million
3. Funding Rate Increase	\$180 million
4. Funding for Full-time Faculty Hiring	\$70 million
5. Restoration of Categorical Programs	\$115 million
6. Professional Development	\$25 million
7. Economic and Workforce Development Program	\$25 million
8. Technical Assistance	\$5 million
9. Public Outreach - “I Can Afford College”	\$1.5 million
Request Total	\$741.5 million

- \$500 million for ongoing implementation of the adult education regional plans, which commence in July of 2015.
- One-time funds for deferred maintenance and instructional equipment.
- Restoration of Cal Grants to earlier levels.
- Guaranteed backfill for property tax losses.

12. Bill reminded Cabinet of the passage of AB 1522 ([attached](#)) which requires that those working part-time 30 or more days per year be eligible for one day of sick leave for each 30 hours worked up to 24 paid sick leave days annually. James will see if a legal advisory on AB 1522 is available from one of the firms with whom we contract for legal services.
13. Currently, our Catalog is posted on our web site as a pdf document consisting of the entire Catalog. In this form, the Catalog is of limited utility. Bill shared plans for a user friendly version of the Catalog to be posted on our web site. Uyen Mai, Director of Marketing and Communication, is working on this project with Eric Turner, Supervisor of Web and Portal Services, and they have a solution that is being pursued ([attached](#)). Cabinet agreed that this is a worthwhile project and supported the acquisition of the enabling software.
14. Bill shared the latest CEO Tenure and Retention Study from the Community College League of California ([attached](#)). Some of the results of the study were:
- Chancellors and Superintendent/Presidents stayed in their positions an average of 5.1 years in 2011 and 4.6 years in 2012.
  - Presidents of colleges in multi-college districts stayed an average of 4.2 years in 2011 and 4.3 years in 2012.
  - Of the 28 CEOs who left their positions in these two years, 5 left “under fire”, 13 retired, and 3 went out of state. The remainder moved to other CEO positions in California.
  - Diversity in ethnicity and gender remained high in California compared to the nation. The report gives statistics.
15. 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 (Support and Services - Audrey, 11/4)
  - c. Adult Ed Partnerships (Irene & Donna, 11/18)
  - d. Classroom Utilization Project (**Mike & Irene, 9/30**)
  - e. AP 4255, Dismissal and Readmission (Audrey, 10/28)
  - f. New Report Tracking FT Faculty Position Turnover (Irene, 10/7)
  - g. Methods to Reduce Student Accounts Receivable Debt (**Mike, 9/30**)
  - h. POD Process for Dispersing Conference & Travel Funds (James, 10/7)
  - i. AP 2105 - Election of Student Member (Audrey, 10/7)
  - j. AP 3560 - Alcoholic Beverages (**Mike, 9/30**)
  - k. Wait Lists (Irene, 10/7)
  - l. AP 6250—Budget Management (**Mike, 9/30**)
  - m. EEO Plan Review (James, 10/21)