



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*



March 24, 2015

George Bradshaw, Dean of Enrollment Management, attended for Audrey Yamagata-Noji.

1. Cabinet reviewed the [Faculty Position Control Report for 13-14](#) and [The Faculty Position Control Report for 14-15](#). The “Filling or Defunded Positions” title should read “Authorized Hires by Fund Type.” These reports keep track of hiring and funding status and assist with compliance with the Faculty Obligation Number. Cabinet will continue to review these reports quarterly.
2. The District and Faculty Association have reached tentative agreement on Option G of the 2016-17 Academic Calendar ([attached](#)). This version of the calendar will serve as the basis of discussions with CSEA 262 and 651 on the 2016-17 Work Calendar for those units.
3. Cabinet discussed AB 393 ([attached](#)) by Assembly Member Roger Hernandez for which Mt. SAC has written a letter of support. The bill will authorize grants to support Veterans Resource Centers at community colleges. A fact sheet on the bill is [attached](#).
4. Next Tuesday evening, March 31st, Mt. SAC will host the annual Joint Board Dinner which will bring together Board members and Superintendents from K-12 districts served by the college to meet with Mt. SAC Board members. The theme of the evening is Dual Enrollment and a detailed draft of the agenda is [attached](#) along with a draft PowerPoint ([attached](#)) Audrey, Irene, and their teams will present. Team members are Grace Hansen and George Bradshaw from Student Services and Jim Jenkins, Matt Judd, Joumana McGowan, and Marie Tyra from Instruction. Among the information shared will be and Assembly Bill 86 Update on our Adult Education Regional Consortium ([attached](#)), our consortium that is applying for a Career Pathways Trust Grant ([attached](#)), and an overview of the Governor’s January Proposal on Adult Education ([attached](#)). Our feeder high schools are quite interested in Dual Enrollment partnerships such as the potential for articulating the popular welding program at Fairvalley High School in the Covina Valley USD. See the [attached article](#) on this program recently published in the Tribune.
5. Mike shared a report ([attached](#)) on the acquisition of the 302 acre Lanterman property by Cal Poly Pomona. The location on Pomona Avenue just south of the intersection at Temple is quite convenient—maps are in the attachment. As this site is developed and integrated into Cal Poly, there may be opportunities for partnerships with Mt. SAC.
6. Cabinet was joined by Rosa Royce, Associate Vice Chancellor of Fiscal Services, to do a first review of draft documents for the 2015-16 Tentative Budget to be presented at the June 24th Board of Trustees meeting.

7. 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), who provided an analysis of the March 17th emergency preparedness drill ([see attached drill agenda](#)). Radio communication continues to be a problem, and Cabinet indicated that funding would be provided through New Resource Allocations. (See Item #15 below in this report.) During the drill, the Incident Management Team met by area of assignment in the Emergency Operations Center ([see attached diagram](#)). Karen and Jim noted to exemplary practice of our Health Center in providing medical supplies in storage sheds around the campus ([see attached map](#)).
8. Two Mt. SAC students, Candice Handjojo and Andrew Pastor, have been selected for the 2015 Phi Theta Kappa All-California Academic Team ([see attached letter](#)). Irene and Audrey will collaborate to assure that Mt. SAC is represented at the luncheon and award ceremony in Sacramento.
9. James shared with Cabinet a first draft of a guidance letter to managers ([attached](#)) to assist in following proper procedures when pursuing a temporary classification change or increase in hours for a staff member under their supervision. Cabinet agreed with the usefulness of such guidance and gave input.
10. Bill shared a communication ([attached](#)) with Economic Modeling Specialists International (EMSI) on their Career Coach system. Also available is a brochure on Career Coach ([attached](#)). The Career Coach system provides information on employment opportunities for a wide range of vocational occupations. This regional data includes salary ranges, job duties, and number of job openings. Irene and Audrey will share this resource with her teams, evaluate the potential for use of Career Coach for career counseling, promoting CTE programs, or other uses, and report back to Cabinet.
11. Bill shared a portion of the latest TechEdge newsletter ([attached](#)) from the Chancellor's Office which reports that the Education Planning Initiative group has selected Hobsons as their Education Planning Tools and Degree Audit System vendor. Currently, Mt. SAC uses DegreeWorks to run our Mountie Academic Plan (MAP) system of educational planning and degree audit. Bill reported that Hobsons is well known for a software package called Naviance ([link](#)) designed for career counseling with high school students. While Hobsons itself does not have a current college educational planning platform, earlier this year Hobsons acquired Starfish ([link](#)) which does have an educational planning tool called Starfish ADVISING ([link](#)).
12. Bill shared an update ([attached](#)) on Mt. SAC's Financial Literacy Initiative coordinated by Chau Dao, Financial Aid Director, Financial Aid Specialist Terrence Pratt, and ACES Director Diana Felix. The campuswide event last November drew 300 students. A similar event is planned for Spring 2015 and will be supported through \$3,000 in operating funds from the President's Office and \$1,000 in incentives from the Mt. SAC Foundation.
13. Cabinet discussed implementation of AB 1522, the Healthy Workplaces, Healthy Families Act 2014, and a summary and recommendations ([attached](#)) by Rich Lee, Payroll Manager. The

law entitles part-time employees to sick leave. Cabinet supports the recommendations on each aspect of implementation. Discussions with unions will be held to finalize these actions.

14. Mt. SAC has submitted its application ([attached](#)) for the “regional share” of the CTE Enhancement Fund, \$685,065. Mt. SAC is the lead college of a partnership among seven colleges. The collaborative will work together to provide training in HVACR, Heating, Ventilation, Air Conditioning, and Refrigeration.
15. Following up on the previous determination by Cabinet that \$1.3 million in one-time funds are available for New Resource Allocation in this fiscal year, 2014-15, Cabinet reviewed prioritized proposals from each team for final authorization. The list of one-time allocations is [attached](#).
16. The anticipated FTES Overcap Recalculation for 2013-14 has been postponed by the Chancellor’s Office from March 20 to early in April. Consequently, on April 21st Cabinet will make a determination of the amount of ongoing New Resource Allocations that might be available as well as considering one-time allocations to reduce year end positive variance. Cabinet continued with discussions of budget issues. It is anticipated that Cabinet will recommend to the Board of Trustees that our OPEB Trust funding will follow an ongoing strategy consisting of a \$2.5 M contribution from the General Fund to enhance the corpus of the Trust and that the annual cost of OPEB benefits will be covered by current year interest earned by the Trustee, supplemented by General Fund if the interest is insufficient. Bill also discussed ongoing needs in Marketing and Communications ([attached](#)).
17. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Emergency Response Plan Implementation (Karen Saldana, Fall 2015)
 - b. International Student Initiative-Support and Services (Audrey, 4/14)
 - c. Classroom Utilization Project (**Mike & Irene, Team Names and Update on 3/31**)
 - d. Methods to Reduce Student Accounts Receivable Debt (Mike, 3/31)
 - e. Joining Achieving the Dream (**ALL, 3/31**)
 - f. Dual Enrollment Offerings at Local High Schools (**Irene & Audrey, Next Steps on 3/31**)
 - g. Wait List Improvements and Reporting (ALL, 3/31)
 - h. Pomona College Promise (Bill, 3/31)
 - i. Faculty Position Control Report (Irene, 6/23)
 - j. Utility of EMSI Career Coach (Irene & Audrey, 4/7)
 - k. Ongoing New Resource Allocation (ALL, 4/21)