



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 8, 2015

1. Bill will visit San Diego Mesa College as chair of a Partnership Resource Team under the Chancellor's Office Institutional Effectiveness Partnership Initiative, IEPI ([link](#)). IEPI was established by legislation as Ed Code 84754.6 ([link](#)) and supported by state funding to provide technical assistance and professional development to colleges in four areas:
 - Accreditation status
 - Fiscal viability
 - Student performance and outcomes
 - Programmatic compliance with state and federal guidelines.Colleges request assistance in one or more of these areas, are provided \$150,000 to develop and implement an improvement plan, provided professional development through regional workshops, and given technical assistance through a series of campus visits from Partnership Resource Teams. The [attached](#) PowerPoint explains how these teams work.
2. Cabinet was joined by Barbara McNeice-Stallard, Director of Research and Institutional Effectiveness; Bob Hughes, Director of Enterprise Applications Systems; Don Sciore, Associate Dean of Instruction; and Joumana McGowan, Executive Dean of Instruction, to discuss the outcome of the presentations by Civitas ([link](#)) regarding their predictive analytics software and processes. The college is seeking to improve its ability to use data for decision making. (For those interested in more on the nature and use of predictive analytics, refer to the [attached paper](#) prepared by the RP Group.) In short, the group did not recommend contracting with Civitas. The group discussed possibilities for improving student success using enhanced predictive analytics. Ideas included doing more internal data analysis, attending conferences to identify new analytic and application methods, and doing a capacity-versus-need analysis before investing more time and effort in this endeavor.
3. Mike reported that the Food Court will complete construction in mid-November followed by move-in activities that would produce a mid-Winter Session opening. Seating projects indicate that additional outdoor seating would be needed at the site of the existing food services building after that structure is demolished. Analysis of such a project is in the works.
4. The Chancellor's Office, based on a recommendation by the state Academic Senate, is proposing a change in Title 5 § 53414 ([attached](#)) which will establish minimum qualifications for faculty counselors serving students with disabilities and for Learning Disabilities Specialists. The rationale for the changes is [attached](#). Audrey commented that Mt. SAC has been supportive of these changes.
5. Mt. SAC is working with representatives of Latino Literacy Now ([link](#)) to bring their Latino Book & Family Festival to Mt SAC. Audrey is working with the group to see if their logistical and facility needs can be met ([attached](#)).

6. Irene and Mike shared an update ([attached](#)) on the Classroom Utilization Project. The lead manager on this project is Mika Klein, Senior Facilities Planner. Room data has been reviewed with all academic deans. A status report is [attached](#). A consultant is working on updating the space inventory and producing cap-load-ratio data for all classrooms and labs. Utilization of labs generally meet space standards. Lecture rooms generally have seating less than the Title 5 standard of 15 sq ft per station. Several projects were identified to increase room utilization. The report summarizes challenges, however, Cabinet felt that solutions beyond those in the report were possible. A meeting will be held to explore options.
7. Bill is talking with representatives of the Helmsley Charitable Trust ([link](#)) regarding an initiative called Generation ([link](#)). The initiative targets hard core unemployed youth ages 18 to 24 and seeks to provide entry level employment. Financial support from foundations coupled with employer involvement and community college short-term training results in job placement. Several pilots are in place around the world including San Jose. The partner college there is San Jose Evergreen College, and the training programs are in Retail Sales and Certified Nursing Assistant. At this point, Bill's involvement is as a consultant.
8. Cabinet reviewed the quarterly report of overdue employee evaluations ([attached](#)). The large number yet to be completed is unacceptable. This is a serious matter not only because of the importance of evaluation in maintaining high standards but also because timely and thorough employee evaluation is required to meet Accreditation Standards. Next steps:
 - Each Vice President will meet with managers on their teams to emphasize the importance of getting these evaluations done and report back to Cabinet in three weeks.
 - James will continue offering training for managers on effective practices in employee evaluation, the next two trainings being 9/15 and 9/16.
 - James will also be available to visit departments and with individuals to ensure that evaluations are being conducted.
 - James discussed the recommendations of the Campus Equity and Diversity Committee that EEO hiring training be made available in 3 formats: online, in-person training through POD, and at departments as requested. HR is currently evaluating potential vendors for online training and is available to visit departments upon request, and will add this training on the POD calendar as well.
 - Cabinet will continue to monitor progress quarterly.
9. The American Association of Community Colleges (AACC) is spearheading a new initiative called the Pathways Project funded by the Gates Foundation. A description of the project is [attached](#). The purpose is to use research and successful pilot projects that have improved student completion and bring this work to scale across several states through the work of 30 leader colleges. Audrey and Irene will put a team together to produce the application and work with the Academic Senate and the Faculty Association to seek their guidance, involvement, and buy-in.
10. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Emergency Response Plan Implementation (Karen Saldana, 9/22)
 - b. Classroom Utilization Project (Mike & Irene, 11/10)
 - c. Dual Enrollment Offerings at Local High Schools (**Irene & Audrey, 9/15**)
 - d. Pomona College Promise (Bill, 9/29)

- e. Faculty Position Control Report (Irene, 10/6)
- f. Staffing Work Experience (**Irene & Audrey, 9/15**)
- g. New Resource Allocations, Round 2 (All, 10/13)
- h. Timely Employee Evaluations & Quarterly Cabinet Review (All, 9/29, 12/8)
- i. Text messaging (Mike, Yen & Vic, 10/23)
- j. AACC Pathways Project Grant (**Irene, 9/15**)
- k. Construction Project Quarterly Report (Mike & Gary, 12/1)