



## 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*



**November 3, 2015**

### **Cabinet meeting on November 10<sup>th</sup> will be limited to Board Agenda Review**

1. Cabinet reviewed the four 2017-18 Academic Calendar options under discussion ([attached](#)) and found Option B to be most favorable. This option starts Winter Intersession 2018 on Monday, 1/8/18, thus avoiding a start right after Winter Break. Option B starts Summer Session 2018 on Thursday, 6/21/18, which allows enrollment for summer to be counted in either 2017-18 or 2018-19. That summer start date gives only a few days to turn around Spring 2018 grades since Commencement will be on Friday, June 15.
2. Cabinet agreed that the District Team for the Faculty Association negotiations will continue to be led by Dean Jennifer Galbraith with team members Jemma Blake-Judd, Dean of Tech & Health, Meghan Chen, Dean of Library & Learning Resources; and as a resource, Rosa Royce, Associate Vice President of Fiscal Services. James Czaja will take a “sabbatical” from the District/Faculty Association negotiations to focus on the huge number of faculty hires that Cabinet has just authorized! The District Teams for negotiating with CSEA 262 and CSEA 651 will remain the same.
3. Cabinet discussed the budget for the Student Success & Support Program which is based on a Credit Allocation of \$6,971,468 and a Non-Credit Allocation of 1,682,227 for 2015-16. See the SSSP Credit Allocations ([attached](#)), SSSP Non-Credit Allocations ([attached](#)), and the SSSP Non-Credit Allocations Memo ([attached](#)). Audrey shared a DRAFT budget for the credit allocation ([attached](#)). The final budget will be based on the adopted Student Success & Support Plan, 2015-16. The following additional needs for funding were approved with amounts determined in the next draft budget.
  - Additional staff and support for High School Outreach
  - Additional staff and support for Pathways: basic skills acceleration, career advising for undecided students, cohorts/learning communities in academic majors. The need here include a Director of Student Preparation & Success plus two Education Advisors and two Counselors to move students into pathways aligned with their ed plans.
4. Cabinet discussed the planning and budgeting for Student Equity. See the Student Equity Memo from the Chancellor's Office ([attached](#)) and the Student Equity Allocation ([attached](#)) which for Mt. SAC is \$3,387,056 for 2015-16. We have an additional \$1,655,272 roll over from 2014-15. Audrey shared a DRAFT budget ([attached](#)) with the final budget to be based on the adopted Student Equity Plan which is still in development. Although we are on a tight time frame, instructions and templates have been disbursed across the campus to provide individuals and departments/programs the opportunity to submit specific activities designed to meet the needs of targeted student populations who are underserved and whose success has been disproportionate at the college. Audrey has been hosting a number of sessions to

meet with those who have questions or need clarification about completing the template. After input to the plan is received by November 13, a writing team will edit and the Student Equity Committee and the Student Preparation and Success Council will review and recommend approval of the plan to the Academic Senate and the Board of Trustees. Cabinet approved the following additional needs for funding with amounts to be determined.

- Additional staff and support for special populations including Emancipated Foster Youth and Dreamers.
- A full-time Equity Counselor
- Additional staff and support for the STEM Center.

5. Cabinet reviewed the prioritized list of full-time faculty for Fall 2016 ([attached](#)) which was forwarded from AMAC.
  - The hiring process for the top 27 positions will begin immediately.
  - We anticipate hiring nine full-time counselors, two from Credit Student Success funds, six from Non-Credit Student Success funds, and one from Student Equity funds.
  - Additionally, last year's list included a non-credit full-time faculty hiring in Adult Basic Education. This position will be hired for Fall 2016.
6. Mt. SAC recently received a letter ([attached](#)) from the U.S. Department of Education regarding Deferred Action for Childhood Arrivals (DACA). More than 680,000 individuals from countries all over the world have received DACA status since 2012. Nearly 1.5 million children and youth currently meet the DACA guidelines or will do so in the future. The letter, sent to colleges and universities nationwide, encourages institutions to support these young people as they come to college. Mt. SAC is proud to be a leader in support for those aspiring to be citizens of this great nation and to pursue their education to make a better life for themselves and to strengthen their contributions to their new country.
7. Bill shared a memo ([attached](#)) from Jim Jenkins, Dean of Humanities and Social Sciences, regarding Spring 2016 organization of our new General Education Cohorts. This paired-course/cohort system is part of our Pathways Initiative to build learning communities that strengthen student connection to the college, improve persistence and completion, and transform the learning experience for Mt. SAC students.
8. Continuing the Pathways discussion, Mt. SAC has been accepted into the AACC Pathways Project ([link](#)) funded by the Bill & Melinda Gates Foundation. The acceptance letter is [attached](#). Mt. SAC is one of 30 community colleges in the project from around the nation ([list attached](#)). Other California community colleges in the project are Irvine Valley College and Bakersfield College. Follow this [link](#) for a summary of the project.
  - The Pathways Team Facilitator will be Irene Malmgren.
  - The Pathways Leadership Team will be Irene Malmgren, Bill Scroggins, Audrey Yamagata-Noji, a Board of Trustees member, and two faculty leaders. This team will attend Pathways Institute #1 in San Antonio, Texas, on February 4-6, 2016.
  - A Pathways Core Team will be named to join with the Leadership Team for design and implementation of pathways.
9. Cabinet reviewed the 2015-2016 Education and Training Schedule ([attached](#)) published by the Accrediting Commission. Irene is working on having Mt. SAC teams attend appropriate training sessions.

10. Cabinet reviewed an update ([attached](#)) from Madelyn Arballo, Dean of Continuing Education on our Adult Ed Regional Consortium. The state-required governance template ([attached](#)) has been completed. Mt. SAC is fiscal agent, and co-chairs are from Mt. SAC (Madelyn) and Rowland USD (Rocky Bettar). The consortium approved the 2015-16 budget ([attached](#)) on October 26<sup>th</sup>.
11. Cabinet approved the revised 2014-17 Equal Employment Opportunity Plan ([attached](#)). This plan will be sent to President's Advisory Council as an information item and then to the Board of Trustees for adoption.
12. Cabinet reviewed actions taken by the Governor ([attached](#)) to sign or veto bills approved at the end of the last legislative session.
13. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Dual Enrollment Offerings at Local High Schools (**Irene & Audrey, 11/17**)
  - b. Staffing Work Experience (**Irene & Audrey, 11/17**)
  - c. Text messaging (Mike, Yen & Vic, 12/8)
  - d. BP & AP 3700—Social Media (AMAC response: Audrey & Irene, 12/1)
  - e. EV Charging Stations (**Mike, 11/17**)
  - f. Next Steps on the Foothill Transit Center (**Mike, 11/17**)
  - g. Follow Up on Ergonomic Accommodations (Mike & James, 12/1)
  - h. Review of Student Equity Plan & Budget (**Audrey, 11/17**)
  - i. ROI/CE Pilot Study (Barbara, Irene & Audrey, Late Spring 16)
  - j. Role of Supervisors (All, 12/1)
14. Quarterly Reports to Cabinet
  - a. Emergency Response Plan Implementation (Karen Saldana, 1/10)
  - b. Classroom Utilization Project (Mike & Irene, 12/15)
  - c. Faculty Position Control Report (**Irene, 11/17**)
  - d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 12/8)
  - e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 12/1)
  - f. IT Projects Quarterly Report (Mike & Vic, 12/1)