



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*



December 1, 2015

1. Bill shared a communication ([attached](#)) from UC President Janet Napolitano extending the deadline for transfer applications to January 4, 2016 for UC admission in Fall 2016. A flyer announcing this change is [attached](#). This is another in a series of actions by President Napolitano to establish a closer working relationship with California Community Colleges. Great to see this happening!
2. Vice Chancellor Pam Walker has issued her monthly newsletter ([attached](#)). Cabinet discussed the possibility of Mt. SAC using the Career and Technical Education Management Application, CATEMA ([link](#)), which tracks articulated high school courses, to facilitate the granting of college credit upon enrollment at a community college.
3. Cabinet discussed the Spring 2016 Flex Day breakouts ([attached](#)). Also noted were the General Session presentations on *Culturally Responsive Practices in the Classroom* and *Becoming a Veteran Friendly Campus*. It was agreed that a 5 minute update on accreditation was also needed as part of the General Session.
4. The quarterly status report ([attached](#)) on the currency of employee evaluations was discussed. The report shows 196 evaluations that are due but have not yet been completed, and 55 of these are overdue by a year or more (highlighted in yellow on the attached report). Over the last year, HR has held management workshops on employee evaluation, and the Vice Presidents have worked with their teams to get evaluations done on time. Going forward, **Bill will send emails to individual managers to emphasize the importance of staying current on evaluations. James will follow up with each manager to offer assistance in the employee evaluation process.**
5. Cabinet reviewed the PowerPoint presentation to the Board of Trustees ([attached](#)) on the 2015-16 Student Equity Plan. The Student Equity budget summary in the form of the Activity and Ongoing Funding Log ([attached](#)) was also discussed. Cabinet discussed the importance of identifying, recruiting, and tracking those students who are part of support pathway programs and the importance of the leaders and staff of those programs to coordinate their efforts.
6. For the quarterly report on grants, Grant Director Adrienne Price presented a summary ([attached](#)) of two planned grant submissions. Just received today was the opportunity to seek Chancellor's Office grant funds for operating the state Alternate Text Production Center (ATPC) project. For more information, see the ATPC web site ([link](#)). For information on the grant, follow this [link](#). **Audrey and Grace Hanson will evaluate the feasibility of applying for the ATPC grant.**
7. Irene reported that the spring emergency preparedness drill will be on Thursday, March 17th and will feature a multi-faceted disaster drill throughout a significant sector of the campus.

8. Cabinet was joined by Yen Mai, Director of Marketing & Communication, and Vic Belinski, Chief Information Officer, to discuss the use of text messaging to communicate with students. Cabinet is interested in the use of texting to send messages to students in emergencies, for meeting deadlines for financial aid eligibility, and for enrollment priority information. Yen reported that emergency text communication is allowed on an “opt out” basis if certain requirements are met. This means that Mt. SAC can utilize such messaging by giving the students the opportunity to be removed from such texting lists. However, texting for financial aid and enrollment information must be on an “opt in” basis. This means that students must take action to be included on such texting lists. Yen described how the opt in system would work. Vic described the technology to implement mass texting. He recommended that different messaging systems be used for emergencies than for financial aid/enrollment to avoid confusion. The system we currently use for emergency notification ([link](#)) has about 7,000 students signed up and is opt in. Our CCCApply system has collected about 8,000 text message phone numbers this year from students who have agreed to receive text messages. Cabinet discussed including in orientation the opportunity for students to opt in to text messaging. **Yen and Vic will continue to lead this effort by working with affected programs and by developing a draft Administrative Procedure for sending text messages to students.**
9. James provided the weekly update ([attached](#)) of active searches for open positions.
10. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 1/19)
 - b. Staffing Work Experience (Irene & Audrey, 1/19)
 - c. Text messaging (Mike, Yen & Vic, 2/9)
 - d. EV Charging Stations (**Mike, 12/15**)
 - e. Next Steps on the Foothill Transit Center (**Mike, 12/15**)
 - f. Follow Up on Ergonomic Accommodations (James, 1/19)
 - g. Student Media Rights (Bill & Yen, 2/9)
 - h. Shared Calendar for Student Services & Instruction (**Irene & Audrey, 12/15**)
 - i. Review New and Modified BPs & APs from CCLC (**Bill, 12/15**)
 - j. Alternate Text Production Center grant (**Audrey & Grace, 12/15**)
11. Quarterly Reports to Cabinet
 - a. Emergency Response Plan Implementation (Karen Saldana, 1/12)
 - b. Classroom Utilization Project (**Mike & Irene, 12/15**)
 - c. Faculty Position Control Report (Irene, 2/15)
 - d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 3/15)
 - e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 3/8)
 - f. IT Projects Quarterly Report (Mike & Vic, 3/8)
 - g. Grants Quarterly Update (Irene & Adrienne, 3/15)