



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 3, 2013

1. Cabinet met via phone conference with representatives from Antarctica Capital ([link](#)), a private equity firm. Representatives on the line were Dan Weinstein, Managing Director in the LA Office, and Greg Day of their New York office. This firm specializes in public-private partnerships and is exploring the possibility of making private equity available to Mt. SAC to construct and operate our planned Parking Structure and perhaps other ventures such as student housing. During this exploratory conversation, Cabinet shared information about the college, our facility plans and accompanying financing, and some of the constraints imposed by California law related to public-private partnerships. These two representatives will join Cabinet next week for an on-campus visit. If the discussions proceed to the point of a possible relationship, the Board of Trustees will be asked at next Wednesday's Board meeting to form a committee to guide future discussions.
2. Mike reported that two companies, [Heartland Payment Systems](#) and [Nelnet Education Planning & Financing](#), have been asked to provide demonstrations of their respective student refund system and payment plan system. The demonstrations will take place in early January to a diverse audience of thirteen Mt. SAC folks ([list attached](#)).
3. Cabinet discussed a proposal to provide enhanced college-level administrative support for student internships through work experience. Many academic departments currently offer internships to students majoring in their areas, but our current college-level support system for student internships is limited. Cabinet noted that the Career & Transfer Center ([link](#)) currently assists students in finding internships opportunities. [A draft strategy for an enhanced student internship support system is attached](#). Administrative oversight would be coordinated through the Instruction Office in a manner yet to be determined, but significantly beyond the current level of support ([link](#)). The system would potentially utilize classified coordinators to assist in contacting businesses, handling paperwork, and coordinating with faculty teaching the work experience courses. Two such part-time coordinators are working in this capacity now. Part of the value added would be increased relationships with area businesses who might be interested in supporting the college through our Foundation. Irene noted that several PIE reports have requested additional support for internships. **Irene will put together a task force to pursue this idea with the goal of creating a process which could be funded in the next budget cycle.**
4. James shared thoughts about how HR, Payroll, and supervisory managers could work together on shift differential status of employees, electronic leave requests, and leave accounting. Because shift differentials trigger a change in compensation, it is important that a clear, timely process be in place. The goal is to develop a process for capturing employee shifts upon initial hire, for timely notification to HR/Payroll of employee shift changes, and

for regular auditing of employee shifts. James and Mike will put together a group to explore improvement of the shift differential process.

5. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 3/18)
 - b. Employee Wellness Program (Karen Saldana, 1/14)
 - c. Emergency Response System (Mark DiMaggio & Karen Saldana, 1/14)
 - d. International Student Initiative (Audrey & Irene, 1/21)
 - e. Adult Ed Partnerships (Irene & Donna, 1/21)
 - f. Executive Information System (Vic, Daniel & Irene, 1/29)
 - g. New Reading Competency Assessment (Audrey, 12/10)
 - h. Social Media Guidelines (CB Brown, 1/14)
 - i. Student Payment Plan Options (Mike, 1/28)
 - j. Presidents' Sustainability Commitment (Bill, Mike, Irene, 1/28)
 - k. Student Internship Administrative Support (Irene, 1/21)
 - l. Shift Differential Process (James & Mike, 3/18)