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*

MT. SAC
Mt. San Antonio College

June 17, 2014

1. Cabinet discussed alignment of planning and budgeting cycles. The attached draft planning timeline shows some intersections with the budget process. The attached budget calendar shows some potential additions for dates of budget approval. Irene will combine these working documents into a side-by-side format that will be reviewed this fall by PAC and IEC.

2. Bill shared information from Math Professor Matt Munro on student success in one cohort of the Math Pathways to Transfer, an accelerated offering of Math 50/51/71. Improvements in success rates are very encouraging. See attached chart. Data on other cohorts is coming.

3. Irene reported on the pilot project to offer a Study Abroad cohort for the second half of the Fall 2014 Semester. Cabinet had previously agreed to the proposal to expand Study Abroad beyond winter and summer intersessions if at least 20 students enrolled. Unfortunately, only 13 students have enrolled at this point (attached memo).

4. Irene requested replacement of the Arts Division Coordinator, a 21 LHE-70% faculty load, with an Associate Dean. Bill shared a letter (attached) from Arts Division department chairs supporting the move. Irene proposed that this position also include responsibility for coordinating Student Learning Outcomes and related tasks required to maintain accreditation. Cabinet approved the position, and given the time of year, authorized a search for an interim pending a full search for a permanent Associate Dean later in the year.

5. Cabinet continued the discussion on the need for coordination of student internships. The group felt that the best approach at this time would be to seek a faculty coordinator who could work with departments whose faculty currently have successful internship programs and then develop a strategy for campus wide coordination, curriculum development, and administrative assistance. The expectation remains that a Director would be sought after a year of such developmental work. Irene will pursue the approval and selection of a Student Internship Faculty Coordinator for 2014-15.

6. Cabinet discussed the Classroom Utilization Project. The purpose is threefold: 1) collect data on actual numbers of student stations and validate classroom maximum occupancy data in Banner. 2) Evaluate the extent to which existing numbers of student stations meet Title 5 standards for space utilization and make adjustment were feasible. 3) Create and utilize a report showing Cap Load Ratios for all classrooms, lecture and lab. (Cap Load Ratios are one of the factors that determine our eligibility for state school facility bond money.) Mike reported that the collection of data on classroom student stations is underway and that software that would allow the scheduling of all campus rooms for events and for classes is in the acquisition process.

7. Cabinet was joined by Vic Belinski, Chief Technology Officer, to discuss the campus initiative to improve document imaging, storage, and retrieval plus conversion of forms to web based, electronic signature format. Vic reported that, through a competitive process, Hyland Software, Inc. was chosen as the vendor to provide these services through their OnBase enterprise content management system. In 2010 Hyland Software acquired Hershey Systems, and its product, Singularity, which the college currently uses for document imaging. The two projects, document imaging and electronic forms, will take many years to fully accomplish. Priority areas for the first phase will be DSPS, Veterans, and Transcripts, the latter including transcript exchange through eTranscript California.

8. Bill shared the agenda (attached) from last week's annual meeting of the San Gabriel Valley Economic Partnership on whose board Bill serves. The Partnership has, as part of its mission, "the continued successful economic development of the San Gabriel Valley." Bill related discussions with Partnership staff regarding the role that Mt. SAC can play in this effort. Bill reported on the presentation made at the annual meeting by Richard Verches, Executive Director of the L.A. County Workforce Investment Board, the WIB which represents the communities served by Mt. SAC. Several LACOWIB projects present opportunities that Mt. SAC will pursue.

9. Cabinet discussed the continued delay in the renewal of Mt. SAC's application to continue issuing I-20 forms for our international students through the Student and Exchange Visitor Information System (SEVIS). We may need to ask one of our Congressional Representatives to send an official inquiry to U.S. Immigration and Customs Enforcement (ICE). Cabinet also expressed interest in continuing the dialog with AmLa and ESL faculty regarding an accelerated cohort model of delivering our existing curriculum that enables international students to acquire college level academic English fluency. Irene will discuss the creation of such a workgroup at a future AMAC meeting.

10. James gave an update on the creation of an online tool to track shift differentials worked by classified staff. There is agreement on the basic elements of such a tool, but workload issues have delayed implementation with IT.

11. James reported the need to change hourly compensation rates to comply with the increasing minimum wage. Cabinet approved the attached changes.

12. Cabinet approved an Immediate Needs Request (attached) from the Ag Department for animal feed due to the loss of grazing land as a result of construction and dirt relocation.

13. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**:
    a. Emergency Response Plan Implementation (Karen Saldana, 8/26)
    b. International Student Initiative (SEVIS & AmLa - Audrey & Irene, 9/9)
    c. Adult Ed Partnerships (Irene & Donna, 8/26)
    d. Executive Information System (Vic, Daniel & Irene, 8/12)
    e. New Reading Competency Assessment (Audrey, 8/26)
    f. Classroom Utilization Project (Mike & Irene, 7/29)
    g. AP 4255, Dismissal and Readmission (Audrey, 8/26)
    h. EEO Plan and Hiring Process Changes (**James, 6/24**)

i. Review "Authorization to Expend" requests (**6/24, Mike & Rosa**)
j. Review New Report Tracking Vacant FT Faculty Positions (**Irene & Rosa, 6/24**)
k. Draft planning and budgeting timeline (Irene, 7/29)
l. Transparency of prioritization of IT and Research projects (Mike, Irene (7/29)