



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*



February 2, 2016

1. Cabinet discussed the February First Monday newsletter ([attached](#)) from Chancellor Brice Harris.
 - The 2015 State of the System Report ([attached](#)) shows in dramatic graphical representations the depth of the Great Recession and the strong ongoing recovery. One surprising fact was the increase in statewide degrees and certificates from 142,326 to 200,795 over the last four years.
 - Also included is the System Strategic Plan ([attached](#)) on which the Chancellor reported accomplishments in just about every area. (Read the red portions for progress updates—which are a bit optimistic in my opinion.)
2. With the passage last fall of SB 707, the Gun-Free School Zone Act ([attached](#)), we will need to revise our Weapons on Campus policies and practices: both BP 3530 ([attached](#)) and AP 3530 ([attached](#)). **Mike will work with Dave Wilson to get this done.**
3. Irene reported that while Winter Intersession showed good growth, Spring enrollment is off to a slow start. Rough numbers reported from a few other colleges ([attached](#)) show that enrollment growth will be a struggle throughout the state. Mt. SAC is still targeting 3.2% growth for 2015-16 which will be important to meet fiscal obligations for 2016-17 as Mike pointed out in the [attached](#) rough revenue/expenditure draft. The meager 0.47% COLA will provide just \$700,000 to Mt. SAC next year. So even with the anticipated growth, we will need to control costs and maximize other revenue just to stay close to making ends meet for 2016-17.
4. Cabinet reviewed a summary ([attached](#)) of survey results from Phi Theta Kappa on student opinions on our evening instructional and support services. (The full survey results are also [attached](#)). Cabinet discussed expanding evening food services, varying ways to provide evening counseling, and offering more general education courses at night.
5. Audrey reported that the college is getting ready to reapply for our AANAPISI Title III Part F grant ([link](#)). (AANAPISI is Asian American, Native American, Pacific Islander Serving Institution.) See the [attached timeline](#).
6. A Request for Application ([attached](#)) has just been released for new grant awards in the California Community Colleges Basic Skill and Student Outcomes Transformation Program. The announcement memo ([attached](#)) summarizes the purpose of the grants which are based on the \$60 M in one-time basic skills innovation funds in the 2015-16 budget. This level of funding will provide \$1.5M grants to 40 colleges. Workshops have been announced ([attached](#)).
7. Vic Belinski and Monica Cantu joined Cabinet to give an update on implementation of the OnBase software ([link](#)). The discussion centered on the possibility of using *imerge Consulting* ([link](#)) which was represented at the meeting by partner James Just.

8. Cabinet discussed the Governor's proposed Zero-Textbook-Cost Associate Degree Grant Program, funded one-time at \$1 M in 2016-17, for which budget act language has just been released ([attached](#)).
9. Mike reported that his staff has completed the planning phase for a project that would implement Electric Vehicle Charging Stations in groups of 10 in six locations on campus. The charging units will accommodate all major electric vehicle brands, and a software solution has been identified to provide for fee-based access to the stations for the general public and free or low cost access for staff and students. Internal processes must still be developed and approved to govern the use of the stations and identify the fee for access. Installation of the first set of 10 in Lot B is set for late spring to early summer. Others will be installed within one year, tied to adjacent projects to reduce installation costs and to prevent re-work. The estimated average cost of the units with infrastructure is \$10,000. One time and ongoing cost budgets for software and maintenance of the units is still under consideration. The [attached drawing](#) shows the recommended locations of the charging stations.
10. Mike reported that the initial site study phase for the Foothill Bus Transit Center is complete. Staff met with representatives from Foothill Transit last week to discuss the site in the area north and west of Welding and HVAC (Building 69). Foothill agrees that this is the best site, and is ready to move the project forward. A memorandum of understanding is being developed to identify roles and responsibilities throughout the planning, design, and construction phases. The MOU will also identify adjacent development that will be funded by Foothill. The date for Board approval will be April 11, pending negotiation and legal review of the MOU. A project specific Environmental Impact Report will be required, with Mt. SAC as the lead agency. All planning, design, and construction costs will be paid by Foothill. The planning phase can begin once the MOU has been approved by both governing boards. The [attachment](#) shows the location as tentatively approved.
11. Audrey and Irene discussed having a shared calendar for student services and instruction to coordinate dates for items such as catalog and class schedule development, orientation, and assessment as well as aligning activities with overlapping responsibilities such as high school outreach, dual enrollment, and work experience.
12. Cabinet discussed Mt. SAC's participation in the CCCC Registry's January 30th Job Fair at the LAX Hilton, greatly appreciating the 40 folks who participated ([list attached](#)). Special thanks to Print Services, HR staff, and especially HR Analyst Zaira Jimenez, who spearheaded the logistics for the College this year. Audrey shared the Student Services job flyer ([attached](#)) advertising five current job openings and twenty one future jobs. Wow!
13. James shared the latest update ([attached](#)) on active searches for job openings. James also shared the upcoming EEO training schedule ([attached](#)) for those serving on hiring committees. There are also two training sessions for EEO Monitors. Classified staff in particular are encouraged to attend.
14. Cabinet reviewed the 2015 Annual Performance Report for our Tile V HSI grant ([attached](#)).
15. Cabinet discussed progress on the expansion of work experience ([attached](#)). This work is jointly directed by Jemma Blake-Judd, Dean of Tech & Health, and Ivan Pena, Director of the Career & Transfer Center, and is coordinated by Rachel Brown in Instruction.

16. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):

- a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 4/19)
- b. Text messaging (**Mike, Yen & Vic, 2/9**)
- c. Next Steps on the Foothill Transit Center (Mike, 4/19)
- d. Follow Up on Ergonomic Accommodations (James, 2/16)
- e. Student Media Rights (**Bill & Yen, 2/9**)
- f. Shared Calendar for Student Services & Instruction (Irene & Audrey, 2/16)
- g. On-Boarding New Developmental Education Students (Audrey & Irene, 2/16)
- h. AP 3540—Sexual and Other Assaults on Campus (Carolyn Keys, 2/16)
- i. AP 5020—Non-resident Tuition (Mike, 2/23)
- j. AP 5530—Student Rights and Grievances (Audrey, 2/23)
- k. BP/AP 3530—Weapons on Campus (Mike & Dave, 4/12)

17. Quarterly Reports to Cabinet

- a. Emergency Response Plan Implementation (Karen Saldana, 4/19)
- b. Classroom Utilization Project (Mike & Irene, 3/22)
- c. Faculty Position Control Report (Irene, 2/16)
- d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 3/22)
- 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, 3/22)
- h. Expansions of Work Experience (Irene & Audrey, TBA)