



## 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*



**April 12, 2016**

**Peter Parra attended for James Czaja who is on leave.**

**Rosa Royce attended for Mike Gregoryk who is on vacation.**

1. The college has received a letter ([attached](#)) from the Accrediting Commission for Community and Junior Colleges (ACCJC) confirming that our next evaluation visit will be Monday through Thursday, March 6-9, 2017.
2. Our accreditation visit will likely occur in the midst of a two-pronged effort by Community College CEOs to simultaneously reform ACCJC and to take steps to secure another accrediting body, most likely the Senior Commission of the Western Association of Schools and Colleges ([link](#)). The CEO Board has formed two work groups—one for each of the two projects. The [attached document](#) gives the purpose and membership of each. I will be a member of the second group.
3. Reacting to a resolution adopted at the March 22<sup>nd</sup> meeting Board of Governors ([attached](#)) that supported the two directions recommended by CEOs, the ACCJC issued a statement ([attached](#)). Commission Chair Steve Kinsella, President of Gavilan College, is quoted in this document, stating:  
“By policy, ACCJC relies on communications with the institutional CEOs to discuss matters of policy and practice. The CEOs will provide the broad perspective needed to help ACCJC continue its work to make appropriate changes....”
4. Cabinet reviewed the April *First Monday* newsletter ([attached](#)) from Chancellor Brice Harris.
  - The Chancellor commented on the accreditation matters described above.
  - New hires of under-represented minority (URM) full-time faculty increased from 21% last year to 26% this year, and the total faculty URM increased from 22% to 24%.
  - With Chancellor Harris retiring on April 1<sup>st</sup>, Deputy Chancellor Erik Skinner has been appointed as Acting Chancellor.
  - The new CCC Professional Learning Network ([link](#)) allows access to content related to professional development and student success. The site is currently in a "soft launch" mode and will be officially unveiled later this month.
5. Cabinet was joined by Yen Mai, Director of Marketing and Communication, to discuss a proposal for a celebration of Mt. SAC's 70<sup>th</sup> anniversary. The proposed timing for the event is Saturday, November 5, 2016, from about 9 a.m. to 4 p.m. This date is suggested to avoid September heat, to be early enough to not impact Thanksgiving festivities and the 3-day Veteran's Day weekend, and not to conflict with any major college events. (There is a football game that day at L.A. Harbor College at 6 p.m.) Cabinet provided feedback on the types of activities that would be appropriate.
6. Cabinet gladly accepted an invitation ([attached](#)) from Faculty Association President Eric Kaljumägi to attend the following upcoming FA events:
  - FA Open House (in the FA Office), 11 a.m. to 7 p.m. on Tuesday and Wednesday, April 19<sup>th</sup> and 20<sup>th</sup>

- Retirement/Tenure Tea (in Founders Hall), 11:30 a.m. to 1 p.m. on Tuesday, May 17<sup>th</sup>
  - FA Student Achievement Awards (in Founders Hall), 9 a.m. to 11 a.m. on Saturday, June 4<sup>th</sup>
7. Cabinet approved an Immediate Need Request ([attached](#)) for \$78,800 to implement the latest version of TracDat that the college uses for program review and student learning outcomes.
  8. This spring's Town Hall meeting will be on Wednesday, May 18<sup>th</sup>, with sessions at both 9 am and 2 pm in the Design Technology Center Auditorium. Planned topics include:
    - Campus Public Safety
    - The AACC Guided Pathways Project
    - An Accreditation Update
    - Summary of the May Revision of the 2016-17 State Budget
  9. Cabinet discussed the placement of holds on student ability to register for classes. A number of departments on campus have such authority including the Bursar's Office, Library, Bookstore, Financial Aid, and Health Center. Cabinet discussed issues related to student holds on registration and formed a work group to follow up: Bob Hughes, Rosa Royce, George Bradshaw, Joumana McGowan (convener), and Sheree Culross. The Group will produce a list of all such holds, their "owner," and the criteria for placing the hold. Alternatives will be explored including a minimum threshold to impose a hold and using transcript holds instead of registration holds for some purposes.
  10. Irene reported on progress made with the Room Utilization Project. A pilot is underway to restructure a selection of classrooms to meet the Title 5 standard of one student desk per 15 square feet of room space while continuing to meet teaching needs.
  11. Peter shared the latest update ([attached](#)) of progress on filling vacant positions.
  12. Peter also shared the list ([attached](#)) of newly authorized positions to add to the list of active searches. Cabinet discussed the importance of achieving increased diversity when filling these vacant positions and brainstormed ways to make such an improvement including posting vacancies to a breadth of sources, including the ability to serve diverse students more explicitly in job qualifications, more active review of screening questions to delve deeply in such a requirement, and orienting screening committees such that more non-traditional applicants are interviewed.
  13. Bill shared a letter ([attached](#)) supporting compensation for 15 to 20 Mt. SAC student interns serving the Summer Science Exploration Experience, S2E2 ([link](#)), the summer camp for middle school students. This STEM teacher preparation program is approaching its last year of funding from the National Science Foundation, and this college support of \$13,000 to \$17,000 will help to institutionalize the effort. My thanks to fellow chemists Dr. Iraj Nejad and Dr. Charlie Newman for all their work to bring this program to Mt. SAC and the youth of our community.
  14. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
    - a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 5/3)
    - b. Text messaging (Mike, Yen & Vic, 5/10)
    - c. Next Steps on the Foothill Transit Center (**Mike, 4/19**)
    - d. On-Boarding New Developmental Education Students (Audrey & Irene, 5/3)
    - e. AP 3540—Sexual and Other Assaults on Campus (Carolyn Keys, 5/10)

- f. AP 5530—Student Rights and Grievances (Audrey & Carolyn, 5/10)
- g. BP/AP 3530—Weapons on Campus (**Bill, 4/19**)
- h. AP 3710 Filming and Photography (Bill & Yen, 5/10)
- i. Student Holds: Establishing, Communicating, Clearing (Joumana, 6/7)
- j. Update on Classroom Technology Standards (Mike, Vic, Bill Eastham, 6/7)
- k. Budget Retrenchment for 2016-17 (ALL, 5/3)
- l. College Information in Mandarin and Spanish (All, 5/3)

15. Quarterly Reports to Cabinet

- a. Emergency Response Plan Implementation (**Melonee Cruse, 4/19**)
- b. Classroom Utilization Project (Mike & Irene, 7/12)
- c. Faculty Position Control Report (Irene, 8/16)
- d. Timely Employee Evaluations & Quarterly Cabinet Review (**All, 4/19**)
- e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 6/7)
- f. IT Projects Quarterly Report (Mike & Vic, 6/7)
- g. Grants Quarterly Update (Irene & Adrienne, 6/21)
- h. Expansion of Work Experience (Irene & Audrey, 6/21)