



## 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* • Peter Parra, *Interim VP of Human Resources*



**June 28, 2016**

1. Cabinet discussed a recent article ([attached](#)) summarizing research that shows high school grade point average to be a better predictor of success in basic skills classes than results of standardized assessment tests. This discussion is related to the Common Assessment Initiative ([link](#)). See the April 19 Cabinet Notes ([link](#)). Common assessment was implemented under SB 1456 ([link](#)) and Title 5 §55518 et seq ([link](#)). Use of the new assessment instruments is required as a condition to receive Student Success and Support (SSSP) funding if the college continues to use assessment tests for placement in Math, English, and ESL. If Mt. SAC is to continue using assessment tests for placement, then we must adopt the new common assessment instruments by Spring 2017 and implement them by Fall 2017. Cabinet discussed the alternative of not using standard assessment tests but rather doing placement using factors such as high school GPA, level of and grades for Math and English courses taken in high school, and the recency of taking those courses, so-called “multiple measures.” To explore this possibility, Cabinet formed the Multiple Measures Task Force and named Jim Jenkins, Matt Judd, Jim Ocampo, Francisco Dorame, and Barbara McNiece Stallard as members. Audrey and Irene will bring this issue to AMAC and suggest faculty appointees Michelle Dougherty, Michelle Sampat, and David Beydler.
2. Cabinet discussed an article ([attached](#)) summarizing data released by the U.S. Department of Education’s Civil Rights Data Collection ([link](#)) drawn from surveys of the 95,000 public schools in this country. The main points:
  - 6.5 million children were chronically absent from school, missing 15 or more days of school.
  - 850,000 high school students didn’t have access to a school counselor.
  - 1.6 million students went to a school that employed a sworn law-enforcement officer, but no counselor.
  - 800,000 students were enrolled in schools where more than 20% of teachers hadn’t met state licensure requirements.
  - Black children represent 19% of all preschoolers, and 47% of preschoolers who were suspended.
3. Cabinet was joined by Yen Mai, Director of Marketing and Communication, and Vic Belinski, Chief Technology Officer, to discuss the implementation of text messaging to students ([report attached](#)). After a successful launch for texting students about financial aid deadlines, the next phase will involve texting regarding registration and enrollment. Cabinet agreed that a separate “opt out” message is not needed, that it will be important to have live links in the messages so that students can act immediately, and that a “missed registration appointment” message should be sent as well. As for future enrollment related messages, the “you’ve got a registration hold” message needs to wait for changes recommended by our Student Hold Work Group, the “not completed orientation” text message is not needed as this is handled separately, and the “your wait list request is now ready for enrollment” message, although critical and a priority, needs to be automated before it can be implemented.

4. Bill shared an article ([attached](#)) citing evidence that many undocumented California community college students are not taking advantage of grants available to them, particularly Dream Act Cal Grants. Audrey shared information ([attached](#)) that almost 1000 Dreamers apply to Mt. SAC each year, that 86% of those who applied were awarded CalGrants (174 of 203 this year), and that over the last three years 22 Dreamers were awarded a total of \$325,000 in scholarships from our great new partner TheDream.US ([link](#)).
5. Cabinet was joined by Adrienne Price, Grant Director, who provided the quarterly update on grants ([attached](#)). Cabinet reviewed and discussed the report.
6. Audrey presented a report ([attached](#)) on the implementation of Title 5 §58621 ([attached](#)) which states that students will lose their BOG fee waivers if they are on probation for two or more semesters. Enforcement will begin with students enrolling for this Fall 2016 semester. Mt. SAC has been notifying students of this change since last year. About 700 of our students will lose their BOG fee waivers. Audrey described the appeal process. Cabinet agreed that this policy and procedure should be included in a BP and AP. Audrey will bring this issue to AMAC.
7. Cabinet discussed Board Policy 3507—Use of Force ([attached](#)) and the related Public Safety Policy 300 ([attached](#)) which is taken from the policy manual used by Public Safety and provided by Lexipol ([link](#)), a national provider of such policy compilations. As Mt. SAC Public Safety moves toward POST certification as a police department, the adoption of such a policy manual is necessary. Cabinet discussed the process for campus discussion on policies and procedures related to use of force by Public Safety. Cabinet agreed that this matter should be brought to President's Advisory Council to form a work group to guide the campus discussion and recommend the course of action on policy and procedure changes. Town Hall meetings will be held during the coming year to provide information and define issues, to respond with an analysis of those issues, and then to sunshine the draft BP and AP before presentation to the Board of Trustees.
8. Bill shared an update ([attached](#)) on discussions by the LA/Orange County Regional CTE Consortium on a governance model to implement the Strong Workforce Initiative ([see trailer bill](#)) and the \$200 million in on-going funding to begin in the 2016-17 fiscal year. This bill indicates that 60% of this funding will go directly to colleges, and 40% will go to Regional Consortia to distribute to colleges based on a regional plan. Consequently, the governance structure to be used by the consortium for the adoption of this regional plan is critical. Cabinet discussed the implications of the draft governance structure for the Regional Consortium. Bill also shared information from the Chancellor's Office ([attached](#)) on regional planning. The role of the Chancellor's Office in regional planning will need to be monitored diligently.
9. Mike shared a report ([attached](#)) on the use of the Mt. SAC Class Pass. Our MOU with Foothill Transit specifies that we will "pass through" the fees collected from students each semester (\$9 full-time, \$8 part-time) as our payment for the program. The report shows that \$482,134 in fees were assessed and \$466,755 was collected and paid to Foothill Transit. The cost per ride is estimated by Foothill Transit to be \$0.60, and with 853,802 rides taken, this equates to a total estimated cost of \$512,281. Going forward, discussions with Foothill Transit will take place to renew our agreement. Mike will handle this for the college, and the payment to Foothill Transit will certainly be a feature of these negotiations. There is also interest on the part of Mt. SAC to include non-credit students in the plan.

10. Cabinet discussed the possibility of bringing in contracted services to expand marketing for attracting new students and to facilitate the implementation of the redesign of our web site. Bill will work with our team to develop an RFP for these services. The team will include Yen Mai, Director of Marketing and Communication; Eric Turner, Supervisor of Web & Portal Services; Teresa Patterson, Director of Purchasing; Dale Vickers, Assistant Chief Technology Officer; Don Sciore, Associate Dean of Instructional Services; and Andi Sims, Director of Student Life.
11. Cabinet discussed the U.S. Department of Labor's America's College Job Driven Promise Grant ([attached](#)) and the analysis by Adrienne Price ([attached](#)). This is a large grant with a great deal of potential which requires a great deal of work and commitment by several partners. Bill discussed preparation for the grant application which will focus on the health careers pipeline and Mt. SAC's involvement in the Convergence project. Bill summarized contacts with partners to date. Bill also reported ([attached](#)) that Mt. SAC will pursue a partnership with the East San Gabriel Valley ROP and the LA County Workforce Investment Board to be a partner on their application for this same grant. There are some challenges with this partnership, and Madelyn Arballo, Dean of Continuing Education, will work on bringing Mt. SAC into this partnership.
12. Classified Professional Development Day will be Friday, August 12<sup>th</sup>. This will be a minimum service day meaning that all campus offices will be closed for business so that classified staff can participate in the presentations and workshops to be held that day. Cabinet discussed a management professional development activity for that day and recommended a morning hour and a luncheon to be held off campus that day. Irene and Bill will work with the Management Professional Development Committee to set this up, and the event will be managed through the President's Office.
13. Cabinet reviewed the activities planned for Fall Flex Day ([attached](#)).
14. Cabinet reviewed a recent Enrollment Comparison Report ([attached](#)) which shows that growth for Summer 2016 over Summer 2015 is about 100 FTES.
15. Cabinet approved an Immediate Need Request ([attached](#)) for \$10,000 for a professional expert to support work on the Accreditation Self Evaluation Report.
16. Cabinet approved an Immediate Need Request ([attached](#)) for \$36,350 for tracking software to comply with the Affordable Care Act.
17. Peter shared a summary ([attached](#)) of recently approved Request to Fill newly authorized hiring searches.
18. Peter shared a report ([attached](#)) listing active searches to fill vacant positions.
19. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 8/2)
  - b. Text messaging (Yen & Vic, 8/30)
  - c. Next Steps on the Foothill Transit Center (Mike, 9/6)
  - d. Student Holds: Establishing, Communicating, Clearing (Joumana, 7/19)
  - e. Update on Classroom Technology Standards (Mike, Vic, Bill Eastham, 7/26)
  - f. Phase 5 of New Resource Allocations—One-time Funds to Begin 2016-17 (All, 7/26)

- g. AP 6750—Traffic and Parking Regulations (**All, 7/5**)
- h. BP and AP on Loss of BOG Fee Waiver (Audrey, 9/13)
- i. RFP for Marketing and Web Services (Bill, 7/19)

20. Quarterly Reports to Cabinet

- a. Emergency Response Plan Implementation (Melonee Cruse, 8/16)
- b. Classroom Utilization Project (Bill & Irene, 7/19)
- c. Faculty Position Control Report (Irene, 8/16)
- d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 8/16)
- e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 9/6)
- f. IT Projects Quarterly Report (Mike & Vic, 9/13)
- g. Grants Quarterly Update (Irene & Adrienne, 9/27)
- h. Expansion of Work Experience (Irene & Audrey, 9/6)