



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*



January 6, 2015

1. Cabinet discussed the January edition of the *First Monday* newsletter from Chancellor Brice Harris ([attached](#)).
 - The Chancellor mentions the Task Force on Workforce, Job Creation, and a Stronger Economy on which I will be a member. A draft agenda for the first meeting on January 22nd is [attached](#). Follow this [link](#) for a list of members.
 - Staffing at the senior level in the Chancellor's Office is undergoing considerable change—with the possibility of uneven service to the field for a period of time.
2. Bill presented a report ([attached](#)) showing both budgeted and still available funds allocated to managers for conference and travel expenses. Bill encouraged managers to make good use of these funds, pointed out the opportunity to combine these funds with those available through Professional and Organizational Development (POD), and reminded Cabinet that President's Office conference and travel funds are limited and to be used for essential college training needs—approved by a VP when other funds are not available.
3. Bill received a letter ([attached](#)) from the Accrediting Commission notifying Mt. SAC that our comprehensive accreditation site visit has been moved from Fall 2016 to Spring 2017. Cabinet discussed the implications of this change: 1) Momentum should not be lost in our preparation for our Self Study Evaluation Report. 2) The additional time will be useful in addressing issues identified in the Gap Analyses done by units across the campus. 3) Writing of the Evaluation Report has not yet begun so the change does not produce lost effort in this regard.
4. Cabinet discussed the new Interim CEO of the Community College League of California (CCLC). The bio for Thuy Thi Nguyen is [attached](#). She is filling the gap created by the resignation of Scott Lay. Cabinet agreed that Ms. Nguyen is an excellent choice.
5. Cabinet made changes in the scheduled Information Reports to the Board ([attached](#)).
6. Bill shared a report ([attached](#)) produced by Phi Theta Kappa honor students on how students would utilize the proposed STEM Center. (Bill suggested this topic to PTK last fall—STEM is Science, Technology, Engineering & Math.) The STEM Center is one of the projects funded by the Student Equity Fund. Cabinet discussed the implications of the report findings, especially the need for individual assistance (tutoring, supplemental instruction) rather than access to a bank of computers. Cabinet discussed the implementation of the STEM Center and means to augment tutoring, SI, and instructor involvement.

7. Cabinet reviewed the Spring Faculty Flex Schedule of Activities ([attached](#)). Irene noted that the Curriculum Open Forum would not be held because Michelle Grimes-Hillman has a conflicting commitment with a state Academic Senate event.
8. Each year at this time community colleges set the non-resident fee level for the coming year. Three options are available for the Tuition Fee:
 - 1) District Average Cost: calculated to be \$197 per unit currently for Mt. SAC
 - 2) Statewide Average Cost: per the Chancellor's Office this is \$200 per unit
 - 3) Tuition Fee at districts contiguous to Mt. SAC: \$200 for all available districts' dataCabinet decided to recommend \$197 to the Board of Trustees.
For the Capital Outlay Fee¹ Mt. SAC's computed cost this year is \$48 per unit.
Cabinet decided to recommend \$30 to the Board of Trustees.
9. This year's Board Study Session will be held Saturday, February 7th, from 8:00 to 5:00. Cabinet reviewed a draft of topics for discussion at the Study Session ([attached](#)). Cabinet will provide feedback so that Bill can present this agenda at next week's Board meeting.
10. Cabinet continued the discussion of monitoring and evaluating outcomes of the Student Equity Plan. It was agreed that support from an external expert would be useful to set up the system and implement an initial cycle. A draft of that work is [attached](#) as well as the professional expert who will perform those tasks. It was agreed that a work group would be established to guide this work. Cabinet members will be prepared to discuss the charge and membership of this work group at the next Cabinet meeting.
11. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Emergency Response Plan Implementation (Karen Saldana, 2/10)
 - b. International Student Initiative-Support and Services (Audrey, 2/17)
 - c. Adult Ed Partnerships (**Irene & Donna, 1/13**)
 - d. Classroom Utilization Project (Mike & Irene, 1/20)
 - e. AP 4255, Dismissal and Readmission (Audrey, 1/20)
 - f. Methods to Reduce Student Accounts Receivable Debt (**Mike, 1/13**)
 - g. Upgrade Radio Phone Communication System (Mike, 1/20)
 - h. Dual Enrollment Offerings at Local High Schools (**Irene, 1/13**)
 - i. Implementation of SSSP & Student Equity Plans (**ALL, 1/13**)

¹ Nonresident students are charged a Capital Outlay Fee computed as the past year's Measure RR bond proceeds divided by the total credit units taken by students. This fee is charged because facility bond costs are paid by California residents through a property tax assessment. The nonresident Capital Outlay Fee is held in the Mt. SAC Capital Outlay Fund and used for Measure RR projects.