# 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

**March 29, 2016**

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

1. Cabinet was joined by Dave Wilson, Public Safety Chief, and Yen Mai, Director of Marketing and Communications, to discuss the bomb threat and evacuation operation carried out last Thursday.
   - The evacuation of buildings went relatively well with Building Marshalls and Floor Captains ushering folks out of buildings and into open areas. Interestingly, an Emergency Evacuation Drill had just been carried out for 26 buildings on March 17th. The details of that drill are [attached](attached).
   - For the bomb threat, the Emergency Notification System was triggered, and timely messages were received—although it is clear that more faculty and students need to sign up to receive the alerts.
   - Getting vehicles off campus was the greatest challenge. It is clear that Public Safety personnel need to be supplemented with others who are garbed, trained, and available to assist. Cabinet agreed that one of the facilities projects to be included in the anticipated 2017 Facilities Master Plan should be devoted to changes needed to get vehicles off campus more expeditiously.
   - Staging areas for emergency vehicles need to be revised to be closer to needed areas. Similarly, staging areas for media need to be reevaluated.
   - Audrey provided input on the process ([attached](attached)) including management involvement, radio communication, a secondary command center, Child Development Center processes, and search protocols to assure that buildings are completely evacuated.

   A "Reopening" message from Yen ([attached](attached)) summarized the incident as well.

2. Cabinet was joined by Vic Belinski, Chief Information Officer, and Yen Mai, Director of Marketing and Communications, for an update on the expansion of text messaging to students.
   - Texting is in place for our Emergency Notification System but has been implemented as an opt-in system. There are about 11,000 in the system: 8,000 students and 3,000 employees. The plan is to move to an opt-out system. This would capture text phone numbers supplied by students filling out this optional field when applying to Mt. SAC via the CCCApply online system. The Emergency Notification texting number will continue to be stored in a separate field in Banner.
   - IT is working on installing an Opt-Out Ap that can be used for removal of those who do not want to receive text messages.
   - The two other texting systems would be for financial aid deadlines and enrollment notifications. These messages would not contain any student-specific information but would rather include notification language explaining the action the student needs to take and a hot link to the web page where that action can be taken. This will also be implemented as an opt-in system with the above-mentioned opt-out feature. A separate data field will be used for financial aid and enrollment text phone numbers so that opting out can be separate from emergency notification.
   - Additional steps include an implementation plan, a marketing plan, and an Administrative Procedure describing the texting purpose, process, and limitations.

3.  Cabinet was joined by Bill Eastham, Director of Technical Services, and Vic Belinski, Chief Information Officer, for an update on classroom technology standards. Bill provided:

    1)  a Minimum AV Standards Summary (attached) for classrooms and conference rooms which included a list of options,
    2)  an AV Standards Proposal (attached) with specific standard equipment, pricing, and labor totaling about $50,000 for equipment and $10,000 in labor per room, and
    3)  a Minimum AV Scope of Work (attached) which would define the tasks that a contracted firm would do to implement the minimum standards.

    In place now is a complete database of audio-visual equipment at each location around campus. A key component in this system is a console that allows multiple audio-visual connections for a variety of equipment and a touch screen system that can also be adapted to run the various equipment in place in a given room. Also essential is a server-based monitoring system through GlobalViewer Enterprise (link). What is needed is a plan that speaks to the phase in of the audio-visual standards and describes user training and assistance including a training video and help desk support. Bill and Vic will return in early June to set the process in motion.

4.  Cabinet was joined by Carolyn Keys, Dean of Student Services, for an update on the revision of AP 3540—Sexual and Other Assaults on Campus (attached). Cabinet appreciated the recent improvements in the draft and made some suggestions.

    - The opening section describing the College's Sexual Assault Response Team should describe the role of the four members, particularly as those to whom complaints should be referred.
    - The section on mandated reporters should include a legal citation as well as reference to the Chancellor's Office legal opinion on mandated reporting of abuse of minors attending college.
    - The definition of sexual assault or physical abuse should also include the legal citation.
    - The section on the third page listing the three items provided to victims should be numbered and the words "Options to" should be included in the second and third items.
    - The section on page four entitled "Initial Assessment Response" should include in the second bullet that this group, the Sexual Assault Team, particularly the Title IX Coordinator, manages the handling of the incident.
    - The section at the top of page six on training should include the College's responsibility to train students on the "Yes Means Yes" California law (link) and the specific legal citation.

    Carolyn mentioned that the group working on AP 3540 will have its next meeting later in the day. With the Director of EEO position vacant, Cabinet designated Peter Parra as Title IX Officer.

5.  Cabinet reviewed a presentation (attached) by Jemma Blake-Judd, Dean of Tech & Health, on the use of last year's state CTE Enhancement Funds which enabled our Manufacturing Technology Program (link) to acquire 6 HAAS vertical mill and lathe machines. The work students in the program are now doing is literally amazing!

6.  Cabinet approved the new Mountie Café logo (attached) to be placed on the east wall of the new building. The opening celebration for the facility will be held at 4:00 pm on Wednesday, April 13. The flyer is attached.

7.  Thanks to Walnut community member Gary Chow's generous donation of $50,000 to the Mt. SAC Foundation, we have been able to hire 14 students in Mt. SAC's On-Campus Student Internship Program. A list of the departments on campus working with these student interns is attached. Many thanks to the discipline faculty who are supervising them and to the camps units who are providing the students with essential hands-on experience!

8. Adult Education funding in California was increased $500 million by the state this year, through the Adult Ed Block Grant in the 2015-16 AB 104 budget act, utilizing the newly-formed Adult Education Regional Consortia—partnerships with K-12 districts in each community college district. (See this link for the Mt. SAC Adult Ed Regional Consortium.) In Governor Brown's January proposal for the 2016-17 budget, no new funds were recommended, but considerable restructuring was recommended. (See attached trailer bill.) Mt. SAC's champion in the adult education arena is Madelyn Arballo, Dean of Continuing Education. She has been busy. Last Tuesday she testified before the Assembly Budget Subcommittee (issue analysis attached) and then that evening presented a summary (attached) of the moving parts of adult education at our Annual Joint Board Dinner with an audience of our own Mt. SAC Trustees and board members from our local K-12 districts. For those who would like to stay on top of this essential education function, read Madelyn's presentation for a good overall view and read the Assembly agenda item for the state legislature's current thinking on adult ed.

9. Good news! Our Cohort Default Rate for FY 2013 is 12.4%--a 3.1 percent decrease from the previous year, reports Chau Dao, Director of Financial Aid, Scholarships & Veterans. (See the attached memo.) Great work from Chau and her team! (For the uninitiated, the cohort default rate is the percentage of a school's borrowers who begin loan repayment during a fiscal year and default prior to the end of the next one to two fiscal years.)

10. The College Board has redesigned the Scholastic Aptitude Test, the SAT. The attached brochure presents information on the extent of the redesign and the eight key changes. In addition, the redesigned SAT will report total score, section scores, test scores, cross-test scores, and subscores to provide a broader picture of a student's academic readiness.

11. Mt. SAC has been part of the statewide Online Education Initiative (link) since its inception. In a recent letter (attached) from Pat James, OEI Executive Director, explains Mt. SAC's role in the next phase of implementing OEI. Cabinet discussed the importance of the participation of our team in the implementation of the Course Exchange portion of the project. Meghan Chen, Dean of Library & Learning Resources, leads our team which includes wide representation of faculty and staff from A & R, Financial Aid, Instruction, Counseling, and IT. Initial faculty and student feedback on Canvas Course Management System has been gathered (link), and the pilot courses using Canvas this spring semester will contribute additional input. Our local implementation team will work with OEI to plan processes for students to begin registration in the Pilot Course Exchange for Fall 2017. OEI is currently funding the full cost of the Canvas system and plans to do so through the on-going funding now in place from the state.

12. Mt. SAC is now live on eTranscript California (link) to both send and receive student transcripts with participating colleges and universities (link). Note that eTranscriptCA has over 120 participating members and has processed more than 837,000 Live Transcripts!

13. Bill shared the scope of work (attached) for improving audio-visual functioning in Founders Hall.

14. Cabinet approved an Immediate Need Request (attached) for $15,176 to continue funding an AV Tech Substitute while the search for a permanent replacement is underway.

15. Cabinet approved an Immediate Need Request ([attached](#)) for $14,000 to fund the new state mandate requiring immunization for all employees and volunteers at our Child Development Center.

16. Human Resources staff will have a new asset in carrying out their important work of assisting the college in our hiring, evaluation, employee representation, and employee rights implementation. As Cynthia Hoover, Director of HR Operations & Employee Services reports ([attached](#)), staff will participate in two seminars: 'Positively Reducing Conflict' and 'Team Excellence' as part of the New Leaf Training and Development process ([attached](#)).

17. Peter provided the latest update to the list of vacant positions under active search ([attached](#)).

18. 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, 5/3)
    c. Next Steps on the Foothill Transit Center (Mike, 4/19)
    d. On-Boarding New Developmental Education Students (**Audrey & Irene, 4/5**)
    e. AP 3540—Sexual and Other Assaults on Campus (Carolyn Keys, 5/3)
    f. AP 5530—Student Rights and Grievances (**Audrey & Carolyn, 4/5**)
    g. BP/AP 3530—Weapons on Campus (Mike & Dave, 4/12)
    h. AP 3710 Filming and Photography (**Bill & Yen, 4/5**)
    i. Student Holds: Establishing, Communicating, Clearing (**Mike, 4/5**)
    j. Update on Classroom Technology Standards (Mike, Vic, Bill Eastham, 6/7)
    k. Budget Retrenchment for 2016-17 (**Mike, 5/3**)

19. Quarterly Reports to Cabinet
    a. Emergency Response Plan Implementation (Melonee Cruse, 4/19)
    b. Classroom Utilization Project (Mike & Irene, 4/12)
    c. Faculty Position Control Report (**Irene, 4/5**)
    d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 4/12)
    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)