



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*



May 17, 2016

Cynthia Hoover filled in for Peter Parra who is on vacation.

1. Cabinet reviewed Acting Chancellor Erik Skinner's *First Monday* newsletter ([attached](#)).
 - A hot topic nationally is the concept of a Promise Initiative. Although being implemented in many incarnations, the common theme is free college—no tuition—for qualified students. “Qualified” takes many forms—some say full-time, some say good grades, some say college ready. As *First Monday* points out, California's lowest-in-the-nation \$46 credit unit fee combined with our fee waiver system—no tuition to those who have a demonstrated financial need—makes our state's community colleges the least expensive in the nation with the most comprehensive and generous financial aid system. See the Chancellor's Office report, “The California Community Colleges Board of Governors Fee Waiver: A Comparison of State Aid Programs” ([attached](#)).
 - The system's Professional Learning Network ([link](#)) was officially launched on April 25th. It provides a well-designed platform to share professional development resources. I served on the group that has designed the PLN and can say with conviction that it will develop into a valuable resource.
 - The California Community College CEO Board is continuing the efforts of two work groups on accreditation. Workgroup I is seeking to improve the policies and practices of the Accrediting Commission for Community and Junior College, and Workgroup II is seeking alternatives to ACCJC. I serve on both the CEO Board and Workgroup II and can tell you that significant results will be reported by this Fall.
2. Cabinet discussed the Governor's May Revise of his proposed 2016-17 budget. The full report is [attached](#). Attached are the revised Community College Budget Chart ([link](#)) and analyses by the Chancellor's Office ([link](#)), Community College League ([link](#)), and the McCallum Group ([link](#)). For the impact on Mt. SAC's budget for 2016-17, see the update referenced in the Town Hall summary presented as part of the next item.
3. The Spring 2016 Town Hall meetings were held this Wednesday, May 18th. Cabinet prepared for presentations on the following topics (presentation materials linked below).
 - Accreditation Status Report ([attached](#)) and draft review copy of Self-Evaluation Report ([link](#))
 - Budget Update—May Revise of 2016-17 Budget ([attached](#))
 - AACC Guided Pathways Project Report ([attached](#)) and summary brochure ([attached](#))
 - Public Safety Officer Position Upgrades (The District-CSEA 262 MOU has been proposed for ratification and will be released when completely approved.)
4. The system's Educational Planning Initiative has issued a Frequently Asked Questions ([attached](#)) on Phase 2 of implementation. (The software is based on the Starfish Degree Planner program ([link](#)) rather than on Degree Works which is the software that runs Mt. SAC's Mountie Academic Plan (MAP) educational planning system. We do not plan to switch to Starfish after all the work and success that MAP has provided to the College and our students. This [attached FAQ](#) shows that such a switch would provide many challenges both financially and for implementation.

5. Cabinet discussed Chancellor's Office Legal Opinion 16-03 ([attached](#)) on Student and Employment Discrimination Procedures. Our review showed this legal opinion to be an excellent resource and that Mt. SAC's existing policies and procedures are fully in compliance with this legal opinion.
6. Cabinet reviewed an article in the latest TechEdge newsletter ([attached](#)) on Multiple Measures, a key aspect of implementing the system's Common Assessment Initiative ([link](#)). Cabinet found this article to be useful as Mt. SAC continues its work on improving our system to use multiple factors—in addition to an assessment test—in placing students in the appropriate courses in Math, English, and ESL.
7. Mt. SAC has received a notice ([attached](#)) that additional Student Equity funds are available. This is one-time money that must be spent before December 31, 2016. The Chancellor's Office is allowing colleges to use these funds to pay for "technology (computers, software, related peripherals) and office supplies for college staff that support targeted student groups." The formal request for funds is due by May 25th. Audrey is working with Facilities to use a portion of this money to provide technology and supplies for the Student Equity Center.
8. Cabinet was joined by Carolyn Keys, Dean of Student Services who presented recent changes to AP 3540—Sexual and Other Assaults on Campus ([attached](#)). Cabinet suggested that this version be forwarded to President's Advisory Council for their recommendations. Cabinet recognized that there were further issues to consider going forward but felt that progress to date should be approved to enable the college to act on these mandated procedures. Carolyn provided a synopsis ([attached](#)) of these unresolved issues.
9. Carolyn presented recent changes to AP 5530—Student Rights & Grievances. Cabinet suggested a few changes that produced the [attached](#) version which will be forwarded to President's Advisory Council for their recommendations.
10. Audrey shared a schedule ([attached](#)) of upcoming Student Services end-of-year celebrations and this year's information pamphlet ([attached](#)) for our Commencement Ceremony to be held Friday, June 10th, at 6:30 pm, in the Hilmer Lodge Stadium.
11. Cabinet was joined by Bill Eastham, Director of Technical Services, and Yen Mai, Director of Communication and Marketing, who discussed the status of AP 3700—Filming and Photography. Cabinet approved the changes to the draft and added the definition of "public areas" be the same as "limited public forums" in AP 3900—Freedom of Expression ([link](#)). The revised draft ([attached](#)) was approved and forwarded it President's Advisory Council for their recommendations.
12. Cynthia shared the latest update ([attached](#)) of vacant positions under active search.
13. [Attached](#) is a list that Cabinet approved today for positions to be filled.
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, 8/2)
 - b. Text messaging (Mike, Yen & Vic, 5/31)
 - c. Next Steps on the Foothill Transit Center (**Mike, 5/24**)
 - d. Student Holds: Establishing, Communicating, Clearing (Joumana, 6/7)

- e. Update on Classroom Technology Standards (Mike, Vic, Bill Eastham, 6/7)
- f. Follow Up Reports on Positions Funded One-time for 2016-17 (All, 5/31)

15. Quarterly Reports to Cabinet

- a. Emergency Response Plan Implementation (Melonee Cruse, 8/16)
- b. Classroom Utilization Project (Mike & Irene, 7/12)
- 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, 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)