



## 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*



**November 25, 2014**

Note: The December 9<sup>th</sup> Cabinet will be devoted to Student Success and Student Equity implementation: priorities, timelines, benchmarks, staffing, facilities, and leadership/oversight.

1. Cabinet noted with pleasure that the Class Pass Transit Fee vote was favorable, 2798 for and 663 against in student voting last week. The ballot measure is [attached](#). Mike will begin contract talks with Foothill Transit and Audrey will prepare a Board item to approve the Transit Fee.
2. Bill noted that applications are now available for participation in the Community College Baccalaureate Degree Pilot Program (attached [application](#) and [memo](#)). In discussing the matter last week with Chancellor Brice Harris, Bill noted that the details for implementation of the program will be worked out in meetings of the pilot colleges early next year. There are many unresolved issues to discuss! Colleges will then have two years to work on local matters of implementation such as curriculum design, accreditation, and faculty labor agreements. With a deadline of December 19, the Academic Senate is working hard to determine if and how Mt. SAC will participate.
3. Bill and Irene reported on a discussion at a recent Instruction Team meeting to explore additional credit offerings at local high schools. We have had several requests from high schools for such offerings. Irene will bring back updates as the Instruction Team works on the project.
4. Cabinet reviewed the Requests to Fill in Progress ([attached](#)). Cabinet noticed the quick turnaround on job postings overall and appreciates the support from the HR team. James reported that efforts are underway to select members of search committees earlier in the process. Cabinet noted the delay in posting two positions: IT Specialist: Academic Applications & Portal Content and Senior Systems Analyst/Programmer positions. Mike will work with James and Audrey to see that these positions are posted immediately and expedited for hiring.
5. Cabinet approved an Immediate Needs Request ([attached](#)) to expand Library hours.
6. Mike reported on the planned issuance of a Request for Proposals ([attached](#)) to secure the services of an agency to assist the college in the area of student debt, both to evaluate changes in practices to reduce the accumulation of student debt and to collect funds owed.
7. James provided an update on the Koff Reclassification Study.

- For CSEA 651, 30 of the 33 job descriptions have been reviewed and are ready for submission to the Board of Trustees.
  - For CSES 262, of the 149 positions, 45 are done, 37 have been reviewed by CSEA 262 and are undergoing final management review, and 67 are still in initial review by CSEA 262.
  - All of the management job descriptions have been finalized for approval by the Board.
8. Cabinet noted that as of now no funds are available for New Resource Allocation for 2014-15. We expect some additional on-going growth funds from the FTES Recalculation anticipated to be done by the state in February or March. Even with some of these funds dedicated to health benefit subsidy to employees under our last bargaining agreement, there may still be money for New Resource Allocations.
  9. Cabinet reviewed three budget scenarios for allocation of Student Equity Funds. The [attached budget](#) represents the decision of Cabinet for the allocation of those funds. **Mike and Audrey will work to assign these funds to the proper accounts.**
  10. Irene updated Cabinet on the Agriculture Department Supplemental Educational Master Plan project. Good progress is being made. The next meeting of faculty and administrators with the consultant will be next Friday.
  11. Irene shared the evaluation report ([attached](#)) from the accreditation training that was held on October 17<sup>th</sup>. The results were quite good! Great progress is being made as we look to our Self Evaluation year in 2015-16.
  12. Mike presented a draft revision of AP 3560 ([attached](#)). Cabinet will review the suggested changes and discuss the revision at next week's meeting.
  13. Sarah Daum, Dean of Technology & Health, has been on the team working with the 17 partners who plan to apply for this year's [Career Pathways Trust Grants](#). That so many of the community colleges, K-12 districts, and ROPs in the San Gabriel Valley are working together on this project is a very good sign. The San Gabriel Valley Economic Partnership is part of the effort, and Brad Jensen, Director of Public Policy for the Partnership, provided an update on the work of the team ([attached](#)). Sarah adds:
 

We anticipate 3 pathways - health/health-related science, manufacturing/product design & development and small business/entrepreneurship. Our intent is to apply for the maximum grant of \$16 M. Neither the pathways or the amount is binding.
  14. 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, 12/16)
    - e. AP 4255, Dismissal and Readmission (Audrey, 12/16)
    - f. Methods to Reduce Student Accounts Receivable Debt (Mike, 1/13)
    - g. [AP 3560](#) - Alcoholic Beverages (**Mike, 12/9**)
    - h. AP 6250—Budget Management (**Mike, 12/9**)
    - i. Upgrade Radio Phone Communication System (Mike, 12/16)

j. Dual Enrollment Offerings at Local High Schools (Irene, 12/16)