



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*



June 9, 2015

1. Cabinet discussed the latest First Monday newsletter ([attached](#)) from Chancellor Brice Harris.
2. In reviewing the previous decision to move Professional & Organizational Development (POD) from Instruction to Human Resources, it was decided to return to the previous model. So beginning immediately, POD will be under the Instruction Team, and Stacey Gutierrez, Manager of Professional Development and Employee Engagement, will report to Irene Malmgren, VP of Instruction.
3. Bill shared that he will be on a panel this Friday, June 12th, at the Leadership Institute put on by the Academic Senate for California Community Colleges. The topic is "It's Not Just Politics: The Importance of Establishing Strong Relationships," and the panel members and response questions are [attached](#).
4. The 2015-16 Tentative Budget will be presented for approval at the June 24th Board of Trustees meeting. A draft of the Tentative Budget was shared with the Budget Committee last week including *Budget Scenarios* ([attached](#)) and *Changes from the 2014-15 Adopted Budget* ([attached](#)).
5. Last Friday, June 5th, was the deadline for bills to pass out of their house of origin. Those that did not are dead. Cabinet discussed the list ([attached](#)) of such bills of interest to community colleges. Of particular concern are the changes to the Governor's May Revisé proposals for Adult Education and Full Time Faculty Hiring as explained in a briefing by the McCallum Group ([attached](#)). Mt. SAC has joined with other colleges in an advocacy letter ([attached](#)) expressing our position on adult education.
6. A first draft of two lists of committees ([attached](#)) present classification as Governance, Operational and Academic Senate and also show the Council and Committee structure of the Academic Senate. Cabinet provided input to revise the classification list and will share the list widely for input as this first draft is in need of considerable refinement.
7. A draft of an email ([attached](#)) to be sent to everyone at the college to explain their role on Screening Committees was reviewed. **The VPs will review this draft and bring back changes to Cabinet.**
8. Cabinet was impressed with the list ([attached](#)) of breakout sessions planned by the Faculty Flex Committee for next fall.

9. Cabinet approved and Immediate Needs Request ([attached](#)) for \$4,673 to purchase a new Student Badge ID Card camera and printer.
10. Bill shared an email ([attached](#)) from Elin Dowd, Executive Director of the Career & Technical Education Centers ([CTEC](#)) at Fairplex following up on a meeting that Bill and Irene had at the Fairplex. Pomona Unified School District contracts with CTEC to provide ROP courses in Arts, Automotive, Agriculture, Energy & Utilities, and Hospitality. Irene will follow up to explore the creation of career pathways that would inform CTEC students about career and college readiness to prepare for entry into Mt. SAC.
11. Bill shared a draft ([attached](#)) of the work accomplished by the Board of Governors Task Force on Workforce, Job Creation, and a Strong Economy. The next meeting is Thursday, June 11th, when the topics will be the funding of Career Technical Education programs and the role that CTE Regional Consortia should play.
12. Bill shared the “Campus Completion Plan” ([attached](#)) from Sinclair Community College in Ohio. The purpose of the plan is to improve student persistence and completion. The plan is very much like our Student Equity Plan. The presentation of the Sinclair plan is remarkably clear and concise and covers many of the initiatives Mt. SAC is implementing or plans to implement—plus a few more. It is an impressive piece of work—as it the Mt. SAC Student Equity Plan!
13. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Emergency Response Plan Implementation (Karen Saldana, Fall 2015)
 - b. International Student Initiative (Audrey, Fall 2015)
 - c. Classroom Utilization Project (Mike & Irene, 6/23)
 - d. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, Fall 2015)
 - e. Pomona College Promise (Bill, Fall 2015)
 - f. Faculty Position Control Report (Irene, 6/23)
 - g. Update on Print and Copy Cost Savings (Mike & Dale, TBA)
 - h. Review of AP 6700—Campus Events & Use of Facilities (**Mike & Bill Eastham, 6/16**)
 - i. Staffing Work Experience (Irene & Audrey, 6/23)
 - j. International Student Insurance (Audrey & Karen, Fall 2015)
 - k. Moving Positions/Projects from Basic Skills to Student Equity Funding (All, Summer)
 - l. Timely Employee Evaluations & Quarterly Cabinet Review (ALL, 6/23)
 - m. Feedback on “Your Role on Screening Committees” draft email (ALL, 6/23)
 - n. Update Committee List (Irene, 6/23)