



**President's Cabinet
Action Notes
February 26, 2013**

Bill Scroggins, President/CEO
Virginia Burley, VP of Instruction
Audrey Yamagata-Noji, VP of Student Services
Mike Gregoryk, VP of Administrative Services

1. Cabinet received an update ([attached](#)) on Mountie Academic Plan or “MAP” which is powered by DegreeWorks software. The team is working on improving the process by which students update their majors. Students now have access to MAP through the student portal, student tab #43, and reports are positive. Students in the ACES program are 100% on board with using MAP for Ed Plans, and 600 students in the Veterans Program are using MAP for Ed Plans. Counselors Jim Smith, Angel Lujan, and Jamaica Fowler along with the graduation evaluators Marjes Jackson, Becky Wang, and Yvonne Zaragoza are doing a great job. Several presentations to campus groups have been made, and more are planned. A “major launch” is planned for March 11th, and Marketing is working on publicity. The next team meeting is March 4th, and the timing of the major launch will be discussed. Two components—in the works but not done yet—would help the launch have more impact. The first element is an online tutorial to assist students in using MAP. The second is a set of protocols for how students might be expected to use MAP in advance of attending a counseling appointment. Heidi Lockhart, Director of Career and Transfer Services, is spearheading these initiatives. DegreeWorks has the potential to impact several college functions in the future including meeting accreditation standards as well as state and federal accountability requirements. Some advance thinking is called for here. **CB Brown will work with the MAP Implementation Team on publicity for the major launch. Audrey will put together a visioning meeting for the long term potential of DegreeWorks.**
2. Cabinet received an update ([attached](#)) on the Mountie Transportation Program, the three-semester pilot that will provide no-cost bus passes allowing Mt. SAC credit students to use Foothill Transit buses beginning this fall. The process of issuing the stickers on student ID cards will be done here at Mt. SAC necessitating a staffing augmentation for the next fiscal year. The tracking and authorized utilization periods were also clarified as explained in the attachment. Communication with students will be accomplished through the portal. Card readers will be needed to verify credit status prior to issuing bus pass stickers. The distribution point for stickers will be the Student Life Office. Mt. SAC will generate weekly reports of student users who have dropped out so that Foothill Transit can deactivate their stickers.
3. Rosa Royce, Associate Vice President for Fiscal Services, joined Cabinet to go over the budget presentation for the Board Study Session this Saturday. Cabinet provided a few suggestions to a very well planned set of materials.
4. **The issue of medical insurance for International Students was discussed. Currently, International Students are required to have such insurance, secured at their own expense,**

and provide evidence to the college. The resulting uneven level of coverage and disparate insurance carriers creates challenges for Mt. SAC support staff when assisting International Students in need of medical care. Consequently, the college is pursuing a contract with a health insurance carrier that all International Student would be required to use. Audrey shared a potential quote for such services, but the cost to students seemed high compared to survey results obtained from other community colleges in the region. Audrey and her team will continue to pursue options for a health insurance carrier for International Students.

5. Cabinet clarified the process to be followed when a background check on a potential employee yields a report of a criminal record that has not been disclosed in the application process. Violations that by law eliminate an individual's eligibility for employment have been and will continue to be enforced. The policy for other violations is that eligibility for employment is not automatically denied. Rather, Human Resources is to contact managers in the reporting chain and review the situation to develop a recommendation through mutual agreement.
6. Ginny and Bill provided updates on the progress of negotiations with the Faculty Association, CSEA 651, and CSEA 262.

7. Cabinet discussed the application of [AP 6700, Campus Events and Use of Campus Facilities](#), to Income-Generating Events sponsored by the Music Department. Regular events are:

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| High School Vocal Jazz Festival | Wind Ensemble Festival |
| High School Chamber Choir Festival | High School Choral Festival |
| Instrumental Jazz Festival | Wassail |

The first five generate income from entry fees from participating groups and have direct expenses from accompanists, adjudicators, hospitality, and the like. Wassail produces revenue through ticket sales and donations and has costs for dinner, decorations, costumes, and accompanists. With the facilities expenses described in AP 6700, the Music Department would incur a considerable overall net cost, that is, expenditures above revenue. Cabinet saw that these events have value to the college beyond those directly related to the Music Department, particularly community outreach and overall recruitment of outstanding students to attend Mt. SAC. Cabinet recommended that the Music Department continue to work with Technical Services to reduce facility costs and that the Music Department develop a New Resources Request to fund the remaining net cost of these events.

8. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Implementation of Degree Works (Audrey, 3/26)
 - b. Employee Wellness Program (Karen Saldana, 5/14)
 - c. Transit Pass Project (Audrey, 3/26)
 - d. Study Abroad Future Plans (Ginny, 3/19)
 - e. Chamber of Commerce Training Partnership (Ginny, 3/12)
 - f. Division/Program Orientation (Ginny, 3/26)
 - g. Emergency Response Communication System (Mike & Karen Saldana, 5/14)
 - h. AP and budget for substitutes for those on approved extended absences (Mike, 5/14)
 - i. Possible Safety and Security Audit (Mike, **3/5**)
 - j. Employee Survey (Ginny, **3/5**)