



**President's Cabinet
Action Notes
April 16, 2013**

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

Sarah Daum, Dean of Health & Technology, sat in for Dr. Burley

1. Cabinet was joined by Mark DiMaggio, Director of Public Safety. We agreed on increased security measures for the Mt. SAC Relays in light of the events at the Boston Marathon.
2. Research and Institutional Effectiveness is about to embark on a CTE grad survey project. In responding to a request for guidance, Cabinet agreed that the survey could appropriately be done via a text message to the targeted CTE graduate cohort, first from 2010-11 and then from 2011-12. This would not be considered a violation of our currently established practice to limit to "emergencies only" the texting to students. The difference here is that the texting will be to a limited target population rather than to the general student body.
3. Our Classified Senate has received recognition at the state level. The California Community Colleges Classified Senate (4CS) has recognized our Mt. SAC chapter as a "Model Classified Senate" and will present our Classified Senate President DeeJay Santiago with the award at the Classified Leadership Institute this June. The criteria for this recognition are enumerated in the [attached award letter](#). Congratulations to all of you who have made the Mt. SAC Classified Senate such a successful organization!
4. Cabinet discussed the proposed changes in the Title 5 regulations and categorical funding mechanism for what was called the Matriculation Program but has now been renamed the Student Success and Support Program (SSSP) under recently enacted SB 1456. The following documents were reviewed:
 - [Digest for the Chancellor's Consultation Council Meeting on April 18th](#).
The Digest gives background and then briefly summarizes the changes.
 - [Draft changes to Title 5 Regulations](#)
 - The regulations change the title from Matriculation to SSSP, adjust definitions to current practice, define new terms (a new section defines required elements of orientation), add new elements to the SSSP Plan (formerly the Matriculation Plan) to reflect requirements of SB 1456, mandate new specific data elements to be reported, and change the categorical funding formula.
 - Of interest to Mt. SAC is the reference to common assessment in §55518(c): "Community college districts that receive Student Success and Support Program funding shall agree to implement the Board of Governors' system of common assessment, *if using a standardized assessment test for placement...* (emphasis added). Mt. SAC's Assessment of Written English is a "locally developed test" rather than a "standardized test," as noted in §55502(a).
 - [Proposed SB 1456 Student Success and Support Program Credit Funding Formula](#)
 - 40% of the funding will be based on the total unduplicated headcount of credit students enrolled.
 - 60% of the funding will be based on the actual unduplicated headcount of students served. This means colleges will need to count the number receiving mandated services: initial orientation, initial assessment, abbreviated SEP, counseling/advising, comprehensive SEP, at risk follow-up services, other follow-up services. This will be a considerable task for IT!!!
 - The existing 3:1 District:State match will remain in force.

5. Cabinet discussed the on-the-ground work needed to implement newly adopted AP 5142—Students with Disabilities—Accessibility of Instructional Material: Captioning ([attached](#)). Through a memo from Bill Eastham, Director of Technical Services, it was evident that the multimedia display devices in several locations across campus need to be upgraded, installed, or replaced so that the captioning on DVDs and videos can be displayed. Mike will work with Bill Eastham to have a complete analysis of the needed changes in display devices and develop a plan and budget to accomplish captioning display capability throughout campus. The process for prioritizing the captioning of existing videos has been in limbo. Ginny will work with the Instruction Team and the Academic Senate to accomplish prioritization of video captioning before the end of Spring Semester. As mentioned in previous Cabinet Notes, the staff and budget are in place to begin this captioning. Audrey reported that DSPS is working with instructors and students to assure that AP 5142 is followed. Bill anticipates putting out an all campus message as soon as the two projects (display device upgrades and video captioning prioritization).
6. Mike reported on the status of completing the Koff & Associates classification portion of their study. Linda Baldwin is taking the lead. Most management and HR input has been incorporated but a few issues remain that are under discussion—a summary was provided. Linda is still working with the Vice Presidents to resolve issues of job titles. (See Cabinet Notes from March 5, 2013.) Busy schedules mean that this will not be completed until early May.
7. Cabinet considered a request from Professor Tamra Horton, Study Abroad Coordinator, to consider funding faculty participation in the Foothills Consortium program for Spring 2014 in Salamanca, Spain. ([See the attached email.](#)) Cabinet agreed to continue with the current practice of Study Abroad offerings limited to winter and summer intersessions.
8. Cabinet reviewed a request from SCPA (So Cal Prep Academy) for a summer camp to be hosted at Mt. SAC ([attached](#)). A review of the availability of space, the existence of a current contract for another summer camp, and the apparent start-up status of the organization led to a determination that granting the request was not feasible.
9. [BP 6750](#) and [AP 6750](#) on Traffic and Parking Regulations were reviewed and passed along to the President's Advisory Council for recommendations. The major change was to prohibit skateboards, scooters, and roller skates on campus with a warning for a first offense and a citation, student discipline, or trespass notice for subsequent violations.
10. Audrey presented the recommendation from Student Preparation and Success Council on AP 5055—Enrollment Priorities. Two documents are attached: [AP 5055 with changes indicated](#) and [AP 5055 showing final recommended language](#). Cabinet was in agreement with the recommendation and will forward the revised AP 5055 to President's Advisory Council for its recommendations.
11. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 5/7)
 - b. Employee Wellness Program (Karen Saldana, 5/14)
 - c. Employee Wellness Program State Advocacy (Karen Saldana, Jill Dolan, Bill Rawlings (5/14)
 - d. Study Abroad Future Plans (Ginny, 5/7)

- e. Chamber of Commerce Training Partnership (Ginny & Donna, 5/21)
- f. Emergency Response Communication System (Mike & Karen Saldana, 5/14)
- g. AP and budget for substitutes for those on approved extended absences (Mike, 5/7)
- h. Possible Safety and Security Audit (Mike, 5/14)
- i. Employee Survey (Ginny, **4/23**)
- j. Procedure for Temporary Special Projects Administrators (Ginny, **4/23**)
- k. Leadership Opportunities for Professional Development (Bill, 4/16)
- l. Options to Provide Test Make-Up Services (Ginny, 5/14)
- m. Options to Provide Dedicated DSPS Testing Location (Audrey, 5/14)
- n. Update on International Student Initiative (Audrey, TBA)
- o. Update on Efficiencies in Print/Copy/Fax Services (Mike, TBA)
- p. Equipment Upgrades and Prioritization Needed for Captioning (Mike & Ginny (5/14)