



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*



April 5, 2016

Peter Parra attended for James Czaja who is on leave.

George Bradshaw attended for Audrey who was at a conference.

1. The new 2016 Scorecard is now available online. See the [attachment](#) for explanation and links. The scorecard represents an accountability report on student progress and success using a variety of metrics reported by gender, age and ethnicity. The data available in this scorecard tell how well colleges are doing in remedial instruction, job training programs, retention of students and graduation and completion rates.
2. Cabinet was joined by Yen Mai, Director of Marketing and Communications, and Bill Eastham, Director of Technical Services, for an update on AP 3710—Filming and Photography ([attached](#)). A legal opinion on the topics is also [attached](#). Cabinet provided input on additional edits and changes.
3. Cabinet was joined by Carolyn Keys, Dean of Student Services, for an update on AP 5530—Student Rights and Grievances ([attached](#)). Cabinet provided input on additional edits and changes.
4. Mt. SAC has been awarded a Basic Skills and Student Outcomes Transformation Program 2015-16 Grant ([award letter attached](#)). The amount of the grant has not yet been determined, but awards are up to \$1.5 million. See the RFA ([link](#)) for more information.
5. Bill reported on the progress being made by the Academic Senate for California Community Colleges on Course Identification (C-ID) Numbers for CTE courses ([attached](#)). Nineteen Discipline Inquiry Groups (DIGs) have begun work on course descriptors and model program course lists and six more DIGs will begin this month.
6. Jill Dolan, Director of Media and Public Affairs, provided Cabinet with an analysis ([attached](#)) of bills of interest in the legislature. Cabinet also reviewed legislative bills proposed on the topics of affordability and finance ([attached](#)).
7. Cabinet approved and Immediate Need Request for \$160,000 ([attached](#)) to increase advertising to generate student enrollment for Summer and Fall. The advertising plan is [attached](#).
8. Bill reported on a new app ([story attached](#)) available for Dreamers to locate and apply for college scholarships.
9. Bill shared ([article attached](#)) that the Supreme Court was deadlocked at 4-4 on *Friedrichs v. CTA* thus allowing the lower court ruling to stand that union agency shop dues collection rules remain unchanged.

10. Cabinet was joined by Rosa Royce, Associate Vice President of Fiscal Services, to discuss adjustments in the 2015-16 current year budget and the potential commitments for the 2016-17 budget.
- Rosa shared an analysis ([attached](#)) of Phase 4 of New Resource Allocations for 2015-16. As shown on the final summary page, of the \$14 million allocated in new resources, we will fall short over \$2 million in on-going funds. **Each of the Vice Presidents will review their items on this list and recommend one of three courses of actions:** 1) Move forward with the expenditure using one-time funds instead of on-going funds, 2) Postpone implementation of the item to a future specified time, or 3) find an alternative funding source.
 - Rosa shared a listing ([attached](#)) of management and staff positions for which a funding source has not been identified or for which only one-time funds had been allocated for 2015-16. These issues must be resolved for the 2016-17 budget. **Irene and Audrey will review their positions and recommend one of three courses of action** 1) funding the positions with one-time money for 2016-17, 2) eliminate the position or postpone hiring, or 3) find an alternative funding source.
 - Rosa shared a list ([attached](#)) that summarized the approved Phase 4 New Resource Allocations for 2015-16 that had not yet been funded. Cabinet noted that several of these are facilities or maintenance projects that are not likely to take place in 2015-16. **Mike will review the facilities and maintenance items and move those that are not scheduled for 2015-16 into the 2016-17 one-time budget.**
11. Irene presented data ([attached](#)) that she and Rosa Royce had prepared on the Faculty Obligation Number and status of our current hires, both completed and in progress. The analysis shows that we are short by 12 positions of meeting the expected FON for Fall 2016. Cabinet agreed on immediately initiating searches for full-time, tenure track faculty in these disciplines:
- Political Science
 - Psychiatric Technician
 - Nursing
 - Architecture
 - Accounting
 - Art History
 - Nursing
 - Alcohol and Drug Counseling
 - Economics
 - Registered Veterinary Technician
 - Counseling (two positions, already approved and in progress)
12. Peter shared the latest update on vacant positions actively under search ([attached](#)).
13. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
- a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 5/3)
 - b. Text messaging (Mike, Yen & Vic, 5/10)
 - c. Next Steps on the Foothill Transit Center (Mike, 4/19)
 - d. On-Boarding New Developmental Education Students (Audrey & Irene, 5/3)
 - e. AP 3540—Sexual and Other Assaults on Campus (Carolyn Keys, 5/10)
 - f. AP 5530—Student Rights and Grievances (Audrey & Carolyn, 5/10)
 - g. BP/AP 3530—Weapons on Campus (**Mike & Dave, 4/12**)
 - h. AP 3710 Filming and Photography (Bill & Yen, 5/10)
 - i. Student Holds: Establishing, Communicating, Clearing (**Mike, 4/12**)
 - j. Update on Classroom Technology Standards (Mike, Vic, Bill Eastham, 6/7)
 - k. Budget Retrenchment for 2016-17 (ALL, 5/3)
 - l. College Information in Mandarin and Spanish (All, 5/3)

14. Quarterly Reports to Cabinet

- a. Emergency Response Plan Implementation (Melonee Cruse, 4/19)
- b. Classroom Utilization Project (**Mike & Irene, 4/12**)
- c. Faculty Position Control Report (Irene, 8/16)
- d. Timely Employee Evaluations & Quarterly Cabinet Review (**All, 4/12**)
- 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)