




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*



February 16, 2016

1. Cabinet reviewed the LAX Landside Access Modernization Program (attached [PowerPoint](#) and [FAQ](#)). This is a huge project that will create off-site parking and rental car facilities connected to the LAX airport through a LONG people mover. It will also connect Metro's Orange Line and Green Line to the people mover and thus to LAX.
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2. Cabinet discussed the presentations in the [attached schedule](#) for Board Study Session, Saturday, March 12, 2016, Site: University of LaVerne.
 3. In anticipation of distribution of funding from the \$200 M Strong Workforce Fund, Cabinet began discussing possible expansion of existing CTE programs and possible implementation of new CTE programs. One such possibility is a Commercial Truck Driving Program. Attached are 1) [truck driving labor market data](#) showing pay rates and job openings—over 9,200 requiring a Class A License, 2) [directory of truck driving schools](#) licensed by the state, and 3) [truck driving school graduation numbers](#) for LA and Orange County—partial data suggests less than 1,000 graduates.
 4. James shared a first draft ([attached](#)) of a possible Board Policy and Administrative Procedure on Reasonable Accommodation and Ergonomic Assistance. Cabinet provided feedback. Suggestions included adding “for Employees and Applicants” to the title, citing that disabilities need to be certified, and improving the wording on the portions covering ergonomic assistance.
 5. Cabinet continued the discussion of expanding and improving the on-boarding of new developmental education students. Among the topics discussed were 1) assessment information sessions, 2) assessment preparation sessions, 3) enhanced career counseling, 4) coordination with DSPS for learning disability assessment for those with very low assessment results, 5) expansion of the number of seats offered in basic skills courses, 6) consideration of possible policy changes such as eliminate late enrollment once classes have begun, and 7) publishing and sharing notes of the groups with responsibilities in these areas, particularly the Registration Work Group and the Enrollment Management Team. Audrey shared reflections ([attached](#)) from her team's spring training on improving student success.
 6. Cabinet was joined by Carolyn Keys, Dean of Student Services, to discuss the status of changes to AP 3540—Sexual and Other Assaults on Campus ([attached](#)). Among the suggestions were 1) a section on advocacy for a safe, protected, supportive environment on campus, 2) identification of the Mt. SAC team charged with implementing the procedure and being the lead contacts, 3) specification of confidentiality rights of victims and accused, 4) the training and education

provided to employees, 5) coordination with local law enforcement, and 5) processes for campus investigation of complaints.

7. James shared the latest update ([attached](#)) on the status of active searches to fill vacant positions.

8. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 4/19)
 - b. Text messaging (Mike, Yen & Vic, 3/29)
 - c. Next Steps on the Foothill Transit Center (Mike, 4/19)
 - d. Follow Up on Ergonomic Accommodations (James, 3/29)
 - e. On-Boarding New Developmental Education Students (Audrey & Irene, 3/29)
 - f. AP 3540—Sexual and Other Assaults on Campus (Carolyn Keys, 3/29)
 - g. AP 5530—Student Rights and Grievances (**Audrey, 2/23**)
 - h. BP/AP 3530—Weapons on Campus (Mike & Dave, 4/12)
 - i. AP 3710 Filming and Photography (Bill & Yen, 3/15)
 - j. Auto-Awarding Degrees & Certificates (**Audrey, 2/23**)
 - k. Expanding Online Course Offerings (**Irene, 2/23**)

9. Quarterly Reports to Cabinet
 - a. Emergency Response Plan Implementation (Karen Saldana, 4/19)
 - b. Classroom Utilization Project (Mike & Irene, 3/22)
 - c. Faculty Position Control Report (**Irene, 2/23**)
 - d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 3/22)
 - e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 3/8)
 - f. IT Projects Quarterly Report (Mike & Vic, 3/8)
 - g. Grants Quarterly Update (Irene & Adrienne, 3/22)
 - h. Expansions of Work Experience (Irene & Audrey, 3/22)