



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* • Peter Parra, *Interim VP of Human Resources*



April 19, 2016

There will be no Cabinet meeting next week, April 26th.

Rosa Royce attended for Mike Gregoryk who is at a conference.

Joumana McGowan attended for Irene Malmgren who is at a conference

1. Cabinet discussed data ([attached](#)) on education levels and degree attainment in California compared to the nation. The data is from a new report entitled *A Stronger Nation: Postsecondary Learning Builds the Talent that Helps Us Rise* ([link](#)).
 - The data starkly displays the race/ethnicity degree attainment gap in California.
 - However, college attendance, though reflecting this gap, shows our state exceeding national college participation rates for ALL groups.
 - Degree attainment by county shows wide variation from 62.7% in San Francisco to 37.8% in Los Angeles, to 20.4% in Merced (data for those with at least an associate degree).
2. The submission deadline for renewal of our AANAPISI grant is April 22nd! (AANAPISI is Asian-American, Native-American, Pacific Islander Serving Institution.) Our grant writing team is working hard to complete this challenging federal grant application. The [attached](#) White House newsletter talks about some of these programs around the nation and has links to information about the grant.
3. Cabinet reviewed election results ([attached](#)) for the Associated Student Body Elections and congratulated all those selected, especially new ASB President Jonnatthan Ortez and reelected Student Trustee Elizabeth (Betty) Santos.
4. A letter ([attached](#)) from U.S. Department of Education outlines recently enacted financial aid statutory and regulatory requirements. Cabinet reviewed and affirmed our compliance with each.
 - Ensuring that students do not exceed the statutory lifetime limit on receipt of Federal Pell Grants;
 - Implementing the Gainful Employment regulations, especially the requirement to report additional student-level data and to disclose to current and prospective students detailed information about the institution's Gainful Employment academic programs;
 - Increased campus safety reporting and disclosures required by the Violence Against Women Act; and
 - Ensuring the successful implementation of the recently revised Federal student aid cash management regulations, especially the provisions related to institutional relationships with financial institutions, disclosures to students about their federal aid credit balance options, and related reporting requirements. (This latter requirement relates to Mt. SAC's use of Higher One-[link](#).)
5. Bill reviewed the agenda and action notes ([attached](#)) from his recent meeting with James Stone, Chisa Uyeki, and Chris Briggs of the Presidents' Climate Commitment Implementation Committee ([link](#)). The notes reflect steps to be taken to develop a Climate Action Plan, to better define the role of the committee, and to further the institutionalization of environmental sustainability.

6. Cabinet was joined by Melonee Cruse, Manager of Environmental Safety & Emergency Services, for an update ([attached](#)) on the Campus Emergency Response Implementation Plan. Much of the discussion centered on lessons learned from last month's bomb threat and campus evacuation. Some of the points made were the need for high functioning radios for all managers, regular radio use drills, quarterly walk through check lists for building marshals and floor captains, an analysis of the availability of keys, and a standard emergency equipment pack in every manager's office (flashlight, hard hat, radio with charging system, etc.), and the need to make sure that all staff recognize that they are "disaster service workers—Government Code 3100-3109 ([link](#)).
7. Peter reviewed the process for hiring the new Vice President of Human Resources including the timeline ([attached](#)) and job announcement ([attached](#)). The timeline may need to expand the active search period from four to six weeks. The job announcement will be simplified by moving the job descriptions to a web site with a link to the complete information. Robin Calote of Community College Search Services ([link](#)) will be assisting in the recruitment process. A link to the HR organizational chart will also be in the brochure—including that the VP HR coordinates labor negotiations but the District chief negotiator assignment is done by other administrators. The search committee will be chaired by Audrey with Peter as EEO Monitor. Management members will be Meghan Chen and Rich Lee with confidentials represented by Zaira Jimenez.
8. The college received a memo ([attached](#)) from Vice Chancellor Theresa Tena informing us that Common Assessment Initiative, CAI ([link](#)) is proceeding to the adoption and implementation stage. A schedule ([attached](#)) has assigned those steps to each college. For Mt. SAC, the CAI Assessment System (CCCAssess) must be adopted by Spring 2017 and implemented by Fall 2017. This mandate stems from the Student Success Act of 2012 ([see attached Ed Code 78216b](#)) which requires implementation of common assessment as a condition of receiving Student Success and Support Program funds (SSSP). Pilot colleges are implementing CCCAssess now—read about their experience in the April 14th edition of TechEDge ([link](#)).
9. The discussion of the implementation of Common Assessment triggered Cabinet to discuss the use of multiple measures for placement purposes—which are required by Title 5 §55502(i):

"Multiple measures" are a required component of a district's assessment system and refer to the use of more than one assessment measure in order to assess the student. Other measures that may comprise multiple measures include, but are not limited to, interviews, holistic scoring processes, attitude surveys, vocational or career aptitude and interest inventories, high school or college transcripts, specialized certificates or licenses, education and employment histories, and military training and experience.
10. Cabinet agreed on the following principles:
 - Multiple measures should be used as part of an overall system of assessment in order to place students based on more than a single test score.
 - The use of student responses to structured questions (Multiple Measures Survey) as a correlation to assessment test scores should to be analyzed.
 - High school transcripts should be evaluated as a component of multiple measures. To do so, we should adopt a system of regularly collecting and analyzing high school transcripts.
 - Evaluation of student readiness by counselors using a structured placement rubric should be included in the investigation of appropriate multiple measures.

A component of the state CAI effort is the Multiple Measures Assessment Project ([link—a good source for information regarding development and use of multiple measures](#)).
11. Bill shared that Mt. SAC will be renewing its membership in the Democracy Commitment ([attached](#)) along with the annual dues of \$1,000.

12. Rosa provided an update ([attached](#)) on use and fees paid by students for the Foothill Transit Class Pass. The MOU between Mt. SAC and Foothill Transit runs through August 29, 2016, and so needs to be renewed. The agreement calls for payment to Foothill Transit not to exceed the student fees collected. The assumption by Foothill Transit of \$0.60 per ride seems to match well the collected fees—but the data only goes through January 2016 so far. Rosa commented that the new MOU should specify the last billing day, now May 23rd, which is too early.
13. Cabinet reviewed the requirements of Ed Code 88036 ([attached](#)) which says in part:

A classified employee who works a minimum of 30 minutes per day in excess of his or her part-time assignment for a period of 20 consecutive working days or more shall have his or her basic assignment changed to reflect the longer hours...

A review of employees whose assignments had been temporarily increased during the last year revealed that three individuals had exceeded the 20 consecutive working days. The assignments of these employees will thus be made permanent by action at the next Board meeting. Peter will draft a memo to managers reminding them that temporary increases in working days cannot exceed 20 days.
14. Bill shared a note ([attached](#)) from Professor Tom Edson regarding AP 3530—Weapons on Campus ([previous version attached](#)). Professor Edson correctly identified that the wording did not fully comply with the California Penal Code. After reviewing Penal Code 626.9 ([attached](#)) and Penal Code 626.10 ([attached](#)), Cabinet revised AP 3530 ([revised version attached](#)).
15. Cabinet reviewed an update ([attached](#)) on the Classroom Utilization Initiative. A number of projects have been carried out that improved classrooms, laboratories, and instructional support facilities. Next steps involve Facilities staff meeting with Instructional Deans to finalize the data and prioritize projects to improve classroom capacities.
16. Bill shared the quarterly report ([attached](#)) of employee evaluations that are due. The list is getting shorter and represents many which became due just recently. Managers are encouraged to keep current on evaluations of their direct reports. Senior managers should be monitoring currency of evaluations by those managers under their supervision.
17. Cabinet approved an Immediate Need Request for \$16,075 ([attached](#)) in one-time funds to participate this Spring in the Community College Survey of Student Engagement ([link](#)), results to be used in the Accreditation Evaluation Study.
18. Cabinet approved an Immediate Need Request for \$55,000 ([attached](#)) in on-going funds for livestock feed.
19. Peter provided the latest update ([attached](#)) on vacant positions undergoing active searches.
20. Peter provided a list ([attached](#)) of Requests to Fill approved today by Cabinet.
21. 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, 5/24)

- 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. AP 3710 Filming and Photography (Bill & Yen, 5/10)
- h. Student Holds: Establishing, Communicating, Clearing (Joumana, 6/7)
- i. Update on Classroom Technology Standards (Mike, Vic, Bill Eastham, 6/7)
- j. Budget Retrenchment for 2016-17 (**ALL, 5/3**)
- k. College Information in Mandarin and Spanish (**All, 5/3**)
- l. Common Assessment and Multiple Measures (**Audrey, 5/3**)

22. Quarterly Reports to Cabinet

- a. Emergency Response Plan Implementation (Melonee Cruse, 8/16)
- b. Classroom Utilization Project (Mike & Irene, 7/12)
- c. Faculty Position Control Report (Irene, 8/16)
- d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 8/16)
- 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)