



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*

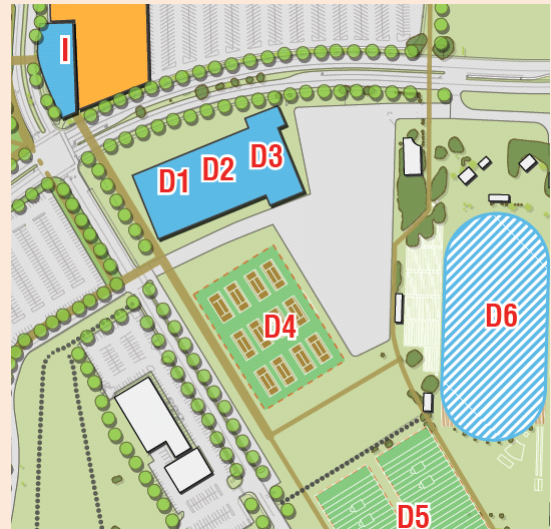


May 24, 2016

Interim VP of Human Resources Peter Parra was on vacation.

1. Cabinet received the [attached](#) letter from the Chancellor's Office notifying the college that our 2015-16 Student Success and Support Program Plan and Budget have been approved. Also provided were reviewer comments ([attached](#)) such as "innovative," "easy to verify information," "good job on providing follow up services," "excellent job matching staffing and funding," and "Wow! 95% of new students competed assessment. Great job!" Kudos to Audrey and her team!

2. The Board of Governors just adopted the 2017-18 Capital Outlay Spending Plan ([attached](#)) which proposes funds for Mt. SAC's New Athletic Complex which consists of a new gymnasium and aquatic complex. These projects are in our existing 2012 Facilities Master Plan ([link](#)) as shown on the map to the right: D1, D2, D3. The BOG Capital Outlay Plan lists \$3,290,000 in state funds to be matched with \$861,000 in local funds to support architectural plans and working drawings for the project. This money depends on the passage of the \$9 billion Education Facilities Bond Act of 2016 ([link](#)) on the November ballot. Once a project like this is funded for plans and drawings, it is in line for funding construction costs in the following state facilities bond (2018?). Current estimate of the total cost of the New Athletic Complex is \$60 million. The BOG also published ([attached](#)) the total facilities needs of all state community colleges: \$28 billion.



3. Cabinet reviewed a report ([attached](#)) of a meeting sponsored by Move LA ([link](#)) on improving the accessibility of student bus passes by the Los Angeles County Metropolitan Transportation Authority, "LA Metro." Thanks to Student Center Specialist Giovanni Rodriguez for attending and taking notes. In addition, Pasadena Assembly Member Chris Holden is sponsoring AB 2222 ([attached](#)) which would appropriate \$50 million for a Transit Pass Program to provide free or reduced-fare transit passes to public school and public college students.
4. The Senate and Assembly have concluded their work on the 2016-17 budget. Several changes were made on the community college budget as shown in the [attached chart](#). As the two houses do not fully agree, the differences will be worked out in a conference committee next week. Highlights of the changes from the Governor's May Revise:
 - On Workforce, both removed the 60% cap on on-going spending (yea!) and extended SB 1070 one year.
 - On Base Augmentation, the Assembly approved the Governor's \$75 million while the Senate bumped the allocation to \$85.29 million.

- On Categorical Programs, both approved modest increases in spite of the Governor's proposed zero.
 - On Basic Skills, both approved the Governor's \$30 million but rejected performance based funding (good!) and sent funds to colleges with qualified, unfunded applications for 2015-16 basic skills money.
 - Both rejected the Governor's proposal for one-time \$25 million in Innovation Grants.
 - On the Online Education Initiative, the Senate approved the Governor's one-time \$20 million which was, however, rejected by the Assembly (boo!).
 - On Deferred Maintenance & Instructional Equipment, the Governor's one-time \$219.4 million was reduced to \$213 million by the Senate and to \$174.2 million by the Assembly (boo!).
5. Mt. SAC has been awarded a Basic Skills and Student Outcomes Transformation grant for \$1,289,691 over three years. The full list of awardees is [attached](#). (Several colleges submitted qualified applications which were not funded with this 2015-16 state allocation but MAY be funded if the above-mentioned new \$30 million is appropriated.) The Legislature also made changes to the Governor's May Revise Basic Skills Trailer Bill ([attached](#)) rejecting performance based funding.
 6. In addition to approving the \$248 million in workforce money, the Legislature made changes in the Strong Workforce Trailer Bill ([attached](#)) rejecting the Governor's proposal that the regional share would be one-time and making this money on-going.
 7. As mentioned in last week's Cabinet, Mt. SAC has been approved for additional dollars reallocated from unspent the Student Equity Fund. Audrey shared the draft list ([attached](#)) of the items to be included in our request for those funds. The priority established by Cabinet was providing staff technology (computers, peripherals) for the new Student Equity Center which will be in place shortly.
 8. Cabinet was joined by Yen Mai, Director of Marketing and Communications, and Vic Belinski, Chief Information Officer, for an update ([attached](#)) on our Text Messaging Initiative. Our first pilot was done with the Financial Aid Office and sent a reminder to students to renew financial aid for 2016-17. (The complete text message is in the attachment.) There were 1,103 students who were sent the message using our SMS tool. (SMS stands for Short Message Service.) One of the technical issues was cell phone provider limitations on automated texting. As required by law, we provided students the ability to opt out of receiving future messages and 13 did so. Only eight errors were encountered. We plan to continue the pilot with more financial aid messages but realize that we need a way to determine the effectiveness of texting. For Fall 2016 registration, we will add enrollment messages to the texting plan. The Texting Workgroup will retain Yen as lead with Vic from IT, Joumana McGowan from Instruction, George Bradshaw from Student Services, and Monica Cantu from Administrative Services. The workgroup will produce a plan for enrollment text messages by mid-June. **Mike will work with Sharon Ormond at Atkinson, Andelson, Loya, Ruud & Romo to review legal requirements and limitations regarding text messaging.**
 9. Yen shared the results ([attached](#)) of a recent student survey that included a question about ads they had seen over the last week. Most frequently were those through social media, then radio or email, then television, and then YouTube. Yen will use this information to expand recruitment marketing and bring to Cabinet a New Resource Request to do so.
 10. [Attached](#) is a current list of vacant positions under active search. In consideration of the heaving hiring load in Human Resources, **each Vice President will send a prioritized list of critical hires for HR to expedite.** Positions approved for hiring today are on the [attached list](#).

11. Cabinet approved an Immediate Need Request ([attached](#)) for \$75,000 one-time and \$13,000 on-going to implement the CourseLeaf Curriculum Module ([link](#)) which will replace our aging WebCMS system.
12. Bill reported on the work of the state CEO Accreditation Workgroup II ([attached](#)). This is the group in conversation with the WASC Senior Accrediting Commission (accredits universities) about also accrediting community colleges. Both the CEO and the Board Chair of WASC Senior were at the meeting. An excellent discussion ensued. Stay tuned!
13. Cabinet discussed the plans to start up work on the 2017 Facilities and Educational Master Plan. We are seeking firms to carry out these two functions following a timeline ([attached](#)) that will bring them on board by August—in time to start committee work this Fall. Cabinet discussed membership of the committees and will seek appointments from constituent groups shortly.
14. Cabinet discussed an update ([attached](#)) from Meghan Chen, Dean of Library & Learning Resources, on the state Online Education Initiative (OEI) and Mt. SAC's participation in that work. Topics included the Online Course Exchange, mutual agreements on financial aid when sharing online students among colleges, the Course Review process to get curriculum approved for the Exchange, and the Online Counseling Network that is just beginning. A two-page summary of the Online Education Initiative is [attached](#). One question that has come up frequently as many colleges place courses in the Exchange is the issue of registration priority. For example, if a student from Sierra College wanted to take an online Mt. SAC course listed in the Exchange, would that student be considered “new” to Mt. SAC and thus have no registration priority—and unlikely to get in the class? One solution being explored by OEI is “allocating” seats from that Mt. SAC online course into the Exchange as shown on the [attached](#) PowerPoint. For example, a 35 seat course would have 5 seat “allocated” for Exchange students and 30 for home college students. Cabinet saw that such a system would require changes to existing laws and regulations.
15. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 8/2)
 - b. Text messaging (Mike, Yen & Vic, 6/14)
 - c. Next Steps on the Foothill Transit Center (Mike, 6/28)
 - d. Student Holds: Establishing, Communicating, Clearing (Joumana, 6/7)
 - e. Update on Classroom Technology Standards (Mike, Vic, Bill Eastham, 6/7)
 - f. Follow Up Reports on Positions Funded One-time for 2016-17 (**All, 5/31**)
 - g. AP 7365—Discipline and Dismissal-Classified Employees (**Bill, 5/31**)
16. Quarterly Reports to Cabinet
 - a. Emergency Response Plan Implementation (Melonee Cruse, 8/16)
 - b. Classroom Utilization Project (**Bill & Irene, 5/31**)
 - 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)