



## 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*



**December 9, 2014**

1. Cabinet reviewed the 11/18 draft of the Accreditation Gap Analysis Synthesis ([attached](#)).
  - Regarding the Mission, we may want to add an Extended Mission Statement to our present Mission Statement. The Extended version would be longer and more thorough to comply with Accreditation Standards ([attached](#)). **Bill will work with President's Advisory Council to address this issue.**
  - Regarding Outcomes, we may need to post more information on the Institutional Research web page. We definitely have work to do on Institutional Outcomes.
  - Regarding Library, administrative feasibility review may be sufficient. **Irene will check.**
  - Regarding Evaluations, we DO have procedures for evaluations of all employees. The statement in the Analysis may be referring to other evaluation issues.
  - Regarding Tech Support, Standard IIC4 says student training is limited to "effective use of technology" rather than preparation for online learning.
2. Bill shared the process ([attached](#)) for the BOG Task Force on Workforce, Job Creation, and a Strong Economy: Phase One: Regional College Conversations, Phase Two: Strong Workforce Town Hall Meetings, and Phase Three: Task Force Meetings. A Q&A is also [attached](#).
3. The Accrediting Commission will be holding a conference on April 23 and 24 on the new standards ([letter attached](#)). Just Accreditation Liaison Officers (Irene) and CEOs (Bill) are invited. **Bill will see if he can designate a representative to attend in his place.**
4. Chancellor Harris sent a letter ([attached](#)) about the closure of some of the colleges operated by Corinthian Colleges. Everest College in Ontario is the college nearest Mt. SAC affected by the closure order. As stated in the letter, the Chancellor's Office is in touch with federal and state agencies involved in the closure and will let us know how best we might help.
5. Cabinet reviewed BP 6200—Budget Preparation ([attached](#)), BP 6250—Budget Management ([attached](#)), and AP 3560—Alcoholic Beverages ([attached](#)) and forwarded these changes to President's Advisory Council. Mike noted that AP 3560 conforms to Business and Professions Code 25608 ([attached](#)).
6. Cabinet noted that BP 5110 ([attached](#)) and AP 5110 ([attached](#)), both on Counseling, have been passed by Student Preparation & Success Council and the Academic Senate. The major change is the restoration of the first bullet point in the AP which had mysteriously disappeared at some point in the past. Cabinet concurred with the changes.
7. Cabinet approved and Immediate Needs Request ([attached](#)) for student tutor TB tests.

8. Cabinet was joined by Gary Nellesen, Director of Facilities Planning and Management; Vic Belinski, Chief Technology Officer; Yen Mai, Director of Marketing and Communication; Karen Saldana, Director of Safety, Healthy Benefits & Risk Management; Mike Montoya, Assistant Director of Public Safety; and Art De La Cruz, Interim Director of Public Safety, for a debrief on the recent power outage. The discussion focused on communication, decision making, communication, training, communication, preparation, and communication. The team will be updating processes, protocols, equipment, and coordination.
9. Cabinet reviewed Option D of the Academic Calendar for 2016-17 ([attached](#)) and recommended that this version be supported by the College in conversations with the Faculty Association and CSEA 262.
10. Cabinet continued its discussion on ways to select Screening Committee members earlier in the hiring process. James presented a draft form ([attached](#)) that would be sent to the hiring manager as soon as the Request to Fill form is completed. The form presents word-for-word the Administrative Procedure language for each type of hire and has a table for names of Search Committee members to be added as the various appointment processes take place. The goal would be to have the hiring manager coordinate the membership selection to be completed prior to the close of the application period. **Cabinet members will review this form with their teams and give feedback to James.**
11. Cabinet began a review of the recently approved Student Success and Student Equity Plans with a view to implementation. **Bill asked Cabinet members to prepare to discuss three issues:**
  - 1) *Benchmarks for Service Levels*. Each program or activity should have targets for number of students served and extent of outcomes produced. This will require that students in programs or receiving services are identified and tracked. This will require interfacing with Information Technology for programming support and Institutional Research for data analysis and evaluation protocols.
  - 2) *Gaps in Staff and Support; Need for Prioritization*. Even with existing staff and budgets being augmented by SSSP and Student Equity new funds, there may be staff needs that require some shifting of responsibilities or augmentation of hours to achieve the benchmark levels expected for the activities in the Student Success and Student Equity Plans. Support functions (IT, facilities, hiring, purchasing, etc.) may need to be prioritized so that activities can proceed in a timely fashion.
  - 3) *Future Needs and/or Activities*. As implementation begins, we may discover that additional resources are needed to actually accomplish the desired outcomes. Also, ideas for new activities not in the current plans may arise. As we anticipate additional Student Success and Student Equity funds in the next budget cycle, we should capture these needs and opportunities for future planning.

Cabinet began this discussion by reviewing two sections of the Student Equity Plan: the Summary of Existing Programs and Development of New Interventions ([attached](#)) and the Goals and Activities ([attached](#)).
12. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Emergency Response Plan Implementation (Karen Saldana, 2/10)
  - b. International Student Initiative-Support and Services (Audrey, 2/17)

- c. Adult Ed Partnerships (Irene & Donna, 1/13)
- d. Classroom Utilization Project (Mike & Irene, 1/20)
- e. AP 4255, Dismissal and Readmission (Audrey, 1/20)
- f. Methods to Reduce Student Accounts Receivable Debt (Mike, 1/13)
- g. Upgrade Radio Phone Communication System (Mike, 1/20)
- h. Dual Enrollment Offerings at Local High Schools (Irene, 1/6)
- i. Implementation of SSSP & Student Equity Plans (ALL, 1/6)