



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*



August 14, 2015

The next Cabinet meeting will be Tuesday, September 1.

1. Cabinet reviewed the August *First Monday* newsletter ([attached](#)) from Chancellor Harris.
 - a. The 113th community college is Clovis Community College, the third college in the State Center Community College District, joining Fresno City College and Reedley College.
 - b. Two bills affecting accreditation are moving forward. AB1385 which would require a vote of the colleges before the Accrediting Commission could levy an assessment to cover legal fees. AB1397 would impose transparency and related requirements on the Commission.
 - c. The 15-16 state community college budget includes \$266.7 million in ongoing operational funds of which \$6.2 million will be allocated to small colleges to increase their base funding.
 - d. AB288 on dual enrollment has passed out of Senate Education Committee and will next be heard in Senate Appropriations Committee.
 - e. The Foundation for California Community Colleges has received a National Science Foundation grant from which \$30,000 sub-grants will be available to colleges for STEM research. Mt. SAC will pursue this opportunity.
2. The Chancellor's Office has undergone a reorganization ([attached](#)) s.
 - a. Direct reports to the Chancellor will be Erik Skinner, Deputy Chancellor; Vince Stewart, VC of External Relations; and Paul Feist, VC of Communications and Marketing.
 - b. Direct reports to Deputy Chancellor Skinner will be Pam Walker, VC of Educational Services, Dan Troy, VC of Finances and Facilities; and Theresa Tena, VC of Institutional Effectiveness.
 - c. Denise Nolden, VC of Student Services, and Van Ton-Quinlivan, VC of Workforce, will report to Pam Walker
 - d. Alice VanOmmeren, VC of Technology & Research, and Paul Steenhausen, VC of Student Success, will report to Teresa Tena.
3. Bill shared this year's recipients of the College Champion Awards ([full descriptions attached](#)):
 - a. Eternal Flame Award: Cindy Shannon, Biological Sciences Professor
 - b. Torch Bearer Award: K.C. Kranz, Health & Fitness Supervisor, Wellness Center
 - c. Burning Bright Award – Margaret Teske, ESL Instructional Support Manager
 - d. Burning Bright Award – Meghan Chen, Dean of Library and Learning Resources, with Don Sciore, Associate Dean of Instruction
4. Madelyn Arballo, Associate Dean of Career Education and Workforce Development, reported ([attached](#)) on a recent meeting of the Adult Education Regional Consortium which consists of Mt. SAC and its regional partners in adult ed. The meeting has begun the conversation on the implementation of the Adult Ed Block Grant funds appropriated in this year's state budget which will be distributed through this (and the other 70 consortia). One action that will be required of the consortium is completion of the Consortia Report on Governance Compliance of Rules and Procedures ([attached](#)). The 15-16 appropriation of \$500 million consists of \$375 million specifically to K-12 districts for "maintenance of effort" in offering adult education.

Provided are a list of the dollar amounts given to local K-12 districts ([attached](#)) and to all K-12 districts ([attached](#)). \$125 million will go to the Adult Education Regional Consortia as spelled out in AB 104, Section 39 ([attached](#)).

5. Irene and Audrey discussed recommendations developed by Joumana McGowan in consultation with Francisco Dorame (in Tom Mauch's absence) on “imbedding” the Career Services Specialists (formerly called Job Developers) in instructional divisions—essentially partnering with the instructional divisions to enhance job seeking skills and career placement for students enrolled in particular programs. The staffing for the team on the instructional side would include Rachael Brown, Special Projects Coordinator in the Tech & Health Division, and Debra Bautista, Career Services Specialist in the Arts Division. Cabinet agrees that the “imbedding staff” approach has potential, although further development and refinement of details needs to be worked through. Work is continuing on strengthening work experience/ internships with the creation of a Work Experience Training Manual ([attached](#)) and a set of CTE Job Developer Training slides ([attached](#)).
6. The period for candidates to file for election to the Mt. SAC Board of Trustees has ended, and those running in the November election in Trustee Areas 1, 5, and 7 are now known. ([See attached list.](#)) The L. A. County Registrar/Recorders Office sent us a calendar of dates ([attached](#)) listing deadlines for activities leading up to the November 3rd election.
7. The college has received materials from the state Chancellor’s Office ([attached letter](#)) regarding filing of this year’s Student Success & Support Program (SSSP) Plan ([template attached](#)) and Budget ([template attached](#)). Processes are in place at Mt. SAC to produce the plan and budget by the October 30 due date.
8. Cabinet reviewed the Enrollment Comparison Report ([attached](#)). Headcount is up 0.6% and projected FTES is up 0.2%. Our Fall target is 1% growth in FTES. Noncredit enrollment is lagging but should pick up. Evening numbers are down—a continuing trend. International students are up to 595, a gain of 15 from the similar time last Fall. Fill rate is 90% which is good for this time in the enrollment process. There are 13,135 on wait lists (down 7.2%) and 8,341 open seats (up 6.7%)—both signs of lagging demand for courses (and that we are doing a good job of meeting student demand). The units per student for both full- and part-time are unchanged, but there are just more part-time students as a ratio to full-time compared to last year. First time students are up 4.3% which indicates our marketing is having a positive effect. We plan to do more marketing in Spanish and Mandarin.
9. Tech projects continue to advance at the state level.
 - a. A two-and-a-half day workshop ([information attached](#)) on the development of the common assessment test was held last month with 40 faculty participants representing English, Math and ESL departments from 28 community colleges.
 - b. The systemwide Online Education Initiative has produced a set of Online Student Readiness Tutorials ([information attached](#)) designed to address the challenges encountered by both new and experienced online students.
10. The Institutional Effectiveness Partnership Initiative and RP Group are holding five regional workshops ([flyer attached](#)) on how to integrate success factors into students’ daily

experiences at our colleges. Mt. SAC plans to send a team to the workshop at San Bernardino Valley College.

11. New Resource Allocation Requests were approved as follows:

- a. \$2,100 one-time to Academic Senate for clickers to record votes ([attached](#)).
- b. \$2,500 on-going to Athletics to provide disability accommodations ([attached](#)).
- c. To Instruction ([attached](#)) 1) catalog software (\$76,000 on-going and \$12,980 one-time), 2) copier (\$12,000 one-time), 3) supplies (\$18,245 on-going), 4) Toolkeeper 35% to 100% (\$56,000 on-going), 5) Lab Tech 47.5% to 100% (\$54,397 on-going), 6) Ag Production Assistant (\$58,691 on-going), 7) student worker hours (\$1,500 on-going), and 8) piano tuning (\$500 on-going).

12. Cabinet reviewed the status of legislation involving community colleges ([attached](#)).

13. Bill asked for help in working on the Pomona College Promise. ([See Cabinet Notes on 4/28/15.](#)) Volunteered were Jill Dolan, Director of Media & Public Affairs; Zolita Fisher, Director of TRiO Programs, and Don Sciore, Associate Dean of Instruction.

14. Cabinet discussed revision of the Mt. SAC Basic Skills Plan ([link](#)), noting that recent transfer of funded positions from the Basic Skills Fund to the General Fund came with the intention that the objectives in the plan would be aligned with the College Strategic Plan rather than for aspirational projects.

15. Karen Saldana, Director of Safety, Health Benefits & Risk Management, and K.C. Kranz, Health/Fitness Supervisor, announced that the “\$10,000 Team Challenge” weight loss program ([flyer attached](#)) will be held this fall. The enrollment numbers for the Employee Wellness Program (see table) show steady growth in participation. The flyer for this Fall is [attached](#).

	2013	2014	2015
Winter	23	86	116
Spring	213	128	190
Summer	99	94	133
Fall	167	190	

16. Audrey shared information on the Student Services Employment and Education (SSEED) Program ([attached](#)). This Student Equity funded work study program will give student employability skills through workshops, meetings, and job training sessions to supplement their direct work placement activities. Included in the attachment is a form for Mt. SAC folks to refer students to the program.

17. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):

- a. Emergency Response Plan Implementation (Karen Saldana, 9/22)
- b. International Student Initiative (Audrey, 9/15)
- c. Classroom Utilization Project (Mike & Irene, 9/8)
- d. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 9/15)
- e. Pomona College Promise (**Bill, 9/1**)
- f. Faculty Position Control Report (Irene, 10/6)
- g. Staffing Work Experience (Irene & Audrey, 9/15)
- h. New Resource Allocations, Round 2 (All, 10/13)
- i. Timely Employee Evaluations & Quarterly Cabinet Review (All, 9/8)
- j. Text messaging (Mike, Yen & Vic, 10/23)
- k. Civitas (Mike/Bob, Irene/Joumana/Barbara, 9/8)