



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* • Ibrahim "Abe" Ali, *VP of Human Resources*



January 10, 2017

There will be no Cabinet meeting next week, January 17th

1. During today's Cabinet meeting, Governor's Brown's 2017-18 proposed budget was released. Attached are the [full budget summary](#), the [analysis by Vice Chancellor Mario Rodriguez](#), and the [community college augmentations in table form](#) providing comparison of this proposed 2017-18 budget with our existing 2016-17 budget. Key community college augmentations are:

Ongoing Funds

- Cost of Living Adjustment \$94.1 M (1.48%)
- Enrollment Growth \$79.3 M (1.34%)
- Base Augmentation \$23.6 M
- Cal Grant B-Fulltime CCC Students \$3.1 M
- COLA for EOPS, DSPS, CalWORKs \$5.4 M (1.48%)
- Online Education Initiative \$10 M

One-Time Funds

- Guided Pathways \$150 M
- Integrated Library Systems \$6 M
- Deferred Maint & Instructional Equip \$43.7 M
- Prop 39 Clean Energy Job Creation \$52.3 M
- Innovation Awards \$20 M

The biggest surprise was \$150 million in one-time funds for Guided Pathways. Mt. SAC is one of three California community colleges among 30 nationally who are part of this grant funded initiative which is about to expand throughout California. No details are available about the Governor's Guided Pathways proposal, but two pages ([attached](#)) of his budget message address the governor's continuing support for student success and, in particular, the ways in which the governor sees that Guided Pathways can enhance these efforts.

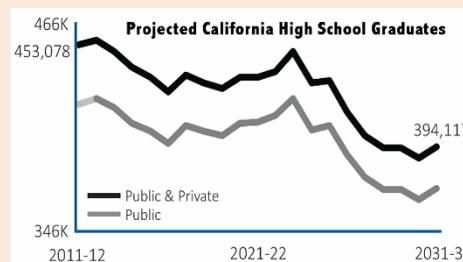
2. Cabinet reviewed the First Friday newsletter ([attached](#)) from Vice Chancellor Pam Walker.
 - On CTE Minimum Qualifications, it is a positive step that a guidance letter will be sent to the field in January and a white paper is in the works. There is much contention around the state on this issue.
 - On Distance Education, our agreement with the Faculty Association on effective contact language went through a pilot in Fall 2016, and we are expecting the results shortly. If all goes well, we can work on expanding faculty opportunities to teach online.
 - On Streamlining Curriculum, we are pleased at the progress but concerned about lack of staffing in the Chancellor's Office.
 - On SSSP/SEQ/Basic Skills Planning Integration, we were greatly disappointed with the initial outline of the effort and note that Vice Chancellor Walker's tone in the newsletter seems less than hopeful of meaningful results any time soon.

3. Cabinet noted the increase in minimum wage over the next few years. (See chart at the right.) Mt. SAC will plan ahead for this increase in operating costs by analyzing affected positions and departments, by adjusting overall hourly rates to reflect not only entry level but the related hourly rates, and finally by augmenting unit budgets in advance for each fiscal year affected.

Minimum Wage	Effective Date
\$10.50/hour	January 1, 2017
\$11.00/hour	January 1, 2018
\$12.00/hour	January 1, 2019
\$13.00/hour	January 1, 2020
\$14.00/hour	January 1, 2021
\$15.00/hour	January 1, 2022

4. Based on responses from Board of Trustee members, an analysis of student and employee diversity will be added to the agenda ([attached](#)) for the Board Study Session.

Bill shared a report entitled “Knocking at the College Door: Projections of High School Graduates” ([full report attached](#)). Of particular interest is the future number of high school graduates in California ([CA excerpt attached](#)) as community college enrollment depends appreciably on that number. The graph to the right shows the steady decline in graduates since 2012. However, a growth spurt is coming by 2024!!!



5. Based on responses from Board of Trustee members, Cabinet added an additional Community Open House Meeting ([see attached](#)) to be at Mt. SAC with invitations to Walnut residents. The meetings are designed to get input on developing our Education and Facilities Master Plan. Jill Dolan will lead the planning of these sessions with the assistance of Eva Conrad and the consultant team along with Don Sachs and reps from Instruction, Student Services, and Admin Services.
6. Cabinet was joined by Dave Wilson, Chief of Public Safety, and Melonee Cruse, Manager of Environmental Safety and Emergency, who provided our quarterly training session on the Mt. SAC Emergency Response Plan. This session focused on communication systems and protocol. Several improvements were recommended.
7. Dave Wilson discussed the recently signed MOU with CSEA 262 ([attached](#)) on Public Safety Reorganization which is scheduled for ratification by CSEA 262 next week. Also discussed was Chief Wilson’s presentation ([attached](#)) to be made at tomorrow’s Board of Trustees meeting. Through a spirited conversation, Cabinet was supportive of the direction being taken and of the work of Chief Wilson and CSEA 262. Cabinet authorized the job descriptions for Public Safety Officer I and Public Safety Officer II, as revised by the Public Safety Task Force, to be submitted to CSEA 262 for a final 15 day review and then submitted to the Board of Trustees for approval. This will enable the transition of Public Safety Officers to begin as described in the MOU.
8. Cabinet was joined by Fawaz Al-Malood, Associate Dean of Business, who provided an update ([attached](#)) on the Child Development Center. Topics discussed were effective and efficient use of personnel and feasibility of proposed projects. Cabinet noted that these projects will need to proceed through program review and the subsequent prioritization process.
9. Cabinet was joined by Yen Mai, Director of Marketing and Communication, and Dale Vickers, Acting Chief Technology Officer, to discuss text messaging. IT has developed a solution to manage the various authorized areas of text messaging separately. [See the attached “Text Messaging Phone Types Design” for technical specifics](#). Also approved was a draft Board Policy and Administrative Procedure on Text Messaging ([attached](#)) which will be sent to President’s Advisory Council for their recommendations. Great job by the text messaging team!
10. Yen remained with Cabinet to discuss marketing strategies to improve Spring Semester enrollment. Yen shared the outreach elements already in place or planned, and Cabinet provided additional input and advice.
11. Cabinet approved the following Immediate Need Requests:
 - Emergency generator at the Data Center (Building 23A): \$65,000 ([attached](#))
 - HR Complaint Investigation Services: \$35,000 ([attached](#))
 - Accreditation resources: \$35,000 ([attached](#))

12. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 2/7)
 - b. Implementing BP 6530—Closed-Circuit Surveillance Systems (**Dave, Dale, Bill, 1/24**)
 - c. Progress on Expansion of Summer Bridge Program (**Audrey & Irene, 1/24**)
 - d. Plan Ed/Facilities Master Plan Open House Meetings (**Jill, Don, Eva, 1/24**)

13. Quarterly Reports to Cabinet
 - a. Emergency Response Plan Implementation (Dave Wilson & Melonee Cruse, 4/11)
Executive Policy Group Training
 - b. Classroom Utilization Project (Joumana & Mika, 1/31)
 - c. Faculty Position Control Report (Irene, 1/31)
 - d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 1/31)
 - e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 3/7)
 - f. IT Projects Quarterly Report (Mike & Dale, 3/14)
 - g. Grants Quarterly Update (**Irene & Adrienne, 1/24**)