



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*



February 21, 2017

**There will be no Cabinet meeting on February 28, 2017
Mike Gregoryk was out on sick leave.**

1. A second round of Pathways Institutes has been announced ([attached](#)) by the American Association of Community Colleges. Mt. SAC, as a member of the first cohort of 30 colleges nationwide, has completed four of the six scheduled institutes. The attachment also describes Institutes #5 and #6.
2. As requested by the Board of Governors, Mt. SAC has completed a brief report ([attached](#)) of the percentage of credit instructional hours taught by full-time faculty for Fall 2016. The result, 57.9%, compares with the statewide value of 53.5% reported in Data Mart for Fall 2015.
3. The Chancellor's Office let us know ([memo attached](#)) that the system will be moving to a two-year plan and budget ([template and instructions attached](#)) to integrate three restricted funds: the Basic Skills Initiative (BSI), the Student Success and Support Program (SSSP) and the Student Equity Plan (SEP). The due date for the 2017-2019 Integrated Plan, which includes the 2017-2018 budget, is December 1, 2017. The Expenditure Guidelines ([attached](#)) have been updated for all three programs.
4. The U.S. Department of Education has announced ([link](#)) that the Notice Inviting Applications for New Awards for Fiscal Year 2017 under the Upward Bound Math and Science (UBMS) Program has been posted. The deadline to submit applications is Wednesday, March 22, 2017. Mt. SAC plans to apply.
5. The Legislative Analyst's Office released their analysis ([full report attached](#)) of the Higher Education portion of the Governor's January Budget for 2017-18. Vice Chancellor Mario Rodriguez has analyzed ([attached](#)) the community college portion of the proposed budget. Highlights:
 - The 2017-18 Prop 98 guarantee will likely exceed the January estimate by as much as \$1.5 billion which would provide CCCs approximately an additional \$150 million in ongoing revenue—possibly as part of the Governor's May Revise. However, this is likely to be a mix of one-time and ongoing funds.
 - The LAO has advised the Legislature to conduct hearings about (1) how the \$150 million guided pathways program would be structured, implemented, and led; (2) what changes might be needed in CCC student success efforts; and (3) the rationale for the proposed funding amount and timeline.
 - The LAO has advised that the Legislature wait until early May for an updated estimate of 2016-17 enrollment and then adjust apportionments; monitor CCC course offerings to ensure that colleges do not unduly expand enrollment;
 - LAO advises approval of the \$98 million COLA and the \$24 million general apportionment increase and consider a larger increase if additional state revenue is available in May.
 - The LAO recommends rejecting the \$10 million augmentation to permanently and fully subsidize Canvas, the statewide course management system, and to direct colleges to develop the statewide integrated library system without state funding.

6. As part of the college's initiative to expand summer opportunities for new students to get off to a great start in basic skills, a Summer Bridge Expansion meeting ([notes attached](#)) was held last week. Because of the collective impact included Summer Pathways to Transfer, members from that team were included as well. Both teams will make a good faith effort to provide additional summer classes. Great work!
7. The college will be engaging ([letter attached](#)) the services of Nossman LLP ([link](#)) to lobby for Mt. SAC in the area of noncredit and adult education. As was discussed in previous Cabinet Notes, lack of progress in funding and aligning CCC and K-12 noncredit/adult education has contributed to tensions that may lead to legislative initiatives by K-12 to the detriment of community colleges. Ashley Walker at Nossman is a leading advocate and lobbyist on this topic.
8. Cabinet was joined by Eric Turner, Manager of Web & Portal Services, to demonstrate the new Online Campus Directory which was launched on Friday at www.mtsac.edu/directory. A companion site, the Employee Profile Showcase, was also launched at (www.mtsac.edu/profiles).
 - With the new Campus Directory, users can quickly search for contact information by department, service, building, or employee name. It also shows faculty and staff contact information, including Office Location, Division/Department, Title, Phone Number, email address and a link to their profile (if activated).
 - With the Employee Profile Showcase, all active Mt. SAC Employees have the option of having their profile listed in the directory. A profile is a "mini" biographical webpage that may include a photo, a list of degrees and accomplishments, interests, contact information, etc. An example is [attached](#)—thank you, Tiffany Kuo! Profiles are meant to be fun and in particular invite students to get to know their instructors even before the first day of class.

Note: my profile page is located at <http://www.mtsac.edu/profiles/wscroggins.html>
9. Our Community Master Plan Meetings are coming up. The [attached flyer](#) lists the dates and venues. The program will begin with a brief presentation ([attached](#)) after which those attending will be able to circulate among five stations with poster boards ([attached](#)) and staff available to discuss and receive comments. All of this is being done with the stellar assistance of Jill Dolan, Director of Community Affairs, and Don Sachs, Special Assistant to the President. This dynamic duo is also working with our Board of Trustee members to visit City Council meeting ([list attached](#)).
10. Cabinet reviewed the plans for fulltime faculty hiring from Strong Workforce Funds
 - Phase 1 covers the first three years of funding, and a separate budget is in place for each of the three years. We are currently in year 1 and the faculty hirings are budgeted to start next August but be advertised this spring.
 - Phase 1/Year 2: **Photography, Television & Film, RVT/Doctor of Veterinary Medicine** (3 positions—we advertise for these spring, 2017, and hire for fall, 2017)
 - Phase 1/Year 3: **Hospitality and Restaurant Management** (advertise spring, 2018 and hire for fall, 2018)
 - Phase 2 is the next three year cycle of funding. The expectation is that Technical Theater will have completed curriculum development and facilities work and be ready to hire a faculty member by then.
 - Phase 2/Year 1: **Technical Theater** (advertise spring, 2019 and hire for fall, 2019)
11. Cabinet approved an Immediate Need Request ([attached](#)) for \$50,800 to pay for professional expert time that was needed to prepare our Accreditation Evaluation Report.

12. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Implementing BP 6530—Closed-Circuit Surveillance Systems (Dave, Dale, Bill, 3/14)
 - b. Planning for Joint Board Dinner, March 22nd (**All, 3/7**)
 - c. Faculty Coordinators for Guided Pathways Project (Irene, 3/21)
 - d. Follow Up on Management Retreat (**Jim Jenkins, Jennifer Galbraith, Gary Gidcumb, 3/7**)

13. Quarterly Reports to Cabinet
 - a. Emergency Response Plan Quarterly Report (Dave Wilson & Melonee Cruse, 4/11)
 - b. Classroom Utilization Project (Joumana & Mika, 5/9)
 - c. Faculty Position Control Quarterly Report (Irene, 4/4)
 - d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 5/16)
 - e. Construction Project/Scheduled Maintenance Quarterly Report (**Gary, 3/7**)
 - f. IT Projects Quarterly Report (Mike & Dale, 3/14)
 - g. Grants Quarterly Update (Irene & Adrienne, 4/4)
 - h. Dual Enrollment Offerings at Local High Schools (Joumana & Francisco, 4/18)