



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*



March 7, 2017

Mike Gregoryk continues to be out on sick leave.

1. Cabinet celebrated recognition of Lorenzo "Gunny" Harmon, Student Services Program Specialist, and Public Safety Chief Dave Wilson at the recent *Salute to Heroes Prayer Breakfast* in Diamond Bar hosted by the San Gabriel Valley Regional Chamber of Commerce. Photos are [attached](#).
2. The Accrediting Commission for Community and Junior Colleges, which has been on extended review by the U.S. Department of Education, has received a recommendation ([letter attached](#)) for full renewal of recognition by NCIQI, the major advisory body to USDoe on accreditation.
3. Cabinet reviewed the First Friday Newsletter ([attached](#)) from Vice Chancellor Pam Walker. While most of the updates were familiar to Cabinet, we did reflect on the feeble initial attempt by the Chancellor's Office to integrate planning for Student Success, Student Equity, and Basic Skills. Cabinet also noted that Mt. SAC is in Phase III in the Chancellor's Office transition to the new COCI 2.0 curriculum inventory ([link](#)).
4. A recent report ([attached](#)) showed that California community college annual ending fund balances have been going up as state funding has increased. Mt. SAC's reserve has been fairly steady.

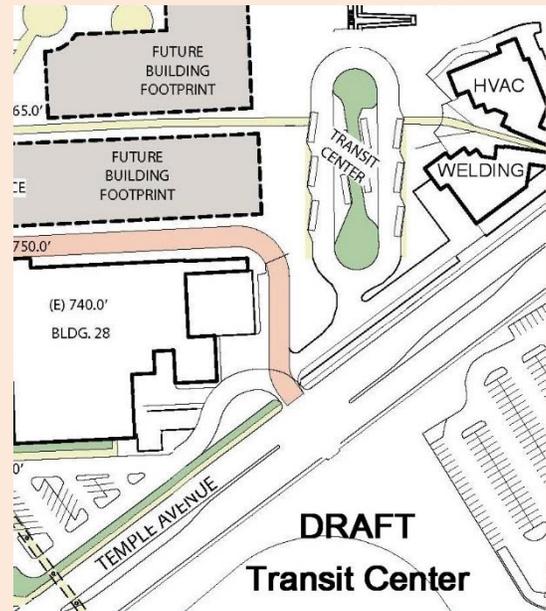
Net Ending Balance as a Percentage of Unrestricted General Fund Expenditures			
Statewide	2013-14	2014-15	2015-16
Average	17.6%	17.3%	22.5%
Lowest	5.8%	3.9%	6.8%
Highest	39.3%	36.5%	44.1%
Mt. SAC	20.6%	22.5%	21.3%

The same report shared data on salaries and benefits as a percentage of total expenditures. Mt. SAC is a bit above average on this metric.

Unrestricted General Fund Salaries and Benefits as a Percentage of Total Expenditures 2015-16		Mt. SAC
Average	87.3%	88.7%
Lowest	62.2%	
Highest	91.2%	

5. Cabinet discussed future plans for dual enrollment. With several requests from school districts within the Mt. SAC service area, follow up on these opportunities will be considerable this spring. Two aspects of this work will need attention. First, coordination of the curriculum offerings and logistics of faculty orientation and preparation should be considered for a faculty assignment, perhaps as a coordinator. Second, the fashioning of interdistrict agreements and course scheduling and supervision should be considered for an administrative assignment. Bill, Irene, Joumana, and Francisco will continue dialog about these needs including conversations with the Academic Senate.

6. Mt. SAC has agreed on a MOU ([attached](#)) with Foothill Transit regarding the Bus Transit Center on campus ([see map](#)). The agreement will transition student passes from TAP cards to stickers on their Mt. SAC Student ID Card. (See [link](#) and [additional information](#)). Cabinet noted that this will take funding to provide new Student ID Cards.



7. Cabinet reviewed the Board Presentation ([attached](#)) on a proposed Bond Anticipation Note (BAN) that would access \$90 million of Measure RR facilities bond money. Also reviewed was the bond rating presentation ([attached](#))—Mt. SAC's good financial status may enable our bond sale rating with Standard & Poor's to improve to AA+ from just AA.

8. Cabinet was joined by Gary Nellesen, Director of Facilities Planning and Management, who presented both a summary ([attached](#)) of facilities projects and a detailed report ([attached](#)).

9. Mt. SAC has been funded for an additional 317 FTES from overcap enrollment in 2015-16. The financial analysis is [attached](#). Immediate impact will be \$1,274,706 in one-time funds available this year, 2016-17, and an additional \$637,353 in on-going funds available next year, 2017-18.

10. Cabinet was joined by Jennifer Galbraith, Dean of Business, and Gary Gidcumb, Construction Project Manager, both of whom are on the Management Steering Team. The team shared an executive summary ([attached](#)) of the results of a survey taken by 78 of those who attended the 2017 Management Retreat. The follow up discussion focused on next steps. Additional growth and enhancement opportunities are being developed in collaboration with the Management Professional Development Committee ([link](#)). The Management Steering Team will be proposing official college recognition as a committee. (See the [attached](#) draft Purpose and Function statement.)

11. Abe shared an update ([attached](#)) of open positions under active search.

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, 3/14**)
- c. Faculty Coordinator for Guided Pathways Project (Irene, 3/21)
- d. Preparation for New Resource Allocation (**All, Rosa, 3/14**)

13. Quarterly Reports to Cabinet

- a. Emergency Response Plan Quarterly Report (Dave Wilson & Melonee Cruse, 4/11)
****Margolis Healy Executive Training****
- b. Classroom Utilization Project (Joumana & Mika, 5/9)
- c. Faculty Position Control Quarterly Report (**Irene & Rosa, 3/14**)
- d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 5/16)

- e. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 6/6)
- f. IT Projects Quarterly Report (**Dale, 3/14**)
- g. Grants Quarterly Update (Irene & Adrienne, 4/4)
- h. Dual Enrollment Offerings at Local High Schools (Joumana & Francisco, 4/18)