



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*



December 6, 2016

1. Cabinet discussed issues raised in the latest CIO First Friday Report ([attached](#)).
 - The Chancellor's Office new Curriculum Inventory is now being piloted.
 - New policy and practice for curriculum approval will be described in an upcoming white paper to be released by the Chancellor's Office.
 - The Adult Education Block Grant Summit included some excellent presentations the materials for which are available online ([link](#)).
2. Cabinet discussed the motion ([attached](#)) proposed by Supervisory Hilda Solis for adoption by the LA County Board of Supervisors. At our Board of Trustees meeting next week, a 30 minute agendaized discussion item will be held at the beginning of the meeting, moved up to 6:00 pm to accommodate the expected participation of quite a few students. Audrey will make sure the information gets out to student with plenty of time for them to make plans to attend.
3. Audrey and Irene will represent the college on the Exceptional Service Committee called for in the agreement with the Faculty Association. Specifics are [attached](#).
4. Cabinet discussed improving the timeliness and professionalism of investigation of complaints. Abe commented that the hiring of the new Director of EEO plus his own efforts should enable the college to bring almost all of these investigations in house and meet the standards we expect for this very important work of investigating complaints. Cabinet agreed that use of outside investigation firms should be minimized.
5. Bill shared an analysis of options ([attached](#)) for new designs that are under consideration to scale down the former plan for a parking structure on Lot A. This would be part of a more geographically diverse set of parking structures to meet the needs of the college while spreading out the impact of traffic and campus access for vehicles. It was pointed out that an updated traffic and parking plan is part of the work being done through the Educational and Facilities Master Plan Project currently underway.
6. Bill provided an update ([attached](#)) on work of the Sustainability Committee, particularly on beginning the Climate Action Plan. The update includes the extension of resources to continue this work.
7. Cabinet was joined by Gary Nellesen, Director of Facilities Planning and Management, who shared the quarterly update ([attached](#)) on construction projects and scheduled maintenance. Cabinet discussed and give direction on priorities for use of currently available funds.
8. Bill reported that the \$50,000 donation to the Mt. SAC Foundation to support on-campus student internships has been extended from a one-time gift to an on-going donation. We are sincerely

grateful to this generous donor who chooses to remain anonymous and to the Foundation for their great work in advocating for the needs of the college and our students.

9. The Accrediting Commission has sent a letter ([attached](#)) giving the opportunity for Bill as college president to have opportunities for input subsequent to the submission of our Accreditation Evaluation Self Study. Irene reported that the document is at the printer and will be in the mail to the Accrediting Commission shortly.
10. Cabinet discussed strategies for community outreach and will continue pursuing this topic at future Cabinet meetings.
11. The Chancellor's Office has provided a compilation of resources ([attached](#)) available to colleges to assist in the preparation of our Strong Workforce Local Plans. Those plans are due by January 31st.
12. Cabinet discussed specific programs to feature in our Marketing Innovative Programs and Services initiative:

<u>Instruction</u>	<u>Student Services</u>	<u>Administration</u>
Library (Romelia)	Bridge (Anabel)	Energy Savings (Gary)
Chemistry (Jenny, Iraj)	Veterans (Desiree)	Water Conservation (Gary)
STEM (Karolyn)	Student Leadership (Andi)	Instructional Media (Dale)
Air Traffic Control (Roguses)	DSPS (Grace)	Event Presentation Truck (Bill)

13. Abe provided an update ([attached](#)) on active recruitments for open positions as well as the list ([attached](#)) of Request to Fill approved at today's Cabinet.
14. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 1/17)
 - b. Next Steps on the Foothill Transit Center (**Mike, 12/13**)
 - c. Student Holds: Establishing, Communicating, Clearing (**Bob, 12/13**)
 - d. AP 5130—Financial Aid (Revision/Addressing Loss of BOG Fee Waiver (**Audrey, 12/13**))
 - e. Implementing BP 6530—Closed-Circuit Surveillance Systems (Dave, Dale, Bill, 1/24)
 - f. Child Development Center: Budget and Productivity (Irene & Fawaz, 1/10)
 - g. Progress on Expansion of Summer Bridge Program (Audrey & Irene, 1/17)
 - h. Next Steps on Guided Pathways Application for a Higher Ed Innovation Award (**Bill, 12/13**)
15. Quarterly Reports to Cabinet
 - a. Emergency Response Plan Implementation (Dave Wilson & Melonee Cruse, 1/10)
Executive Policy Group Training
 - b. Classroom Utilization Project (Joumana & Mika, 1/31)
 - c. Faculty Position Control Report (Irene, 1/24)
 - d. Timely Employee Evaluations & Quarterly Cabinet Review (**All, 12/13**)
 - e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 3/7)
 - f. IT Projects Quarterly Report (**Mike & Dale, 12/13**)
 - g. Grants Quarterly Update (Irene & Adrienne, 1/17)
 - i. Text Messaging BP and AP (Yen & Dale, 1/10)