



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* • Peter Parra, *Interim VP of Human Resources*



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1. Cabinet discussed a presentation ([attached](#)) from a symposium on maker space entitled, "InnovationMaker3." Maker space was described using terms like interdisciplinary, open-ended, inquiry-based, empowering, fun and playful. It is described as a work-based learning experience that improves both critical thinking and soft skills. There is interest in the maker space movement among Mt. SAC faculty in both STEM and CTE. One of the issues is identifying a spacious facility in which to create this environment. Cabinet talked about possible locations on campus.
2. Yen Mai, Director of Marketing and Communication, reports that our new online interactive campus map is now live at www.mtsac.edu/maps. Among its features are:
 - A 3-D interface
 - Photos and descriptions of key buildings
 - The ability to search for locations
 - Parking and access information
 - Driving directions
 - Local traffic conditionsCongratulations to the team in Web Services, Facilities and Marketing that made this happen, including Eric Turner, Mika Klein, Sue Hothi, Jeff George, and Alan Kinkaid.
3. Cabinet discussed AB 1892 ([attached](#)) enhancing Cal Grant C financial aid by establishing an additional award up to \$2,462 for community college CTE students to cover access costs, training-related costs, and tuition and fees. The bill passed the Assembly Higher Education Committee 12-1 and is being held in Assembly Appropriations Committee pending funding.
4. The Chancellor's Office has provided a legal opinion ([attached](#)) on Proposition 209 and Equal Employment Opportunity. Cabinet agreed that this was a good review of legal requirements in the EEO arena.
 - Cabinet's attention was drawn to Section IIA on Pre-Hiring which states, "Districts are required to collect longitudinal data, identify any significantly underrepresented group, and conduct adverse impact analysis" (page 12). This section goes on to describe the specifics for meeting this requirement. **This adverse impact analysis must be undertaken post haste, and Bill will work with staff to see that this is done.**
 - Further, Section IIB points out that when this analysis identifies significant underrepresentation "that may be the result of non-job related factors in the employment process" (page 15), the college shall take steps to attract more candidates from the underrepresented group.
5. Cabinet reviewed SB 66 ([attached](#)) which would require the Department of Consumer Affairs to supply licensure data to the Chancellor's Office to measure employment outcomes of CTE students. The bill passed unanimously in the Senate and the Assembly Business and Professions Committee and is currently in Assembly Appropriations Committee.
6. Cabinet reviewed an article entitled, "What Colleges Can Do to Diversify Their Curricula" ([attached](#)) and discussed potential initiatives to do so at Mt. SAC. Cabinet will continue working with faculty and students to explore possibilities.

7. Cabinet reviewed the trailer bill language in the budget bill, SB 830 ([attached](#)) that applies to the Strong Workforce Initiative and the specifics of the accompanying \$200 million on-going funding.

- Ed Code §88821 states the Legislature’s intent and provides “guiding principles” for the program.
- Ed Code §88821(f) charges the Chancellor’s Office with 11 specific tasks generally taken from the Strong Workforce Task Force recommendations. These tasks include (3) providing labor market data, (6) improve employer engagement, (7) provide work-based learning, and (10) streamlining the course and program approval process.
- Ed Code §88822 defines terms.
- Ed Code §88823 states the requirements for regional plans due January 1, 2017, specifically:
 - 1) Names of districts in the consortium,
 - 2) Governance model,
 - 3) Analysis of labor market and wage data,
 - 4) A list of regionally and locally prioritized programs,
 - 5) Measurable regional goals aligned with WIOA accountability measures,
 - 6) For regionally prioritized programs, a work plan, spending plan, and budget, and
 - 7) A description of the alignment of the regional consortium plan with regional WIOA plans.

Ed Code §88824 applies just to the 2016-17 fiscal year.

- Ed Code §88824(b) applies to the 5% set-aside to the Chancellor’s Office.
- Ed Code §88824(c) describes the allocation of the remaining funds.
 - The Chancellor’s Office shall provide an allocation recommendation to the Department of Finance by August 30, 2016. Equally weighted factors are 1) local unemployment rate, 2) regional proportion of state CTE FTES, and 3) the regional proportion of state job openings.
 - 40% goes to the regional consortium to fund “regularly prioritized projects and programs that meet the needs of local and regional economies, as identified in regional plans and Workforce Innovation and Opportunity Act regional plans.”
 - 60% goes directly to community colleges to fund “regionally prioritized projects and programs...that meet the needs of local and regional economies, as identified in regional plans and Workforce Innovation and Opportunity Act regional plans.”
- Ed Code §88824(d) states the requirement for a district to receive funds:
 - 1) Be a member of a consortium.
 - 2) Participate in regional Workforce Investment Board planning.
 - 3) Participate in regional consortium planning.
 - 4) Provide performance and labor market data to support implementation of the program.
 - 5) Certify that the funds are used to 1) increase the number of successful CTE students, 2) increase the number of CTE courses and programs or invest in the development of new CTE courses and programs, 3) address the recommendations of the Strong Workforce Task Force.

Ed Code §88825 applies to fiscal years 2017-18 and beyond.

- This section has just one significant change from §88825, the 2016-17 fiscal year section:
 - A fourth element is added to the funding formula for the 40% regional share: proportion of successful workforce outcomes based on WIOA accountability measures. Unemployment rate counts 33%, CTE FTES counts 33%, job openings count 17%, and WIOA measures count 17%.
- Ed Code §88826 requires the Chancellor’s Office to implement accountability measures that “shall, to the extent possible, align with the performance accountability measures of the federal Workforce Innovation and Opportunity Act.”

8. Mt. SAC received a “Dear Colleague” letter ([attached](#)) from the U.S. Office for Civil Rights regarding gender equity in CTE programs. The document provides useful guidance and examples, and Cabinet affirmed our compliance in all matters discussed. Highlighted below are some key points:

- Disproportionate gender enrollment is not a violation, but when evident, calls for reviewing policies and practices for counseling students.
- Cautions are cited regarding practices such as depicting only members of a particular gender in program materials.

9. Cabinet discussed our FTES production for 2016-17. Our Second Principal Apportionment (P2, [attached](#)) through Spring 2016 showed 31,067 FTES as funded, a growth of 798 over last year. By including some Summer 2016 growth, we plan to report 31,455 for all of 2016-17. This will make our growth target of 3.85% and provide the possibility of about \$1.8 million in additional over cap funding when the state recalculation of overall FTES occurs in February 2017. Overall state funded FTES at P2 was up just 0.9% ([see attached full state P2 report](#)), much less than the budgeted 2.0%, so some recalc money should be available. Our “320 Report Group” will also be restructured as the “Enrollment Reporting and Targeting Group” now consisting of Cabinet plus Bob Hughes (who will take over Apportionment Attendance Reports), Joumana McGowan, Rosa Royce, Madelyn Arballo, and Tom Mauch.
10. Audrey shared requests ([attached](#)) for allocations from the Student Equity Special Allocation recently made available by the Chancellor’s Office. The actual allocation of \$107,300 was much less than expected, so Cabinet discussed priorities among the requests which totaled \$673,410, the largest being \$596,652 for additional costs related to the new Student Equity Center. Audrey will consider the input from Cabinet, develop a draft recommendation, and then poll the Student Preparation and Success for their concurrence with the recommended use of funds.
11. Bill discussed an initiative to promote activities at Mt. SAC that display innovation and distinction. [Attached](#) are examples including Emergency Preparedness, Sustainability, and Success of Special Populations. Bill will work with Jill Dolan, Yen Mai, and Bill Eastham to produce and distribute written articles and recorded video, both in complete coverage and sound bites, on these and other topics over the coming year. Cabinet was asked to bring back more ideas, and began brainstorming ideas such as the success of our honors program and water conservation.
12. Cabinet discussed the potential for working with the Parent Institute for Quality Education ([link](#)), or PIQE, ([see attached](#)) a group that supports parental involvement in the education of their children, particularly in the Latino community. **Bill will follow up with Lilian Hernandez of PIQE,** particularly the extent that PIQE has a presence in our district and might be working with Adult Ed.
13. Cabinet discussed preparation for Phase 5 of New Resource Allocations scheduled for July 26th and targeting the use of \$2.9 million identified in the 2016-17 tentative budget as one-time funds. In addition, consideration will be given to 2015-16 Immediate Need Requests for one-time funds.
14. Cabinet discussed AP 6750—Traffic and Parking Regulations ([attached](#)). Cabinet recognized the need for more flexibility in our fee system for parking. Ideas to pursue:
 - No parking fee required from Friday noon through Saturday midnight. This would make parking free for weekend events. The cost of parking enforcement is currently not worth the parking permit and ticket fees. An exception would be the charging for parking at major events such as the Mt. SAC relays.
 - Improving the system to pay daily parking fees. Use of credit cards may be possible, but bank fees may be prohibitive. Upgrading the quality of permit dispensers may be a better solution.
 - Enforcing permit parking more consistently. We receive regular criticism for issuing some parking tickets but not for all violations.Dave Wilson will be invited to Cabinet to provide information and follow up.
15. Cabinet received an update on the status of active hiring searches ([attached](#)) and this week’s approved new positions for hiring ([attached](#)).

16. In the afternoon, Cabinet met as Campus Master Plan Coordinating Team (CMPCT). One of the items discussed was priorities for expenditure of the \$2 million in scheduled maintenance allocation for 2016-17. The list of priorities ([attached](#)) included 15 items totaling almost \$7 million. Cabinet discussed the 7 criteria for allocation as well as revised estimates for each project based on quotes and possible reduction in scope (see the attachment for details). With this accomplished, progress can be made on all 15 project with the revised cost estimate being \$2,780,000. The excess above the \$2 million can be managed with carry-over from last year.
17. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
- a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 8/2)
 - b. Text messaging (Yen & Vic, 8/30)
 - c. Next Steps on the Foothill Transit Center (Mike, 9/6)
 - d. Student Holds: Establishing, Communicating, Clearing (Joumana, 7/19)
 - e. Update on Classroom Technology Standards (Mike, Vic, Bill Eastham, 7/26)
 - f. Phase 5 of New Resource Allocations—One-time Funds to Begin 2016-17 (All, 7/26)
 - g. AP 6750—Traffic and Parking Regulations (Mike & Dave Wilson, 8/2)
 - h. BP and AP on Loss of BOG Fee Waiver (Audrey, 9/13)
 - i. RFP for Marketing and Web Services (Bill & Yen, 7/19)
 - j. More Ideas for Innovation and Excellence Marketing (All, 7/19)
18. Quarterly Reports to Cabinet
- a. Emergency Response Plan Implementation (Melonee Cruse, 8/16)
 - b. Classroom Utilization Project (**Joumana & Mika, 7/12**)
 - c. Faculty Position Control Report (Irene, 8/16)
 - d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 8/16)
 - e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 9/6)
 - f. IT Projects Quarterly Report (Mike & Vic, 9/13)
 - g. Grants Quarterly Update (Irene & Adrienne, 9/27)
 - h. Expansion of Work Experience (Irene & Audrey, 9/6)