



# 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 3, 2017**

1. Cabinet discussed the Education & Facilities Master Plan Public Information Plan ([rough draft attached](#)), particularly the plan for Open House Meetings throughout the District. One structure would be to organize the community-based open house meetings by Trustee Area. Given that Trustee Areas overlap several cities, it might be better to have the meetings organized by city groupings with two trustees at each venue. The two options are described in the [attached open house meeting plan](#). A map of trustee areas is also [attached](#). Bill will discuss these options with the Board of Trustees. In addition to trustees at the meeting, the staff presence will include Bill, Jill Dolan, Don Sachs, and representatives of Administrative Services, Instruction, and Student Services. Cabinet will work on an outline including purpose, topics, and handout materials.
2. Topics for the Board Study Session on Saturday, January 21<sup>st</sup>, were discussed and assignments made including a rough time schedule ([attached](#)). Cabinet will refine this schedule at the next Cabinet meeting.
3. Cabinet discussed the non-resident fees for 2017-18, including a proposal for the coming year [attached](#) and a history of the fee structure [attached](#). Cabinet agreed to recommend to the Board of Trustees that the 2017-18 non-resident fees be a cost-of-instruction fee of \$234 (equal to the state average as well as the Mt. SAC direct cost) plus a capital outlay fee of \$30 (the same as for 2016-17 but less than the Mt. SAC calculation of \$61). This makes the total 2017-18 non-resident fee \$264 per unit, higher than last year's fee of \$241.

4. Cabinet noted that, once again, Mt. SAC's Spring Semester start date is considerably later than neighboring colleges. It was decided to stress this in our enrolment marketing campaign—Mt. SAC will be filling classes for the new semester when others are closed for enrollment. Bill will invite Yen Mai, Director of Marketing and Communication, to an upcoming Cabinet meeting to discuss marketing strategy for Spring 2017 enrollment.

College	Spring Start Date
Mt. SAC	February 27 <sup>th</sup>
Cerritos	January 9 <sup>th</sup>
Chaffey	January 9 <sup>th</sup>
Rio Hondo	January 28 <sup>th</sup>
Fullerton	January 30 <sup>th</sup>
Citrus	February 22 <sup>nd</sup>

5. 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. Child Development Center: Budget and Productivity (**Irene & Fawaz, 1/10**)
  - d. Progress on Expansion of Summer Bridge Program (Audrey & Irene, 1/24)
  - e. Refine Agenda for Board Study Session (**All, 1/10**)
  - f. Plan Ed/Facilities Master Plan Open House Meetings (All, 1/24)
  - g. Marketing Strategy for Spring 2017 Enrollment (**Yen, 1/10**)

6. 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, 1/24)
- 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)
- h. Text Messaging BP and AP (**Yen & Dale, 1/10**)