



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*



August 24, 2016

1. Cabinet reviewed a study ([attached](#)) on electric vehicle charging stations planned for installation at Mt. SAC. There are 14 existing charging stations, and 30 more are planned. See the attachment for locations. Three EV charging networks being considered: Chargepoint, SemaConnect, and EV Connect. The report analyzes rates, installation costs, and incentive programs. Specifications of the three systems are compared. Based on type, installation cost, and warranty, EV Connect by GE is the better choice despite slightly higher monthly operating cost.
2. Cabinet was joined by Yen Mai, Director of Marketing and Communication, and Eric Turner, Manager of Web and Portal Services, to discuss the RFP for marketing and web consulting ([attached](#)). Cabinet approved the proposal to proceed.
3. Yen presented an update ([attached](#)) on the Community Carnival and Open House to celebrate Mt. SAC's 70th birthday. The event is planned for Saturday, November 5th, from 10:00 am to 4:00 pm. Cabinet gave input on location of the various events, coordination with campus units—particularly the Farm Fest component, and the need to offer Sodexo first shot at providing food. Cabinet discussed others to be part of planning and implementation: Core Team (Yen, Sue, Carol, Marisa), Instruction Team (Sue, Matt, Joe), and Student Services Team (Chau, Desiree). **Yen will return to Cabinet with more information.**
4. Yen discussed the possibility of an expanded version of the current one-page/front-back "Mt. SAC Fast Facts" ([link](#)) to a six page trifold version. Cabinet suggested more limited text, more targeted data, and photos and stories of students, faculty, and others to convey the Mt. SAC message. An updated draft will be pursued.
5. Bill shared an article ([attached](#)) entitled *What MSIs Can Teach Others* [MSIs are Minority Serving Institutions.] Marybeth Gasman, a professor of higher education at the University of Pennsylvania, visited historically black colleges, Hispanic-serving institutions, tribal colleges, and colleges that predominantly serve Asian-Americans and Pacific Islanders. Here are some of her discoveries quoted from the article.
 - The students we talked to, over and over and over, with no exception, told us they knew the people in their institution believed in them even more than they believed in themselves.
 - [These institutions] have a wide array of programs put in place by faculty and staff that ensure students are successful. They're not leaving it up to chance.
 - [These institutions] encouraged students to explore and to grab ahold of or seize their identity. They were never asked to check their identity at the door.
 - People said, "This place is like a family. I know I can count on people. I know I have somewhere to go."
6. Cabinet has adopted a revised New Resource Allocation Form ([attached Excel](#)) that retains the PIE citation. Including the PIE citation in the documents that come to Cabinet gives verification of the

origin of the request in program review. This is an accreditation requirement, and inclusion of this evidence in Cabinet Notes is important to cite in our Self Evaluation. Cabinet members will resubmit the revised forms and redo the [attached Excel](#) summary budget documents ([see the dates and previous attachments](#)) so that the Self Evaluation will reflect this important step.

7. Cabinet reviewed the status the following bills.
 - AB 1690-Contract Tenure Rights to Adjunct Faculty—attached are the [bill](#) and a [summary](#). AB 1690 would require community college districts to negotiate contracts with representatives for part-time faculty that include seniority rights and other job protections. The bill is on the Governor’s desk.
 - AB 1732 Gender Neutral Restrooms—attached are the [bill](#) and a [summary](#). AB 1732 would make all public single-stall restrooms gender-neutral. The bill is on the Governor’s desk.
8. Bill and Irene have been invited to be on the California Guided Pathways Advisory Committee. ([See attached.](#)) Mt. SAC is one of 30 colleges implementing the AACC Guided Pathways Project ([link](#)), and this advisory committee is working on expanding the concept to 10 or so additional California community colleges. Bakersfield College and Irvine Valley College are also part of the AACC Pathways Project and part of the California expansion effort.
9. As part of the AACC Pathways Project, each of the 30 colleges submitted data related to the project. That data has now been compiled into the [attached report](#) that compares the colleges. Mt. SAC stands out in several ways.
 - Largest number of programs offered (424)
 - Lowest percentage of students in the top 10 enrollment programs (36.8%) [We have a lot of them.]
 - 6th lowest percentage of undecided or undeclared students (10.0%)
 - Zero awards of certificates less than 1 year (true of only 2 other colleges)
 - Right at the average number of credits for students earning an associate degree (79 credits)
 - Lowest average number of credits for students earning a Nursing associate degree (69.6 credits)
10. Cabinet discussed communications ([email1](#) and [email2](#)) with Eva Conrad, lead consultant on developing the 2017 Mt. SAC Education Master Plan. A good start has been made.
11. Mt. SAC is exploring the restoration of the Health Care Interpreter Program. ([See the attached analysis.](#)) Cabinet agreed that the program should be noncredit or fee based. The analysis shows that a primary audience would be those working in the health care field who would like to add this skill set to enhance their employability or level of compensation.
12. Bill shared minutes ([attached](#)) of a “visioning session” on expansion of the Convergence Project ([link](#)), the goal of which is to create a health career pipeline. The project originated in the Inland Empire, and the visioning session explored including the San Gabriel Valley in the project. Stay tuned.
13. Peter shared the latest version ([attached](#)) showing progress on vacant positions with active searches and the list ([attached](#)) of positions just approved to be filled.
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, 11/15)
 - 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, 9/13)
- e. Update on Classroom Technology Standards (Mike, Vic, Bill Eastham, 10/25)
- f. BP and AP on Loss of BOG Fee Waiver (Audrey, 9/13)
- g. Implementing BP 6530 Closed-Circuit Television Surveillance Systems (**Dave, Vic, Bill, 8/30**)
- h. Child Development Center: Budget and Productivity (Irene, 10/18)
- i. Honors Program Administrative & Faculty Leadership (**ALL, 8/30**)
- j. Review and Revise Wait List Process (**ALL, 8/30**)

15. Quarterly Reports to Cabinet

- a. Emergency Response Plan Implementation (Dave Wilson & Melonee Cruse, 11/15)
- b. Classroom Utilization Project (Joumana & Mika, 10/25)
- c. Faculty Position Control Report (Irene, 11/15)
- d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 9/27)
- 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)