



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*



November 29, 2016

1. Cabinet discussed President-elect Trump's choice of Betsy DeVos for Secretary of Education. [See the attached article](#). Betsy DeVos has a background in K-12 education. This pick emphasizes the priority of the new president on K-12 education, but what about higher education? Speculation is now rampant on who might fill this role as Under Secretary of Education, the position with primary responsibility for postsecondary education. That position is currently held by Ted Mitchell ([link](#)).
2. Cabinet reviewed the recent publication of the U.S. Department Education, "Advancing Diversity in Higher Education" ([full document attached](#)). The initial portion of the paper presents data demonstrating the performance gaps among demographic groups. Most interesting to Cabinet was Section IV, "Practices for Promoting Higher Education Access" ([attached](#)) giving examples of specific actions by colleges and universities to promote diversity. These actions included goal setting, strategic planning, and incentive funding, but also implementation steps such as strategies to recruit and retrain diverse faculty, outreach to elementary and middle schools with diverse students, summer bridge programs, on-campus learning communities, curricula emphasizing multicultural communication, and resource centers for special populations.
3. The Chancellor's Office has issued the *EEO and Diversity Best Practices Handbook* ([attached](#)). This publication provides guidance to colleges for implementing the new Multiple Method allocation model by which the Equal Employment Opportunity Fund resources ([link](#)) are distributed to community colleges. Specific examples from various colleges and districts demonstrate how each Multiple Method is being carried out. The Multiple Method areas are listed below.
 - 1) EEO Plan and Advisory Committee
 - 2) Board Policies and Adopted Resolutions
 - 3) Incentives for Hard-to-Hire Disciplines
 - 4) Focused Outreach and Publications
 - 5) Diversity throughout Hiring Steps
 - 6) Training for Hiring Committees
 - 7) Professional Development Focused on Diversity
 - 8) Criteria for Employee Evaluation and Tenure Review
4. Yen Mai, Director of Marketing and Communication, and Dale Vickers, Acting Chief Information Officer, provided an update on implementation of text messaging and presented a first rough draft ([attached](#)) of a BP and AP on Text Messaging. Cabinet provided feedback.
5. Cabinet reviewed the Chancellor's Office memo on Mandated Holidays 2016-17 through 2019-20 ([attached](#)). Choices of dates for Lincoln Day will be interesting.
6. Mt. SAC has been awarded a planning mini-grant from the College Futures Foundation to work collaboratively with six other colleges to apply for funding through the Higher Education Innovation Award program. Information on the project is [attached](#).

7. Cabinet discussed how Mt. SAC can provide the maximum legal protection for our students. In particular, Cabinet discussed creating Mt. SAC as a “Safe Haven” for students experiencing fear and anxiety about potential changes in national policies and practices that establish and protect rights of students and their families. Bill has provided a list ([attached](#)) of potential actions Mt. SAC might take to secure these protections. An important level of protection is provided by California laws and regulations. Our attorney is in the process of providing advice on possible steps that Mt. SAC can take to become a Safe Haven. Bill and Audrey have also met with students who have shared their concerns and ideas. Further developments are expected both in the short term and as federal policy and practice actions emerge.

8. Cabinet discussed our outreach and marketing work based on programs which demonstrate excellence and/or innovation. Irene and Audrey will bring specific program recommendations to the next Cabinet. Bill will then work with staff to begin production of written and video presentation materials.

9. Cabinet finalized allocation of funds through Phase 6 of New Resource Allocations. Attached is both a [table in Word format](#) as well as an [Excel spreadsheet](#) with full information.

	Approved	Not Approved	Other Sources of Funding
Administrative Services	674,995	451,293	175,000
Institutional	131,862		
President's Office	461,000		
Instruction	542,307	443,500	145,500
Student Services	344,363	2,241,647	
Grand Totals	2,154,527	2,685,147	320,500

10. 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 (Joumana & Bob, 12/13)
- d. AP 5130—Financial Aid (Revision/Addressing Loss of BOG Fee Waiver (**Audrey, 12/6**))
- e. Implementing BP 6530—Closed-Circuit Surveillance Systems (Dave, Dale, Bill, 1/24)
- f. Child Development Center: Budget and Productivity (Irene & Fawaz, 12/13)
- 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)
- i. Follow up on Marketing Innovative Programs and Services (**Audrey, Irene, Bill—Initial Programs to Highlight, 12/6**)

11. 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, 12/13)
- c. Faculty Position Control Report (Irene, 1/24)
- d. Timely Employee Evaluations & Quarterly Cabinet Review (**All, 12/6**)
- e. Construction Project/Scheduled Maintenance Quarterly Report (**Mike & Gary, 12/6**)
- f. IT Projects Quarterly Report (Mike & Dale, 12/13)
- g. Grants Quarterly Update (Irene & Adrienne, 1/17)
- j. Text Messaging BP and AP (Yen & Dale, 12/13)