



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*



April 4, 2017

1. *Yahoo Finance* just published an article ([attached](#)) titled, "Three Surprising Reasons to Attend Community College First." They are: 1) Average Savings of \$11,377 (national data); 2) Make Up for Mediocre Grades; and 3) Flexibility (figuring out a major, lower number of units to allow for work schedule, and adjusting to college life).
2. The California Community Colleges Online Education Initiative, OEI ([link](#)) has continued to expand the OEI Course Exchange. [See the attached OEI Update](#). The Exchange provides a seamless pathway for students enrolled at one college to register for online courses at other participating colleges without requiring students to complete separate application and matriculation processes.
 - The Exchange has five full-launch pilot colleges in production to test the Exchange internally. Next, this spring the colleges will pilot Fall 2017 priority registration across colleges. This will be a test of mapping priority levels between colleges with a limited set of students.
 - To assure articulation among participating colleges, the OEI Consortium has adopted criteria for expanding access to courses that are part of an Associate Degree for Transfer, have a C-ID designator, and meet a local need or help to fill out a transfer pattern such as IGETC.
3. Cabinet was joined by Adrienne Price, Grant Director, who shared and update ([attached](#)) of active grants and grant applications as well as a calendar ([attached](#)) of scheduled grant opportunities. Cabinet reviewed the grant activity and discussed future application opportunities.
4. Cabinet discussed progress on AP 5011—Admission and Concurrent Enrollment of High School and Other Young Students ([attached](#)). Discussions with the Academic Senate have focused on editing for clarity, organization, and wording. Plans are for Jeff Archibald and Marty Ramey (Academic Senate President and VP, respectively) along Audrey and Joumana, to draft an edited version to be reviewed by both Senate and Cabinet.
5. To discuss details of the 2017 Graduation Ceremony, Cabinet was joined by Andi Sims, Director of Student Life, and Paty Montoya, Assistant Director of Admissions & Records. Commencement will take place at Citizens Business Bank Arena in Ontario on Sunday, June 18th. Andi and Paty shared details of the logistics of the day and use of the facility ([attached](#)) as well as the layout of seating and access on the arena floor ([attached](#)) including floor video monitors marked in blue. **Cabinet will expect an Immediate Need Request for funds.** Below is the estimated schedule for the day.

12:01am-9:00am	Mt.SAC Facilities and CBBA Team set up outside
6:00am -9:30am	Mt.SAC Facilities and CBBA Team set up inside stage
8:00am- 9:30am	Mt.SAC SS Volunteers arrive, walk venue and set up check-in, The Vault, and Green Room
9:30am- 10:45am	Check-in: 1) Students--to Tent Bay 2 after receiving their Reader Cards; 2) Faculty--to The Green Room; 3) Platform Party--to The Vault
11:00am - 1:00pm	Ceremony
1:00pm	Platform, Students, and Faculty exit through Bay 2
1:00pm -2:00pm	Students receive Associated Students graduation gift upon exiting and proceed to Lot D where parents can meet their students and take pictures.
2:00pm- 4:00pm	Clean-up and volunteers leave
2:00pm- 11:59pm	Mt.SAC Facilities and CBBA Team tear down equipment

6. A re-envisioned ASSIST system and website ([link](#)) is scheduled ([announcement attached](#)) to go live for campus testing this month and then be fully launched this July. ASSIST is the official online repository of articulation for California's public colleges and universities. ASSIST shows how course credits earned at one public California College or university can be applied when transferred to another. The above link to the existing system (showing its old rudimentary functionality) will be greatly improved with the new launch. Such facilitated accessibility to articulation data is essential to determine if community college course credit "counts" at a transfer institution. For example, ASSIST data shows that Mt. SAC's CHEM 80, Organic Chemistry, 5 semester units, transfers to Cal Poly Pomona as their CHM 201/250L, Elements of Organic Chemistry, 3+1 quarter units.
7. This year's Great Staff Retreat ([flyer attached](#)) will be May 17-19 at UCLA Conference Center in Lake Arrowhead. Up to 36 staff members will attend with priority given to first-time attendees.
8. Cabinet was joined by Myeshia Armstrong, Associate Vice President of Fiscal Services, and Rosa Royce, Chief Compliance and Budget Officer, for continued discussion on development of the 2017-18 Tentative Budget. Cabinet reviewed two scenarios ([attached](#)), deciding on Scenario 2 with some modification.
 - Mt. SAC will be offering credit recovery noncredit instruction for Whittier USD this summer. This activity will require \$239,920 in ongoing funding and \$30,000 in onetime funding. ([See attached budget analysis.](#))
 - It was discovered that this year's two one-year temporary fulltime faculty positions were funded for 2016-17 with ongoing money as they resulted from failed searches. As these positions will end this June, these vacancies will add about \$220,000 to ongoing funds for 2017-18 to be used to fund the two additional fulltime faculty hires that had not yet been funded.

Cabinet plans to review all 2016-17 line item budgets during the third and fourth weeks in July with the goal of reducing ongoing budgeted expenditures by \$600,000 to \$700,000 for 2017-18. The intention is to show this reduction as a line item marked "New Ongoing Resource Contingency" in the 2017-18 Adopted Budget to go to the Board in September 2017. This money will be available for Immediate Needs during 2017-18 that require ongoing funding and, if unexpended in 2017-18, will be carried over to help fund the 16 new fulltime faculty growth positions (resulting from 3.83% growth in 2015-16) required for Fall 2018—total cost \$1.8 million.
9. Abe provided an updated list ([attached](#)) of vacant positions under active search.
10. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Implementing BP 6530— Networked Video Cameras (**Dave, Dale, Bill, 4/11**)
 - b. Review Progress of AP 5011 (Audrey, Irene, 5/2)

11. Quarterly Reports to Cabinet

- a. Emergency Response Plan Quarterly Report (**Dave Wilson & Melonee Cruse, 4/11**)
 ****Margolis Healy Executive Training****
- b. Classroom Utilization Project (Joumana & Mika, 5/9)
- c. Faculty Position Control Quarterly Report (Irene & Rosa, 6/13)
- d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 5/16)
- e. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 6/6)
- f. IT Projects Quarterly Report (Dale, 6/13)
- g. Grants Quarterly Update (Irene & Adrienne, 7/11)
- h. Dual Enrollment Offerings at Local High Schools (Joumana & Francisco, 4/25)