



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*



July 12, 2016

1. Acting Chancellor Eric Skinner has distributed his CEO Connection update for July ([attached](#)). Cabinet noted a few points of interest in the report:
 - California community college funding has increased 52% in the last five years.
 - The November ballot proposition to continue Prop 30's tax on high earners is favored by 58% of likely voters—potentially continuing this added funding to education. The proposition will not be opposed by Governor Brown.
 - The November ballot proposition to provide \$9 billion for educational facilities is favored by 63% of likely voters and will also not be opposed by Governor Brown.
 - Exodus of vice chancellors from the Chancellor's Office continues.
2. Cabinet reviewed the draft ([attached](#)) of the 2015 Measure RR Report. It was suggested that the President's Message say more about future facilities plans and projects.
3. Cabinet reviewed a summary ([attached](#)) of the final community college budget for 2016-17 as signed by the Governor. Comments on specific items:
 - Beginning in 2017-18, funding for the Basic Skills Initiative ([link](#)) will be based on a new formula: "50% on performance metrics, 25% on low-income students, and 25% on FTES in evidence-based basic skills practices."
 - Restoration of CalWORKS for \$8.683 million means that Mt. SAC's CalWORKS program will be able to serve more students.
 - Augmentation to the MESA program ([link](#)) and the Puente Project ([link](#)) for \$2.366 million is important, however, these are still small initiatives which are funded by competitive grants that require intensive use of resources—not a good fit form Mt. SAC.
 - The \$48 million for the CTE Pathways Program ([link](#)) will be combined with the \$200 million Strong Workforce Taskforce Initiative beginning in 2017-18.
4. The Accrediting Commission for Community and Junior Colleges (ACCJC) has released its actions ([attached](#)) on colleges at its June meeting. Again, for the third consecutive meeting, ACCJC has not granted full seven year accreditation to any college. Rather, the Commission continues its practice of reaffirming accreditation for just eighteen months. ACCJC's "Action Letters" were released last week showing the specific non-compliance areas that resulted in the eighteen month period for reaffirmation. An example is LA Trade-Technical College whose action letter ([attached](#)) listed four college areas and eight district non-compliance area. Read the Visiting Team Report ([attached](#)) for more details.
5. Mt. SAC's accreditation visit is scheduled for March 2017, and we are well on the way to producing our Self-Evaluation Report ([timeline attached](#)). Cabinet discussed the details of our role in reviews of the draft and final reports. It was recommended that an early September Cabinet meeting be devoted to the report, and a Special Board Meeting be held in October devoted exclusively to review and approval of the Self-Evaluation Report.

6. Cabinet was joined by Joumana McGowan, Executive Dean of Instruction, and Mika Klein, Facilities Senior Planner, to provide an update on the Classroom Utilization Project. Fifty lecture classrooms are being visited this summer to evaluate efficiency and effectiveness of student desks and work on developing a college standard for lecture classrooms, e.g., square feet per desk, network connection placement, orientation of the room, removal of storage, disabled desks, and white board placement. The [attached chart](#) shows the regulatory measure of room utilization called capacity-to-load ratio. Ratios less than 100 indicate an unmet need for construction of more space of that type. (See the [attached](#) BOG Policy on Utilization and Space Standards for the origin of such room utilization standards.) As you can see from the chart, our cap/load ratios have been improving but are still too high for lecture space—too much space for the enrollment in lecture classes. Hence the work to improve lecture classroom utilization—both scheduling more sections in a lecture room and having larger lecture class sizes which mean more student desks.
7. Mt. SAC is joining the Convergence Group, signing a letter of support and agreement ([attached](#)). This group is a collaborative partnership of health care educators, providers, and agencies to improve the education, training, and employment in health professions. Currently focusing on the Inland Empire and including Pomona, plans are forming to expand into the East San Gabriel Valley. Mt. SAC has been ably represented at Convergence Group meetings by Sarah Plesetz, Associate Dean, Technology & Health. Annual membership is \$1,000, and Mt. SAC will be supporting the East San Gabriel Valley expansion with another \$25,000.
8. That dual enrollment pilot initiative with Pomona USD will begin this academic year with four English classes planned. [Details are attached](#). High school students can participate by going through the Special Admit Program ([form attached](#)). Cabinet discussed the status of the Pomona dual enrollment pilot and the progress being made with other local school districts.
9. Mt. SAC is also participating in Pomona’s Collective Impact project ([link](#)) primarily through our dual enrollment initiative with Pomona Unified School District. The group promotes the Pomona’s Promise initiative (shown on the [attached brochure](#)) of which Education and Career Readiness is one of five key areas of emphasis.
10. Mt. SAC has been notified ([attached](#)) by the Chancellor’s Office that SSSP, Equity, and Basic Skills plans will not be required during 2016-17. Calling the plans “laborious and redundant,” efforts are underway to merge the three into one overall plan for subsequent years.
11. The U.S. Department of Education has (again) made changes in the FAFSA process (Free Application for Federal Student Aid). See the [attached announcement](#).
 - The FAFSA application window will open October 1, 2016, rather than January 1, 2017. The filing deadline will remain March 2, 2017, however.
 - Students filing the FAFSA in this period may use 2015 tax filings rather than 2016.
12. Cabinet updates the schedule ([attached](#)) of Education/Informational Board Reports for 2016-17.
13. Peter provided an update ([attached](#)) on Requests to Fill in active hiring for vacant positions.

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, 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)
Considerations:
 - 1) Internal Auditor
 - 2) Classroom Furniture (Room Utilization)
 - 3) Marketing
 - 4) On-Campus Student Internships
 - 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**)
15. Quarterly Reports to Cabinet
- a. Emergency Response Plan Implementation (Melonee Cruse, 8/16)
 - b. Classroom Utilization Project (Joumana & Mika, 10/25)
 - 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)