



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* • James Czaja, *VP of Human Resources*



February 24, 2015

George Bradshaw, Dean of Enrollment Management, sat in for Audrey Yamagata-Noji.

1. Cabinet discussed the recent report by the Legislative Analyst's Office on the Governor's proposed 2015-16 budget. The [full LAO report](#) is attached as is a [ten page excerpt](#) of particularly relevant observations and recommendations of the LAO. Cabinet discussed:
 - The summary of K-12 student characteristics as these will be our future students.
 - The Prop 98 guarantees for 13-14, 14-15, and 15-17 which are resulting in much more money flowing to community colleges.
 - The LAO analysis of increased funding in the area of workforce training.
 - The LAO analysis of increased funding in the area of adult education. Cabinet continues to be concerned about the Governor's proposal for implementation of this funding. Legislative language has been proposed by the Department of Finance ([attached](#)) with a problematic "regional allocation board" to decide how the money is spent.
2. Bill shared a memo ([attached](#)) from Political Science Professor James Stone who is leading the Presidents Climate Commitment Implementation Committee. The memo lists the current committee members who will soon be joined by Director of Facilities Planning & Management Gary Nellesen, Dean of Natural Science Matt Judd, and Associate Dean of Humanities and Social Sciences Jeanne-Marie Velickovic.
3. Discussions at a recent Chancellor's Consultation Council ([attached](#)) included some interesting observations:
 - Mid-year 14-15 system growth is only 1.91%, below funded growth at 2.75%
 - Concerns continue on the match requirements for the Student Success and Support Program (SSSP).
 - Concerns continue that colleges are not allowed to count their backfill of categorical program cuts as appropriate use of SSSP funds.
4. Bill reported briefly on the recent Academic Senate Accreditation Institute ([link](#)) where he served on workshop panels on both "Accreditation Challenges in Multi-College Districts" and Team Training—Views from Visiting Teams."
5. Bill shared a recent memo ([attached](#)) covering the new federal Gainful Employment requirement. Colleges will be required to show that median earnings of graduates are sufficient to allow them to repay federal student loans. The reporting deadline is July 31, 2015. For more on Gainful Employment follow this [link](#).
6. It was agreed that the theme of the Joint Board Dinner on March 31st would be dual enrollment of high school students in Mt. SAC courses. As we move toward restoring dual

enrollment, a joint team from Instruction and Student Services will guide the process. Irene and Audrey will bring proposed names for the Dual Enrollment Restoration Team to the next Cabinet meeting.

7. As we begin Spring Semester 2015, enrollment is down 2.0% as measured by FTES, day-for-day comparison with Spring 2014. The Enrollment Comparison Report for 2/24 is [attached](#). While overall headcount is even, students are taking fewer units—fewer students are full-time. New sections of high demand classes have been opened and have filled quickly. Some low enrolled sections have been cancelled. The overall result is an improvement in fill rate, hovering at 85% or so. We continue reaching out to students to enroll in open classes.
8. Cabinet discussed an analysis of hourly faculty assignments for 14-15 ([attached](#)). The median overload assignment for full-time faculty is 3.75 LHE, about one course, which is quite reasonable. There were 257 full-time faculty teaching overload for Fall 2014. Hourly assignments show a good balance of courses taught by adjunct faculty and as overload by full-time faculty. Summer and winter also show a good balance of courses taught by adjunct and full-time faculty. Cabinet was concerned about the balance of full- and part-time faculty in hourly assignments, and these numbers are reasonable. Mt. SAC continues to compete with neighboring colleges for qualified adjunct faculty. Irene shared the recruiting emphasis placed on developing adjunct hiring pools by the Instruction Team ([attached](#)).
9. Cabinet approved an Immediate Needs Request ([attached](#)) of \$3,878.20 to conduct an accreditation survey to support our Accreditation Evaluation Study report development.
10. Cabinet approved a Rate Driven Increase Request ([attached](#)) of \$2,600 to increase the Art Model hourly rate to a competitive level so that an adequate pool is available.
11. Cabinet discussed the Classroom Utilization Project noting that progress has been slow. Mike and Irene will bring proposed names for the Classroom Utilization Project Team to the next Cabinet meeting.
12. Cabinet discussed wait list rules ([attached](#)). Each VP will review these rules with their teams and return with input on possible improvements. In addition, VPs will share any Argos Reports in use by their teams to use wait list data for enrollment management.
13. Cabinet reviewed the latest Bills of Interest report ([attached](#)).
 - AB176 on data reporting will track major Asian and Pacific Islander groups. While this detailed breakdown will be useful, aggregate numbers should still be reported so that the overall impact of the numbers of these groups is not diluted.
 - AB206 increases financial aid for DREAM students but applies only to UC and CSU students. Community college students should be included as well.
 - AB288 ([attached](#)) would remove certain barriers to dual enrollment of high school students in community colleges. This bill is a major initiative of our system. Also attached are a [bill summary](#) and a [flyer](#).
 - AB393 would set up a CCCCO grant process to support campus Veterans Centers, but the source of funds is not specified.

- SB66 would extend the community college SB 1070 CTE Pathways Program for another year. Funding is proposed in the Governors 2015-16 budget.
 - SB247 would authorize DREAM centers for K-12, CCCs, CSUs, and UCs. Mt. SAC already has a DREAM center in the works funded by Student Equity money.
14. Bill shared a memo ([attached](#)) from Yen Mai, Director of Marketing & Communication, regarding advertising for student enrollment for Fall Semester 2015. The memo shows what other schools on the area are spending. In the upcoming New Resource Allocation process, Bill will recommend \$50,000 for advertising to attract students.
 15. Bill shared a series of emails ([attached](#)) about a proposal from University of La Verne to offer their Teaching Credential Program on the Mt. SAC campus. After considerable discussion, Cabinet felt that existing programs at neighboring CSU campuses are meeting the need but that increased collaboration of ULV with our Teacher Preparation Institute should be supported and that there may be a future need to reconsider the ULV proposal.
 16. Cabinet discussed the Chancellor's Office new Institutional Effectiveness Initiative. An overview is provided in the [attached](#) set of slides. See also the Chancellor's Office web site ([link](#)). Funded at \$2.5 M per year, the intent is to provide assistance to colleges on issues such as accreditation, budget, planning, enrollment management, and governance. Resource Teams, consisting of volunteers from various community colleges, will be available to visit campuses with a need for technical assistance. In appropriating this funding, the state has required that our system set up indicators in each of the above areas. An advisory committee has set up these indicators ([attached](#)). Colleges are expected to set up targets for each indicator. Cabinet was skeptical of whether this system is intended as technical assistance or as a watch dog system: "We're from Sacramento, and we're here to help." Really?
 17. As part of the college's Planning for Institutional Effectiveness (PIE) process, the President's Office sends out to campus committee's requests for their annual goals, some of which have been assigned to that committee by President's Advisory Council (PAC) as part of the Strategic Plan. The committee then reports on progress towards their annual goals, and this progress becomes part of the Annual PIE Summary. The memo to committees from the President's Office is [attached](#).
 18. Cabinet discussed an update ([attached](#)) on the system's three major technology initiatives:
 - The Online Education Initiative for which Mt. SAC is one of the pilot colleges, OEI is developing a systemwide portal for online education plus an array of online support services.
 - The Educational Planning Initiative is developing an online student ed plan system similar to our Mountie Academic Plan ([link](#)).
 - The Common Assessment Initiative is developing assessment tests in Math, English, and ESL to meet the mandate of the Student Success Act of 2012 that all college use the same assessment instruments in these areas.
 19. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Emergency Response Plan Implementation (Karen Saldana, 3/24)
 - b. International Student Initiative-Support and Services (**Audrey, 3/3**)
 - c. Classroom Utilization Project (**Mike & Irene, Team Names 3/3**, Update on 3/24)

- d. Methods to Reduce Student Accounts Receivable Debt (**Mike, 3/3**)
- e. Dual Enrollment Offerings at Local High Schools (**Irene & Audrey, 3/3**)
- f. Joining Achieving the Dream (**ALL, 3/3**)
- g. Dual Enrollment Offerings at Local High Schools (**Irene & Audrey, Team Names 3/3**, Update on 3/24)
- h. Demo Event Scheduling Software (Mike & Bill Eastham, 3/10)
- i. Wait List Improvements and Reporting (ALL, 3/10)