



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*



March 25, 2014

1. Cabinet discussed an item ([attached](#)) on the Chancellor's Consultation Council agenda dealing with the Faculty Obligation Number (FON). The item discussed the 75/25 goal, lack of equity between districts, the tension between local discretion and state mandate, the lack of funding, impact on college budgets during volatile state revenue cycles, and the complexity of the formula. This was a discussion item with no recommended action. The [attached report](#) shows both the FON and the percentage of instruction by full-time faculty. Mt. SAC is shown with a FON of 365.9 and an actual of 392.5 full-time faculty, 26.6 over the mandate for Fall 2013. Mt. SAC is shown with 54.84% of instruction by full-time faculty for Fall 2013.
2. Cabinet discussed preparation for our next comprehensive accreditation visit in Fall 2016. A letter from ACCJC ([attached](#)) informed us that we will be evaluated on the [proposed new standards](#) which will become effective in Spring 2016. Irene shared a [flow chart](#) of the steps needed over the next two-plus years to assure that we are well prepared for the visit. A team focused on back office work in research and technology will be assembled to check the availability and accessibility of documents and data needed to do the self-study and to assure that this information is readily available on the college web site. **Irene will assemble this tech group which will include Bill, Audrey, Vic, and Barbara with others at her discretion.**
3. Cabinet was joined by CB Brown, Director of Marketing & Public Affairs, who presented updated versions of [BP 3700 Social Media](#) and [AP 3700 Social Media](#). Cabinet approved each of these to be forwarded to President's Advisory Council for recommendations.
4. Mike presented revisions to [AP 6340 Bids and Contracts](#). Cabinet approved the changes to be sent to President's Advisory Council for recommendations.
5. Cabinet was joined by Rosa Royce, Associate Vice President of Fiscal Services, Vic Belinsky, Director of Technical Services, and Chao Dao, Director of Financial Aid, to discuss the possibility of establishing a payment plan system for students to make scheduled payments over a specified period of time to meet financial obligations to the college including fees, books, and penalties. The report of this team is [attached](#). Our current policy is to drop students for non-payment on scheduled dates published in the Schedule of Classes ([page attached](#)). About 80% of our students receive financial aid that covers their fees or are eligible for BOG fee waivers. Given the fees that would be charged by a vendor for providing a payment plan, almost all the remaining students would not find such an arrangement to their advantage. When coupled with the fiscal problems and technical work needed to implement the system, a payment plan option is not advised. Cabinet agreed.

6. Cabinet was joined by Karen Saldana, Director of Safety of Health Benefits, and Risk Management, Mark DiMaggio, Director of Public Safety, and Jim Alcala, ASCIP Risk Management Specialist and consultant on the the Emergency Response Plan. The group reported on lessons learned from the March 18th safety drill. Cabinet agreed that targeted drills each semester should continue.
7. Cabinet discussed the recent memo from the Chancellor's Office ([attached](#)) indicating that the authorized maximum Student Health Fee will remain at \$19.00 per semester and \$16.00 per summer and winter sessions. The authorized maximum Parking Fee has increase \$1 to \$51 per semester and \$26 per summer and winter sessions. **Mike's team will analyze the impact of increasing the Mt. SAC parking fee from \$40 per semester and \$20 per summer and winter sessions.**
8. Cabinet reviewed and approved draft MOUs with CSEA on classified as adjunct faculty and on the summer schedule.
9. Rosa Royce, Associate Vice President of Fiscal Services, presented the current picture of the 2013-14 revenues and expenditures and a first look at the preliminary budget for 2014-15. Cabinet discussed concerns related to funding the OPEB trust, the shortfall in 2013-14 state funding shown by the state P-1 report, the low COLA for 2014-15, and the impact of the New Resource Allocations approved as one-time for 2013-14. Cabinet gave direction to assist in further budget development. As we get closer to the June Tentative Budget, further discussions in Cabinet will take place.
10. Audrey and Bill updated Cabinet on the meeting of the Student Equity Committee which took place the previous day. (The most recent Purpose & Function Statement for the Student Equity Committee is [attached](#).) The membership of the committee is being updated and will be approved at the next Academic Senate meeting. Strategy for the updated Student Equity Plan was discussed, noting that the plan is due to the Chancellor's Office by November 21st. The Governor's proposal for funding student equity is being debated in the Legislature, and the outlook is positive but uncertain.
11. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 5/13)
 - b. Emergency Response Plan Implementation (Mark DiMaggio & Karen Saldana, 5/20)
 - c. International Student Initiative (**Audrey & Irene, 4/1**)
 - d. Adult Ed Partnerships (Irene & Donna, 4/15)
 - e. Executive Information System (**Vic, Daniel & Irene, 4/1**)
 - f. New Reading Competency Assessment (**Audrey, 4/1**)
 - g. Changes in BP 5010-Admissions (Audrey, 4/15)
 - h. Improvements in Request to Fill Process and Form (James, 4/15)
 - i. Update on shift differential (James, 5/6)