President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Richard Mahon, *VP of Instruction* • Audrey Yamagata Noji, *VP of Student Services*
Mike Gregoryk, *VP of Administrative Services* • Ibrahim "Abe" Ali, *VP of Human Resources*

August 13, 2019

1. Cabinet reviewed and commented on the following information items:
   a. Classified Professional Development Day has a full schedule of activities (attached).
   b. Our Early Childhood Development Program has had its new apprenticeship approved by the state (attached).
   c. The Accrediting Commission for Community and Junior Colleges (ACCJC) is on its way to a full five-year recognition by the U.S. Department of Education following a recommendation (attached) from its advisory group, NACIQI. In a surprising development, the recognition will include ACCJC's new authority to approve an unlimited number of bachelor's degrees offered by community colleges.
   d. Our own Scott Guth, Professor of Mathematics, has been named (see attached) Carnegie National Faculty for his leadership in the national Statway Initiative (link) of which Mt. SAC is a founding member.
   e. Proposed changes in admission requirements throughout the California State University System have been announced (attached). If enacted by the CSU Board of Trustees, the primary change would be an increase in the high school math requirement from three to four years with alternatives of "applied courses in the fourth year, including personal finance, laboratory science, computer science, or statistics."

2. Cabinet discussed stronger management oversight of the CSEA 262 contractual reclassification process (link), in particular better alignment of that process with the requirement in Article 17 on pay grades. The initial stages of the pay grade option (report attached) already have a total annual ongoing cost of $98,024. HR will work with managers on improved training in this area.

3. The Chancellor's Office 2019-20 Memo on the July Advance Principal Apportionment (attached). The memo describes the three changes enacted this year in the budget act for 2019-20, AB 74 (link) that apply to the "success metrics" 10% of the SCFF formula:
   • Three-year averages of each of the measures are used in the allocation.
   • Only the highest of all awards are counted for the year and only if the student was enrolled in the district in the year the award was granted.
   • It amends the definition of a successful transfer. Under the definition that will be used beginning with the 2019-20 apportionment, "a student must have completed 12 or more units in the district, exited the CCC system in the following year, and be enrolled in a four-year university in that year of exit."

4. CalSTRS employee contribution rates (see attached) will remain at 20.25% for those hired before January 1, 2013 and 20.05% for those hired after that date.

5. Mt. SAC's CCLC Annual Convention proposal (link) has been accepted (see attached) with the topic of "Institutional Practices to Increase Student Centered Formula Performance Outcomes."

6. SWP The 2019-20 district and regional allocations for the Strong Workforce Program base allocation amounts have been announced (attached). Mt. SAC will receive $1,885,785 and the Los Angeles Regional Consortium of 19 colleges will receive $12,870,408.

7. Abe provided a draft of AP 7250—Educational Administrators (attached) that distinguishes between educational and non-educational administrators at Mt. SAC. This distinction determines both retreat rights under Education Code 87458 (link) and retirement eligibility in CalSTRS rather than CalPERS.
   CalSTRS (link): "You are eligible for the Defined Benefit Program if you're an employee of the California public school system, prekindergarten through community college, in a position that requires you to:
   o Have a credential, certificate or permit, or
   o Meet the minimum standards adopted by the Board of Governors of the California Community Colleges."

8. Cabinet was joined by Kevin Owen, Assistant Director of Technical Services; Chris Rodriguez, Manager of Presentation Services; Chris Schroeder, Director of Infrastructure and Data Security;

Dale Vickers, Chief Technology Officer; and Teresa Patterson, Director of Purchasing; reporting that campus deployment of the Alertus emergency notification system is progressing ([see attached](#)).

9. Kevin Owen reported ([attached](#)) that we are in line to host an LA County "Voting Center" ([link](#)).

10. Cabinet was joined by George Bradshaw, Dean of Enrollment Management; Francisco Dorame, Dean of Counseling; and Dale Vickers, Chief Technology Officer; to report on Auto Award of Degrees and Degree Completion. Using the Degree Works Degree Audit function combined with several prescreening criteria, the team has identified students who were qualified to earn a degree or certificate but did not petition to do so. Through "Award Pending" letters ([attached](#)), qualifying students are informed that they are eligible for the awards. They are asked to respond within two weeks if they do not wish to receive the award. For those not responding, follow up phone calls and emails are made by A&R staff. There were 967 auto-award degrees awarded last year. Cabinet also discussed the Completion Center ([presentation attached](#)) and the number of degrees and certificates awarded through this process.

11. Audrey reported on her participation at the California Guided Pathways (CAGP) event, "Equity through Pathways Convening ([agenda attached](#)).

12. Cabinet reviewed the status of Fall enrollment in key classes ([report attached](#)).

13. Cabinet approved an Immediate Need Request ([attached](#)) for $26,350 to allow continued use of the Covina District Field for football and related items.

14. Cabinet approved three new Requests to Fill ([attached](#)).

15. Cabinet reviewed an updated list ([attached](#)) of open positions under active search.

16. Items for future agendas (items for the next Cabinet meeting are shown in BOLD:
    a. AP 3725 Info Communications Technology Accessibility/Acceptable Use (Audrey, Grace**, 8/20**)
    b. Multiple Measures Placement Workgroup (Audrey, Joumana & Team, 8/27)
    c. Management Workgroup for SEAP funds (Audrey, Madelyn et al, 8/27)
    d. Student Centered Funding Formula—Continued Follow Up
       A. Tracking Students in Support Cohorts (Student Support Workgroup (Dale, Antonio, Barbara, 8/27)
       B. Noncredit Support of SCFF & Multiple Measures (Madelyn, 9/24)
       C. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 9/17)
       D. CalPASS-PLUS follow up for K-12 full participation (Barbara, Bill, 9/17)
       E. Auto Award/Near Completion (Audrey, George, Francisco, Dale**, 11/12)**
       F. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup--Dale, **8/20**)

3. Quarterly Reports to Cabinet a. Emergency Response Plan Quarterly Report (Duetta & Melonee, 9/24)
    b. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, Kevin Owen, 10/8)
    c. Faculty Position Control Quarterly Report (Joumana & Rosa, 10/15)
    d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, **8/20**)
    e. IT Projects Quarterly Report (Dale, 9/17)
    f. Grants Quarterly Update (Adrienne, 9/17)
    g. Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel & Francisco, 9/10)
    h. International Student Quarterly Update (Audrey & Darren, 10/22)
    i. Academic Support Coordination Project Quarterly Report (Madelyn, Meghan, 8/27)