



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*



October 13, 2015

1. Cabinet discussed a letter ([attached](#)) from the U.S. Department of Education citing deficiencies in our Gainful Employment reporting and pointing out that failure to comply would result in administrative actions which “may include a fine, or the limitation, suspension, or termination of your institution's eligibility to participate in the Title IV, HEA programs.” We were joined by Chau Dao, Director of Financial Aid; Manuel Cerda, Assistant Director of Financial Aid; Rosa Royce, Associate Vice President of Fiscal Services; Vic Belinsky, Chief Information Officer; and Bob Hughes, Director of Enterprise Applications Systems. This discussion led to follow up as reported by Chau ([attached](#)) quickly resulting in Mt. SAC being taken off the noncompliance list as reported by Rhonda Mohr, Dean of Student Services in the Chancellor's Office ([email attached](#)).
2. Cabinet reviewed the latest *First Monday* newsletter ([attached](#)) from Chancellor Brice Harris.
 - Actions were taken to send the Accreditation Task Force Report to Washington, D.C.
 - The Chancellor reinforced that Student Success and Student Equity funds are ongoing and have strong support from the Legislature and Governor.
 - The Chancellor summarized ballot initiatives related to continued funding when Prop 30 sunsets and related to school facilities bonds.
3. Mt. SAC has received a letter ([attached](#)) from the Accrediting Commission reporting that Self Evaluation Reports no longer need to address progress on previous recommendations. Cabinet was quite surprised at this action!
4. The Accrediting Commission also wrote a strongly worded letter ([attached](#)) to U. S. Under Secretary of Education Ted Mitchell refuting much of the statements in the Accreditation Task Force Report and the method by which it was developed.
5. Mt. SAC will be applying for a Bellwether Award for our Pathways to Transfer project ([link](#)). Details and criteria for the award are [attached](#).
6. Bill reported on actions at the September 21st Board of Governors meeting ([attached](#)) at which Mt. SAC received an Energy & Sustainability Award ([link](#)). The next meeting of the BOG will be here at Mt. SAC on Monday and Tuesday, November 16 and 17.
7. Bill received 15 responses from faculty and staff regarding his message on the shootings at Umpqua Community College. Selected quotations from the messages are [attached](#).
8. Bill mentioned that AP 5130—Financial Aid ([attached](#)) does not cover some of the financial aid policies reported on our web site ([attached](#)), particularly the right of students to

challenge their financial aid record and their right to file a complaint. Audrey will bring and amended AP 5130 to Cabinet.

9. Cabinet discussed the recently issued guidelines on hours and units calculations ([attached](#)). Cabinet expressed concern that the Chancellor's Office would address areas where colleges have flexibility within legal limits to assign units to college courses. (I took the added measure of highlighting the words in the document that express this flexibility.) In the past, such guidelines have occasionally become rules enforced by staff in Sacramento.
10. Cabinet did a general review of recommended BP and AP changes from the CCLC policy service. These will be coming to Cabinet for review as changes are incorporated into Mt. SAC's existing BPs and APs.
11. The Chancellor's Office has issued the Faculty Obligation numbers for districts to meet by Fall 2016 ([attached](#)). Mt. SAC's number for Fall 2015 is 405.9. The FON will grow by 12 based on our growth in FTES. The \$62.3 M in the 2015-16 budget for full-time faculty hiring will add another 14.76 to reach the new FON of 432.66 for Fall 2016. (A previous report has miscalculated this number.) That means hiring 27 more new full time faculty. Wow!
12. Cabinet discussed the Great Classified Retreat plans—a rough schedule is [attached](#). Carol Nelson will lead the development of the event in concert with those on the Classified Staff Development Council. Plans call for the event to be held this spring, Aprils or May, and involve 30 to 40 staff participants.
13. The Room Utilization Project was discussed briefly. A recent report ([attached](#)) shows lecture room use as quite efficient in generating WSCH¹ but lab space is lagging. The group is working on reclassification of space which should correct this.
14. Mike discussed a proposed reorganization in Technical Services ([attached](#)). Cabinet approved two additional positions: Assistant Director and Engineering Manager.
15. Cabinet carried out Phase 3 of the 2015-16 New Resource Allocation process.
 - Instruction was approved for \$204,300 in one-time funds and \$460,256 in on-going funds. The approvals are indicated on the New Staffing Requests document ([attached](#)) and on the New Non-Staffing Requests document ([attached](#)).
 - Student Services was approved for in \$127,500 one-time funds and \$303,804 in on-going funds as indicated on the New Resources Request document ([attached](#)). This document also requested funds to continue activities under the AANAPISI grant if that grant is not approved. If that Title V grant is not approved, the college will provide \$401,024 in new on-going funds. In addition, Bill asked Audrey to hire two additional Educational Advisors for a total of \$154,048 in on-going funds to assist new students in transitioning into our Student Support Cohorts.
 - Human Resources was approved for \$30,000 in one-time funds and for \$209,765 in on-going funds. The [attached](#) New Resources Request lists just the funded items. James noted that

¹ WSCH is Weekly Student Contact Hours. For classes scheduled for the full length of the Fall or Spring semester, scheduled weekly hours times 17.5 gives the Total Student Contact Hours or TSCH. Then 525 TSCHs is 1 FTES, Full-time Equivalent Student. FTES is the basis of apportionment—we get about \$5,000 per FTES.

the new funds approved today augment those approved in Phase 2 on July 21st ([attached](#)) with the exception of the pool funding down from \$66,240 to \$30,000.

- Administrative Services New Resources Requests are [attached](#) and noted by department:
 - Information Technology: \$488,000 one-time and \$180,457 on-going
 - Public Safety: \$290,000 one-time and \$734,000 on-going
 - Risk Management: \$25,000 one-time
 - Technical Services: \$2,794,951 one-time and \$612,046 on-going
 - Facilities: \$400,000 one-time and \$195,000 on-going
 - Fiscal Services: 255,254 one-time and 61,445 on-going

The total for Administrative Services is \$4,253,205 one-time and \$1,782,948 on-going.

16. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):

- a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 11/17)
- b. Staffing Work Experience (Irene & Audrey, 11/17)
- c. Text messaging (**Mike, Yen & Vic, 10/20**)
- d. BP & AP 3700—Social Media (Audrey & Irene, 10/27)
- e. EV Charging Stations (**Mike, 10/20**)
- f. Follow Up on Ergonomic Accommodations (Mike & James, 11/3)
- g. Review of Student Success Plan & Budget (**Audrey, 10/20**)
- h. Review of Student Equity Plan & Budget (Audrey, 11/3)

17. Quarterly Reports to Cabinet

- a. Emergency Response Plan Implementation (Karen Saldana, 1/10)
- b. Classroom Utilization Project (Mike & Irene, 12/15)
- c. Faculty Position Control Report (Irene, 11/17)
- d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 12/8)
- e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 12/1)
- f. IT Projects Quarterly Report (Mike & Vic, 12/1)