**President's Cabinet
Action Notes
January 24, 2012**
Bill Scroggins, President/CEO
Virginia Burley, VP of Instruction
Audrey Yamagata-Noji, VP of Student Services
Mike Gregoryk, VP of Administrative Services
Annette Loria, VP of Human Resources

1. Cabinet discussed the Managed Printing System Status and Recommendations report prepared by Dale Vickers, Director of Information Technology. Dale and his team have researched several options for improving the efficiency and effectiveness of our copying and printing services on campus. One area of inquiry was the possibility of saving money and improving quality by replacing the approximately 1500 printing and copying devices we have on campus with contracted service companies who would provide their own machines and maintenance. The team looked at vendors like Canon, Xerox, and IKON but found that these companies overestimated potential savings. (See page 4 of the attached report showing that we spend a bit over $560,000 per year on devices.) The team next looked at software systems that could connect our network of printers and copiers and would use a card key or code system to track and manage usage. One of these systems will be pursued but targeted at student-used devices in labs and service sites. The team then looked at other solutions to save money while retaining an appropriate service level, and the group developed recommendations that appear on the last page of the attachment. After discussion, it was agreed Dale and Mike will continue working on these potential solutions:
   - Strengthen the controls that direct large print jobs, over 100 pages, to Printing Services.
   - Seek to reduce toner and maintenance costs by standardizing on just a few models of printer/copiers as we do for computers.
   - Eliminate desktop printers in favor of networked printer/copierss and have a standard for the number of printer/copiers and their location. Administration Building 4 will be developed as a beta test for this standard.
   - Put in place purchasing approvals to implement the above two standards.
   - Research and acquire a software package which facilitates pay-for-print in student labs and open print/copy locations on campus.
   - Eliminate all but essential fax machines in favor of print/copy machines that scan and email.
   - Develop a standard for color printing/copying.
   - Explore a central purchasing agreement perhaps with the Community College League.
   - Explore technology solutions that would reduce the need for paper copies. One such solution could be making Elmo overhead projectors available to instructional faculty.

2. Cabinet was joined by Barbara McNeice-Stallard, Director of Research and Institutional Effectiveness, and Dan Lamoree, Educational Research Assessment Analyst. They presented the paper "Growth and Opportunity: Longitudinal CCSSE Benchmarking." CCSSE is the Community College Survey of Student Engagement. Mt. SAC has been participating in this national survey for a number of years. The results are important to us as a measure of how well we are connecting with and serving Mt. SAC students. Many of the student behaviors measured by CCSSE directly correlate with student success. Cabinet was

particularly impressed with the overall improvement in student engagement. Mt. SAC is now well above the median in many key measures. (The numbers shown in the report are based on an average of 50 with a standard deviation of 25 for all participating colleges.)

- 4.4 jump (49.3 to 53.7) in Active and Collaborative Learning
- 4.0 jump (49.0 to 53.0) in Student Effort
- 2.6 jump (50.5 to 53.1) in Academic Challenge
- 2.0 jump (46.0 to 48.0) in Student-Faculty Interaction
- 4.3 jump (53.1 to 57.4) in Support for Learners

The group discussed some of the possible reasons for the improvements and some of the implications for future consideration.

- The growing use of learning communities at Mt. SAC and the impact of social media (e.g., Facebook, Twitter and the like) may have an impact on Active and Collaborative Learning.
- The group also discussed how the college's current directive to provide more meeting spaces for students to allow for group work and engagement with students and the college environment may also be contributing to a higher score on Active and Collaborative Learning. Cabinet agreed that there will be continued effort to provide more of these areas with the necessary resources (e.g., places for students to charge their electronic devices; printing areas; increased space for tutoring and group study).
- There was a general consensus that focus groups with students would help clarify the reasons for the overall improvement in student engagement and for the low scores in a few areas. Barbara will look at areas for further research which might include exploring what students are thinking about the college, why they are or are not using support services, how they feel they are being supported by the college, how they would like to have contact with faculty, how they understand that what they are being taught is related to synthesis and how it can be applied in the real world, and how the college can further improve their level of engagement.
- The findings from CCSSE (and of the focus groups mentioned in the above bullet) might be useful to connect with faculty and staff development activities. Barbara will work with Ginny to pass along this information to the Professional Development Council.

3. Cabinet approved an initiative that would enable Southern Illinois University (SIU) to offer a Bachelors of Science Degree in Fire Science by utilizing Mt. SAC campus facilities much as SIU now does in Aviation Management. Follow this link to more on the SIU B.S. in Aviation Management at Mt. SAC.

4. Cabinet approved an Immediate Needs Request for $13,460 to replace the BSS Soundweb system in the Clarke Theatre. According to Bill Eastham who attended Cabinet, the existing device failed after being restarted following the winter break. No parts or service is available for the old system. Details of the issue are in this attachment.

5. After considerable debate, Cabinet approved an Immediate Needs Request for $47,490 one-time and $13,375 on-going for Commencement. According to Bill Eastham who attended Cabinet, there are two salient factors to weigh in this decision. First, the growth in the number attending Commencement has outpaced seating capacity on the west end of the stadium necessitating the use of the east end or limiting of attendance at Commencement. Cabinet felt that limiting Commencement attendance would be poor public policy. Second, the stadium itself is in need of augmentation to bring it up to capacity for Commencement to utilize both sides. After a good deal of discussion, approval was granted. See Bill Eastman's email to

Carolyn Keys and his details on the new Commencement design for an analysis of the Commencement challenges.

6. Cabinet agreed to support the Community Spotlight on the Arts function which is being put on by the Diamond Bar Community Foundation and will be held here at Mt. SAC on March 3rd.

7. Cabinet reviewed the College-wide Outcomes Plan and Budget draft dated November 10. Four recommendations were made, and the following decisions were made for each issue:
   • Recommendation: "Release time for Outcomes Coordinator: It may be advisable to hire a full-time faculty member to head the position to ensure continuity, consistency, and compliance (to be discussed with AS and FA). For winter 2012 (3LHE and spring 2012 (from 9LHE to 15LHE), consider increasing the faculty time."
     Response: The college is currently doing a search for a Research Analyst whose assignment will focus on measurable student learning outcomes. It would be prudent to see how this position aids with the goals of the SLO work before deciding on additional staffing resources.
   • Recommendation: "Conference budget for outcomes-specific activities for many across campus ($10,000 est. to POD to manage)."
     Response: The current status of the SLO work at Mt. SAC focuses on implementing existing practices across courses, programs, and the college. Cabinet has confidence that the experience gained by those who have led this process combined with the many who have already moved ahead with assessing and utilizing outcomes is more than sufficient to accomplish the work described in the College-wide Outcomes Plan.
   • Recommendation: "Permanent part-time staff to help with the logistics of getting information into ePIE. In spring 2012, a person for 40 hours per week for 3 months to allow faculty to focus on the work of doing and using outcomes and not inputting it. $25/hour x 40 hours x12 weeks = $12,000 + minor part-time benefits."
     Response: Cabinet agrees that there is a need for more staff time to work with the ePIE data entry. Ginny Burley will evaluate the extent of this need and develop ways to meet that need.
   • Recommendation: "Resources to include adjunct faculty in assessment activities with pay for up to three hours per year [$50,000 est. for POD to manage; departments would be required to fill out a form explaining (a) where they currently stand in the assessment process, (b) how the funds are to be used, and (c) explain the expected outcome of the additional participation].
     Response: Cabinet agrees that this is a necessary investment. For the remainder of the 2011-12 year, $25,000 will be available from the President's budget. For 2012-13, the Office of Instruction will request a budget line item for $50,000 ongoing for adjunct participation in assessment activities up to three hours per adjunct faculty member per year.

8. Items for future agendas:
   a. BP and AP 6625 on District Fundraising (Mike, 2/7—with Lisa Sugimoto & Audrey Yamagata-Noji)
   b. Centralized Printing and Copying (Mike, 2/14)
   c. Civic Center Facilities Use BP/AP 6700 and Facility Rental Fee Schedule conformance with Education Code 82537-48 (Mike, **1/31**—with Bill Eastham plus new fee schedule); follow up on revision of proposed strategy)
   d. Developing & Revising BPs and APs: form and AP 2410 (Bill, 2/7)
   e. Implementation of Degree Works (Audrey, 2/7)
   f. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, 2/7 with Gary Nellesen)
   g. Expansion of International Student Program (Audrey, 2/28)