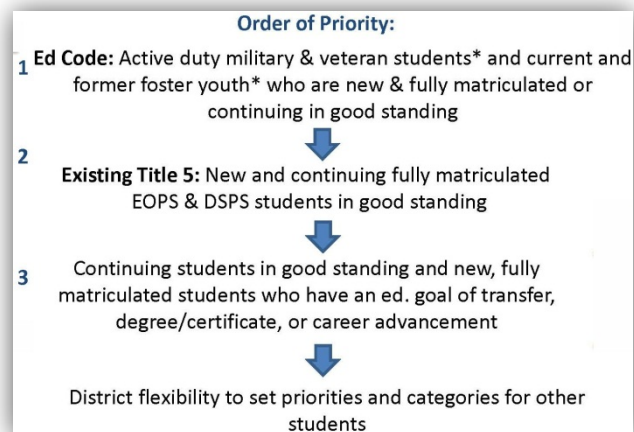




## President's Cabinet Action Notes June 26, 2012

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 proposed changes in Title 5 §58108 Registration and Enrollment Procedures ([attached](#)). This revision will implement a recommendation from the Chancellor's Student Success Task Force, specifically to implement a priority registration system. The priority order is shown to the right (taken from [a more detailed chart](#)). The "fully matriculated" reference means that students must have completed orientation and assessment and have developed an education plan. To achieve a priority of 1, 2, or 3, students must be in good standing (not on



academic or progress probation for two consecutive terms) and must not have earned 100 or more degree applicable units at the college district. There are many implementation issues associated with this change—with a [Frequently Asked Questions document](#) prepared to address those matters. From Cabinet review, it appears that the major changes for us will be assuring that Priority 1 & 2 students and new students are fully matriculated and implementing the 100 unit limit for priority registration. Our current priority system is codified in Administrative Procedure 5055 ([attached](#)). The timeline for Board of Governors approval and implementation of this new regulation is explained on the [attached chart](#).

2. Cabinet discussed the implications of [AB 178 \(Gorrell\)—State Teachers' Retirement](#). (The bill has passed the Assembly, passed out of committee in the Senate, and is now in Senate Appropriations as of June 26.) Expiring June 30 is the previous statute that would allow CalSTRS retirees to take fulltime positions—typically interim—after sitting out in retirement for a year or more. These retirees play key roles in filling positions while permanent hires are being sought. New language in AB 178 drastically alters this arrangement.
  - The ability for a CalSTRS retiree to take a fulltime position would now be allowed only if the purpose of such an assignment was to address "academic or financial weaknesses," and the hiring of the retiree would require approval by the State Chancellor not just the college.
  - For other employment of retirees, annual earnings would be limited to "1/2 of the median final compensation of all members who retired for service during the fiscal year ending in the previous calendar year." This amount is currently about \$42,000.
  - Retirees exempt from this limitation under AB 178 are "employees of a 3rd party which does not participate in a California public pension system if the activities performed by the person are not normally performed by employees of a public employer and it is for a limited-term assignment."
  - The bill would make it easier for a retiree to come out of retirement to take an employment position and would ease the transition back into CalSTRS when that assignment terminates.

3. The Faculty Obligation Number (FON) goes up with growth in FTES but also goes down with a decline in FTES. The effect of decline is specified in Title 5 §51025(g):

For districts that experience a reduction in base credit FTES, the Chancellor shall make a proportionate reduction to their base number of full-time faculty.

The preliminary compliance FON numbers based on the 2011-12 P1 (First Principal Apportionment) show recent budget cuts, workload reduction, and local revenue shortfalls have all driven the compliance FON numbers downward for every district. Given the magnitude of the roughly \$500 million dollar year-to-year reduction for community colleges, the drop in the calculated compliance FON is not unexpected. Here are the preliminary numbers for Mt. SAC.

Previous Year			Fall 2012		
FROZEN FON	SHADOW FON Recalc (1/09)	FT FACULTY ACTUAL 11/11	Calculated Advance	Info Only P-1	Compliance Potential
<b>403.9</b>	407.9	404.5	406.9	387.9	<b>387.9</b>

The P-1 number is just a rough projection based on enrollment through Fall 2011. The actual FON is the lower of that calculated from P-2 (Second Principal Apportionment—after Spring 2012) and the Advance or projected enrollment. We expect that the Chancellor’s Office will provide updated information based on P-2 shortly. Here’s the salient point to all of this. We at Mt. SAC have been staffing for Fall 2012 based on the Frozen FON of 403.9, but our compliance number may be more like 387.9. This would be 16 fewer fulltime faculty. We currently have 6 late retirements and one failed search for which we have not yet begun another search. **So we are holding up action on these positions until we get more definite word from the Chancellor’s Office.** The above information was provided by the Community College League of California ([attached](#)) and so is not official. Stay tuned.

4. Bill and Ginny reported on the meeting to discuss the Wellness Center. Also attending this meeting on Monday were Trustee David Hall, Dean of Continuing Education Donna Burns and Dean of Kinesiology and Athletics Joe Jennum. After considerable review of in-depth analysis and commentary by many parties, **several decisions were made.**
- While it is not fiscally possible to break (as required by law) under the existing community membership model, even with aggressive fee increases, it is possible to retain community participation through fee-based class offerings that provide the individual activities of the Wellness Center but under a cost recovery model.
  - Beginning approximately September 1, fee-based classes will be offered in group exercise areas such as aerobics and yoga and in workout activities such as weight machines and free weights.
  - Existing Wellness Center participants will be surveyed to ascertain interest and favored times for offering these classes. The fee based fitness testing and evaluation system will continue.
  - Existing memberships will be extended through the end of August at no cost to participants. The college general fund will cover the cost of summer operations of the Wellness Center.
  - The college general fund will cover the full compensation of the Director (estimated additional cost is \$13,000) and coverage at the reception desk utilizing part time staff (estimated additional cost is \$10,665) both to be ongoing supplements to the Kinesiology & Athletics budget.
  - A letter ([attached](#)) will be sent immediately to all interested parties.

5. Cabinet discussed the scheduling of Education/Information Reports to the Board. The following reports for scheduled for the 2012-13 year.

7/25/12	Yamagata-Noji: International Student Program	
8/22/12	Burley: Implementation of Title 5 Repeatability Regulation	Yamagata-Noji: Fall Enrollment Report
9/12/12	Gregoryk: Adopted Budget Report	Introduction of New Faculty
10/24/12	Yamagata-Noji: Student Success Initiative (SB 1456; T5 58108, Mt. SAC Student Success Plan)	
11/14/12	Nellesen: Facilities Master Plan	
12/12/12	Foundation Annual Report	
1/23/13	Yamagata-Noji: AANAPISI Grant Update	Gregoryk: Budget Report (January Proposal)
2/27/13	McGowan: CyberWatch West Grant Update	
3/27/13	Burley: Roadmap Project Interactive Tool Recognize faculty receiving tenure	Yamagata-Noji: Spring Enrollment Report
4/24/13	OPEN	
5/22/13	Dao: Financial Aid Report Recognize retiring faculty	Gregoryk: Budget Report (May Revise)
6/26/13	OPEN	

6. George Bradshaw, Dean of Enrollment Management, joined Cabinet for a discussion of [AP 5075—Course Adds and Drops](#). George reported that the Student Preparation and Success Council met on the matter and concurred with the recommendation for a shift of the Withdrawal date from 30% of course length to 20% to secure funding for students who drop in this gap period. The Council recommended changes in the language of AP 5075 and also of AP 4225 on this issue—both to be considered for approval this Fall.
7. Cabinet discussed the 2012-13 Tentative Budget to be presented to the Board of Trustees meeting June 27. Attached are the [full Tentative Budget](#) and the [PowerPoint presentation](#) to be used at the Board meeting. The \$7.5 M draw on reserves is more than we are comfortable with for the next fiscal year. There are three pieces that we will consider for action at our next meeting on 7/3 but **will need the dollar amounts at that meeting**:
- Remove 6 vacant full-time faculty positions from the 2012-13 budget.
  - Remove from the 2012-13 budget those vacant classified positions which were not approved.
  - Show one-time savings for vacant positions that are authorized to be filled but, due to HR workload, will not be filled until later in the 2012-13 fiscal year.
- Then at the 7/10 Cabinet meeting, additional discussions will be held on further budget adjustments, some for the 2012-13 fiscal year and some related to future negotiations with exclusive bargaining agents. These discussions will include:
- Cabinet review of status quo line item budgets.
  - Consideration of not filling vacant positions for which searches have not been completed.
  - Strategies to downsize or eliminate campus functions. This discussion will develop a menu of strategies that can be employed for this purpose such as reorganization, internal searches to fill critical positions, retraining to reassign downsized personnel, drastically lowering service levels in select areas, and monetizing or outsourcing selected college functions.
- Annette provided an [updated position vacancy list as of June 27](#) and a seniority list as of June 8 (the latter will not be shared publically).

8. The latest draft of the International Students Program Development Plan is [attached](#). The section entitled Enrollment Projections: Revenue Projections will be completed with two scenarios, one conservative and the other aggressive. The draft will be further refined and then brought back to Cabinet before being presented for discussion with the Board of Trustees at the July meeting. Stay tuned. Also [attached](#) are the notes from the visit to Santa Monica College for our team to learn about SMC's international student program. In addition, relevant to this work is the March 2012 F-1 International Student Housing Survey results ([attached](#)). Audrey will present a proposal for the International Students Task Force Committee to the next PAC meeting ([attached](#)).
9. Next week Chief Technology Officer Vic Belinsky and his team will update Cabinet on:
  - AP3720 – computer use policy
  - DegreeWorks – Pilot Options (New/Recent Students targeted via portal)
  - Campus-wide sharing of IT solutions/tools
  - Quickr Document Management with routing approvals and MS Office connectors
  - IT Management team meeting with Cal Poly Pomona on Wednesday, June 20, 2012
  - Collaboration items
    - Printing evaluation methodology, related cost control (Dale Vickers)
    - eTranscript pilot project (Bob Hughes)
    - DegreeWorks – sharing of data via system login access (TBD)
    - IT Team - technical sharing sessions (All)
    - Paperless/Imaging Strategy (Bob Hughes)
10. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. [Draft BP and AP 6625 on District Fundraising](#) and [Cabinet Notes](#) (Mike, **7/3**—with Lisa Sugimoto & Audrey Yamagata-Noji plus a **revised BP and AP**)
  - b. Centralized Printing and Copying (Mike, 8/21—with Dale Vickers)
  - c. Facilities Use (Mike, **7/3**—with Bill Eastham **plus revised [BP/AP 6700](#)**)
  - d. Facilities Use (Mike & Lisa, **7/3—research options for fundraisers**)
  - e. Implementation of Degree Works (Audrey, 8/21)
  - f. [AP 6610—Facility Project Prioritization](#) (Mike, 8/21—with Gary Nellesen)
  - g. Expansion of International Student Program (Audrey, 7/17-Board Presentation)
  - h. Collaborative [Projects](#) with Cal Poly Pomona (All, 7/10)
  - i. [AP 5075—Course Adds and Drops](#) revision of drop date (Audrey & George, 9/18)
  - j. Employee Wellness Program Ideas (Karen Saldana, 8/21)
  - k. Review Position Vacancy List; Budget Strategies (All, 7/10)