



**President's Cabinet
Action Notes
January 8, 2013**

Bill Scroggins, President/CEO
Virginia Burley, VP of Instruction
Audrey Yamagata-Noji, VP of Student Services
Mike Gregoryk, VP of Administrative Services

Rosa Royce, Associate Vice President for Fiscal Services, sat in for Mike Gregoryk who was out ill.

1. To achieve the anticipated 1.5% growth funded by Prop 30 for 2012-13, plans are underway to add 335 FTES in credit course offerings and 54 in noncredit for the Spring Semester. In addition, 132 FTES will be added to achieve the preexisting base. The instruction team will be finalizing decisions regarding which sections to add tomorrow. The college is planning a major media campaign to share the growth in course offerings.
2. Audrey reported on progress in enhancing the advisory committee that supports the [ARISE program](#) which is funded by a federal AANAPISI grant (Asian American, Native American, Pacific Islander Serving Institution). [See the attached summary](#). Cabinet discussed how the advisory committee can meet the concerns expressed by the Academic Senate.
3. Rosa presented information on options to set the Non-Resident Fee Rate for 2013-14. The fee consists of a tuition fee plus a capital facilities fee. The facilities fee is calculated from the actual college expenditures per credit unit and will be \$24/unit for next year—down from \$33/unit last year. The three options for the tuition fee are 1) actual average cost per credit unit at Mt. SAC—which is \$196, 2) average state cost per credit unit—which is \$190, or 3) cost charged at a contiguous neighboring district—[see the attached chart](#). For 2012-13 the tuition fee was \$184 which when combined with the \$33 facilities fee gave a net Non-Resident Fee of \$217 per unit. For 2013-14 Cabinet is recommending that we use the Chaffey College tuition fee of \$192 which, upon adding the \$24 facility fee, would make our new rate \$216 per unit, \$1 less than last year.
4. Cabinet discussed reopeners with the Faculty Association in preparation for the agenda item at this month's Board of Trustees meeting. In addition to the automatic reopeners of salary, benefits, and reassigned time, the following articles will be opened for negotiation.

By the District		By the Faculty Association	
13 – Distance Learning	Regular and effective contact, clock hours	10 – Workload	Supplemental Hours & Form
10 – Workload	Clarification language for non-teaching faculty		Overload Assignments (scheduling priorities)
	Definition of basic assignment for full-time Continuing Ed professors		Adjunct Faculty Rehire Rights
18 & H – Faculty Evaluation	Student evaluations	16 – Leaves of Absence	Prep Time for Adjunct Faculty
	Administration Evaluation form (H.5)		Maximum to Bank

5. Cabinet discussed the printing of the Catalog and Class Schedules. The numbers of printed copies have been reduced over the last few years as the use of web based information has grown. [See the attached summary of printed copies and related costs](#). The use of online tools for class scheduling has particularly reduced the call on printed copies. Cabinet decided to keep the number of Catalogs printed at 5,000 and eliminate the printing of Class Schedules by Fall 2014. The period until then will be a transition from the traditional printed Class Schedule to a mix of primarily web based tools supplemented with 5,000 printed copies that contain just the course descriptions and section scheduling information.
6. Cabinet considered a number of Immediate Need Requests.
 - The budget for student workers in Agricultural Sciences has not kept pace with cost increases resulting in the department overspending its budget in this area in recent years. Not seeing this request as meeting Immediate Needs criteria, Cabinet directed that Fiscal Services cover the added expense with transfers or ending balance funds this year and that consideration be given to on-going augmentation of this line item in the 2013-14 budget.
 - The request from Earth Sciences & Astronomy for a contracted service agreement to tend to Planetarium equipment is with a new contractor and thus needs Board approval.
 - Last spring Cabinet had decided to convert the structure of the Wellness Center from a membership system to community education classes. In doing so, Cabinet committed to covering one-time Summer 2012 operating costs (\$9,922.69) and the ongoing expenses for front desk coverage (\$19,500). In an oversight, the Adopted Budget did not include these items. Cabinet directed that the funds be transferred to cover these costs.
 - Due to increased faculty use of MoodleRooms, additional in-house training services are needed. Cabinet agreed to fund the [attached Immediate Needs Request for \\$7,692.19](#).
7. The matter of the need for a spring round of faculty hiring was discussed. A combination of late retirements and failed searches from last year coupled with this year's mid-year retirements and non-renewal of probationary contracts has reduced full-time faculty ranks by 14. Cabinet asked Ginny to consult with the Instruction Team to propose a list of faculty hires to be accomplished as soon as possible following our existing hiring decision process. Note that recent reductions in state funded FTES have reduced our Faculty Obligation Number by 24, so even with the loss of 14 positions, we remain above the FON. Consequently, new positions to be added will be evaluated primarily on program need.
8. Ginny gave a status report on Study Abroad. Conversations with coordinator Tamra Horton indicate that she is completing her assignment to create study abroad guidelines by creating online resources. Cabinet indicated that it would be useful to have a report summarizing this work product and how the guidelines will assist Mt. SAC Study Abroad faculty in the future. Ginny reported that, although Mt. SAC faculty are not participating in Study Abroad courses offered through the Southern California Foothills Consortium, several Mt. SAC faculty will be offering Study Abroad courses this summer. Cabinet agreed that summer or winter intersession Study Abroad courses offered by Mt. SAC faculty are the direction we would like to continue in the future.
9. Cabinet discussed topics for the all-day Board of Trustees Study Session to be held Saturday, March 2nd. Issues raised included budget, facilities, the midterm accreditation report, a demonstration of DegreeWorks, and the Board's annual self-evaluation.

10. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
- a. Implementation of Degree Works (Audrey, 3/19)
 - b. Employee Wellness Program (Karen Saldana, 1/29)
 - c. Creation of Job Titles and Descriptions of Student Worker Categories; Defining Duties Distinct from Classified Service (Mike, **1/22**)
 - d. Transit Pass Project (Audrey, 1/29)
 - e. Study Abroad Future Plans (Ginny, 3/19)
 - f. Chamber of Commerce Training Partnership (Ginny, 1/29)
 - g. Division/Program Orientation (Ginny, 3/26)
 - h. Emergency Response Communication System (Mike, 1/29)