



January 22, 2019

1. Cabinet reviewed and discussed the following information items:
 - a. The RP Group reported ([attached](#)) on a survey of Chief Instructional Officers on AB 705 implementation of mandated multiple measure placement specifically into English as a Second Language courses—credit courses that is. At Mt. SAC credit ESL courses are offered through the American Language Department, AMLA ([link](#)). The timeline for ESL implementation ([attached](#)) is Fall 2020 for full compliance. Survey observations:
 - Placement is currently done most commonly through use of an assessment test followed by an essay.
 - Many colleges are planning or piloting curriculum changes in credit ESL courses and programs.
 - There was no indication that an alternative placement method had been as yet developed by colleges.
 - Needs were expressed for professional development, state guidance and clarification, and research support.
 - b. The Governor, Senate, and Assembly have each made their appointments to the Student Centered Funding Formula Oversight Committee ([list attached](#)). Composition is 3 college presidents, 2 chief business officers, a student services vice president, a community college governmental relations officer, a faculty member, a classified staff member, a community college student, and 2 private sector nonprofit executives.
 - c. Cabinet reviewed materials from a recent meeting of the Room Utilization/Capacity Load Ratio Workgroup¹. The charge to this group is to improve the utilization of lecture space on campus. Capacity Load Ratio ([attached](#)) is the total “capacity” of a space divided by the actual usage “load” of that space. ([See attached example calculation.](#)) By state standards, we have more lecture space than we are using for classes. This means that we are not only disqualified for state funding for lecture space, but we may not qualify for lab/office/library space for future state funding unless the problem is addressed.
 - The Workgroup was formed two years ago to develop and implement a pilot project to improve lecture space utilization in Building 26. ([See the attached presentation, 11/16/17.](#)) The project did not proceed even to the pilot.
 - Now the next step for the Workgroup is validation of the data on classroom square feet, student stations in each lecture room, class enrollment in each room, plus TOP Code and type of use of each room.
 - To improve scheduled use of lecture classrooms, the Instruction Team will then develop reports based on 25Live ([link](#)) data on assignable square feet for each room and its scheduled class hours and resulting production of Weekly Student Contact Hours—the data needed to calculate “Cap/Load Ratios.” Using this data, the Instruction Team will develop processes to improve schedule building including maximizing hours of utilization and classes assigned to rooms that match room capacity.
 - d. The Board of Governors has recognized Mt. SAC with the Excellence in Energy and Sustainability—Faculty/Student Initiative Award ([attached](#)) for creation of the Climate Action Plan ([link](#)) through guidance by the college’s Climate Commitment Implementation Committee ([link](#)) which includes faculty, students, staff, and management. Significant roles were played by James Stone, Professor of Political Science; Chris Briggs, Professor of Biology, Chisa Uyeki, Reference/Collection Development Librarian; Corey Case, former student trustee, Mika Klein, Senior Facilities Planner, and many others². Mt. SAC also won the Board of Governors Energy and Sustainability Award in 2015 ([link](#)).
- e. Cabinet reviewed and approved a job description for Dean of Continuing Education and Workforce Development ([attached](#)) into which Tami Pearson is recommended to transition as a change in status.



¹ Kevin Owen; Gary Nellesen; Karelyn Hoover; Joumana McGowan; Dale Vickers; Antonio Bangloy; Ron Bean; Michelle Sampat; Mika Klein, Bobby Khushal; Brandin Bowman

² Kamran Golestaneh, Chemistry; Eera Baktiwale, HMC Architects; Sheryl Sterry, HMC Architects; James Del Monaco, P2S; Aravind Batra, P2S; Tin Cheung, Psomas Engineering; Jennifer Marks, Psomas Engineering; Xiomara Chavez, Strategic Energy Innovations, Energize Colleges Fellow; and Carol Martinez, Sustainability Student Assistant

- f. Don Sachs, Special Assistant to the President, has been recognized ([letter attached](#)) by Hacienda Heights Improvement Association which said, “His interactions with members of the Hacienda Heights Community were always positive and he always followed-up on questions from residents. His participation at these meetings helped foster good relations between Mt. San Antonio College and Hacienda Heights residents.” All of us at Mt. SAC thank Don for his support over many years in his many roles here and in the community.
 - g. Information Technology is implementing an “IT Internship–Pilot Project” with the [attached proposal](#) approved by Cabinet.
 - h. The Board of Governors has selected a new Vice Chancellor for Workforce and Economic Development, Sheneui Weber, former chief operating officer for advancement and economic development for Long Beach City College. ([See the attached announcement.](#)) Sheneui will fill the “workforce” portion of the position recently vacated by Van Ton-Quinlivan who was Executive Vice Chancellor for Workforce & Digital Futures.
 - i. Our Mt. SAC team plans to attend the Integrated Planning Workshop ([attached](#)) at the Marriott Riverside at the Convention Center on March 14th.
 - j. The Math Department is planning to distribute the [attached letter to students](#) regarding major changes to the math placement system and math course offerings.
2. The Legislative Analyst Office has published its Overview of the Governor’s 2019-20 Budget ([attached](#)). Of particular interest to Cabinet were several sections that deserve Mt. SAC’s attention:
- *Estimates of the Proposition 98 Minimum Guarantee—page 4.* “The minimum guarantee is down by \$164 million in 2017-18 and \$526 million in 2018-19. These revisions are mainly the result of student attendance coming in lower than estimates. Under the Governor’s budget, the 2019-20 minimum guarantee is \$80.7 billion, an increase of \$2.8 billion (3.6 percent) over the revised 2018-19 level.”
 - *Revenue Estimates In Line With Our November Outlook, but Financial Market Poses Risk—page 6.* “The administration’s revenue assumptions are very close to our November 2018 Fiscal Outlook revenue estimates. Capital gains revenues likely will be lower than the Governor’s budget assumes unless stock prices grow significantly in the coming months.”
 - *Governor Pays Down \$5.3 Billion in Unfunded Pension Liabilities—page 7.* Both CalPERS and CalSTRS have significant unfunded liabilities: \$59 billion for CalPERS and \$104 billion for CalSTRS (roughly one-third of this is considered the state’s share and about two-thirds is attributed to school districts and community colleges). In addition to required annual contributions, the Governor proposes that the state make supplemental contributions from the General Fund to the pension systems. Specifically:
 - \$3 Billion Toward the State’s CalPERS Unfunded Liability.
 - \$2.3 Billion Toward Districts’ Share of CalSTRS Unfunded Liability.”
 - *Provides Universities Large, Ongoing Augmentations Dedicated to Specific Purposes—page 11.* “The Governor’s budget includes an increase of \$540 million ongoing General Fund for the universities—\$300 million (7.6 percent) for CSU and \$240 million (6.9 percent) for UC.”
3. A revised version of the Learning Assistance Department Reading Placement Proposal has been issued ([attached](#)). Cabinet discussed input on the Reading AQ language, and agreed with the recommendations from the Reading faculty ([attached](#)).
4. Cabinet considered revisions to AP 5200—Student Health Services ([attached](#)) but returned the matter to Student Preparation and Success for further deliberation and recommendations.
5. Cabinet reviewed proposed revisions to AP 5020—Non-Resident Tuition ([attached](#)) but did not advance the proposal for further review. Cabinet reviewed data comparing non-resident tuition rates of neighboring districts and the state average ([attached](#)). Based on that data, Cabinet will recommend to the Board of Trustees that the 2019-20 Non-Resident Tuition be \$295 per credit unit (\$265 in direct cost and \$30 in capital outlay fees).

6. Cabinet approved 3 new Requests to Fill and put one on hold ([attached](#)).
7. Cabinet reviewed an update on open positions undergoing active searches ([attached](#)).
8. Student Centered Funding Formula—Continued Follow Up
 - a. Cabinet was joined by the Student Support Workgroup represented by Dale Vickers, Chief Technology Officer; Antonio Bangloy, Director of Enterprise Application Systems; and Barbara McNeice-Stallard, Director of Research and Institutional Effectiveness, to provide an update ([attached](#)) on the Tracking Students in Support Cohorts Project. (See [attached](#) description of the purpose, work plan, and members of the project team.)
 - b. Cabinet was joined by Francisco Dorame, Dean of Counseling; George Bradshaw, Dean of Enrollment Management; and Dale Vickers, Chief Technology Officer for an update on the Auto Award/Near Completion/Selection of Major Projects.
 - George provided a report ([attached](#)) of students who left the college in 2012-13 with the “major” of Transfer in xxxx (used for counseling purposes only). Of the 2244 such students, the transcripts of 1791 were audited by staff resulting in 229 students who met all requirements for an associate degree and had sent official transcripts to a transfer institution. Cabinet directed that these degrees be awarded in this academic year.
 - With the Near Completion reports now available, a “Completion Center” is under development to follow up with students who have at least 45 units, have completed transfer English and Math, and are taking at least 6 units in the primary term.
 - d. Dale reported for the Student Support Workgroup on the EAB Navigate Schedule Building & Data Analytics Project. As directed by Cabinet, a proposed letter of agreement ([attached](#)) was procured from EAB. Cabinet agreed that 1) the schedule-building tool, 2) the one click registration tool, and 3) the ability to “nudge” students with message were the three elements to be procured and implemented. Another factor in this procurement is that it does not appear that Ellucian (our Banner vendor) would be producing any comparable features in the near future. Cabinet noted that several features in the EAB agreement need revision.
 - e. Cabinet was joined by Chau Dao, Director of Financial Aid, along with Dale Vickers, who provided an update ([attached](#)) on the implementation of ProVerify financial aid software ([link](#)) which was purchased last fall. Paul Gilroy, President & CEO of ProEd Solutions, provided an impressive demonstration of the ProVerify financial aid software. [A brief overview is attached](#). Particularly impressive was the online fillable form, IRS Form 4506-T ([pdf version attached for reference—NOT the online fillable version](#)) that is easy to complete, is submitted directly to IRS by ProEd, and has ProEd retrieve electronic tax transcripts directly from the IRS within 72 hours of completion of the IRS Form 4506-T.
 - f. “Why Don't Students Fill Out the FAFSA?” ([attached](#)) is an *Inside Higher Education* article about the Free Application for Federal Student Aid which qualifies students for federal Pell Grants ([link](#)). According to a [new federal study](#) by the National Center for Education Statistics:
 - 33 percent thought they or their family could afford school or college without financial aid.
 - 32 percent thought they or their family may be ineligible or may not qualify for financial aid.
 - 28 percent did not want to take on debt.
 - 23 percent did not have enough information about how to complete a FAFSA.
 - 22 percent did not plan to continue education after high school.
 - 15 percent did not know they could complete a FAFSA.
 - 9 percent thought the FAFSA forms were too much work or too time-consuming.
9. Cabinet approved an Immediate Need Request ([attached](#)) for \$72,013.49 to cover the cost of our expanding dual enrollment program.
10. Items for future agendas (items for the next Cabinet meeting are shown in BOLD):
 - a. Possible move of Professional Development reporting from Instruction to Human Resources (**All, 2/29**)
 - b. Update on Multiple Measures Placement Workgroup (Audrey, Joumana & Team, 3/19)
 - b. Revisions to AP 5200 Student Health Services (Audrey, 4/30)
 - c. Review of Holds Placed on Student Registration (**Audrey, Mike, 1/29**)
 - d. Student Centered Funding Formula—Continued Follow Up

- A. Tracking Students in Support Cohorts (Student Support Workgroup (Dale, Antonio, Barbara, 5/7)
- B. Noncredit Support of SCFF & Multiple Measures (Madelyn, 3/26)
- C. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 3/19)
- D. Auto Award/Near Completion/Selection of Major (Audrey, George, Francisco, Dale, 4/30)
- E. *EAB Navigate* Schedule Building & Data Analytics (Student Support Workgroup--Dale, 4/30)
- F. Increasing Financial Aid Awards: *ProVerify* software and Case Management (Audrey, Chau, Dale, 4/30)

11. Quarterly Reports to Cabinet

- a. Emergency Response Plan Quarterly Report (Duetta & Melonee, 3/26)
- b. Room Utilization/Capacity-Load Ratio Project (Mika, Joumana, Kevin Owen, 4/9)
- c. Faculty Position Control Quarterly Report (Joumana & Rosa, 4/16)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 4/9)
- e. IT Projects Quarterly Report (Dale, 3/12)
- f. Grants Quarterly Update (Adrienne, 3/19)
- g. Dual Enrollment Offerings at Local High Schools Quarterly Report (Joumana, Joel & Francisco, 2/12)
- h. International Student Quarterly Update (Audrey & Darren, 3/26)
- i. Academic Support Alignment Project Quarterly Report (Madelyn, Meghan, 4/23)