



March 12, 2019

George Bradshaw sat in for Audrey Yamagata-Noji who was at a conference

1. Cabinet reviewed and discussed the following information items:
 - a. The 2019 Inspiring Women of Mt SAC award luncheon will be held Thursday, March 28. (See [attached announcement](#).) Recipients are
 - Courtney Darcy - Student
 - Laura Muniz – Faculty Member – Counseling Department, Dream Program
 - Alejandra Pulido - Faculty Member---American Language Department/Coordinator, Language Learning Center
 - Donna Vasquez - Student
 - b. The Board Study Session included additional presentations beyond those featured in last week’s Cabinet Notes:
 - AB 705 Overview ([attached](#))
 - Addressing Basic Needs Insecurities ([attached](#))
 - Use of Corequisite Model-Enrollment Impact ([attached](#))
 - Overview of SCFF Budget Impact ([attached](#))
 - Written Reports—Q&A Only
 - Hiring Screening Process ([attached](#))
 - MECHA Student Issues ([attached](#))
 - Management Positions ([attached](#))
 - Academic Support Coordination Project ([attached](#))
 - College Promise: The Mt. SAC Way ([attached](#))
 - Overview of SCFF ([attached](#))
 - b. Congratulations to Angelica Cruz who has been selected as a 2019 Coca-Cola Academic Team Gold Scholar and will receive a \$1,500 scholarship! (See the [attached letter](#) for more information.)
 - c. Karen Childers has been selected as Los Angeles Director of the LA/OC Regional Consortium ([announcement attached](#)).
 - d. The Academic Support team is hosting a Student Success Fair on Wednesday, March 13th ([announcement attached](#)). The purpose is to introduce students to our wide range of academic support services, including our various tutoring centers, library resources, and financial aid opportunities.
2. On March 8th I had the opportunity to discuss a range of state community college policies with staffers in Sacramento—accompanied by our lobbyist, Ashley Walker ([meeting schedule attached](#)). The focus was on the student centered funding formula, student financial aid, and the proposed 2nd year of College Promise.
3. Mt. SAC has received the P1 Report, March 2019. See Mt. SAC P1 ([attached](#)) and all college P1s ([attached](#)). The data shows improvement in all performance areas: Base (FTES), Supplemental (Financial Aid) and Student Success (Completion). The numbers are in the table below—overall 3.1% more for 2018-19.

2018-19	Base	Supplemental	Student Success	Total	Gain/%
Adv Jul18	138,138,718	34,974,383	12,604,220	185,717,321	5,789,67
P1 Mar19	142,477,203	35,202,295	13,827,450	191,506,948	3.1%

However, the Chancellors Office states ([attached memo](#)) there is not enough money in the state budget to support such a large midyear increase and recommends a 5.01% deficit factor. The reasons are:

- Revised estimates of the hold harmless due to final FTE submittals for 2017-18 being higher than anticipated.
- The CCCCO used the June 2017-18 FTEs data, which was much lower than the final FTES.
- FTES for 2018-19 increased by 10,000, which is greater than the assumptions for the Advance apportionment.
- So revenues to offset the SCFF costs are \$323 million lower than those in the Governor’s Budget by 5.01%.

However, recalculation of FTES apportionment allocation for 2017-18 provides Mt. SAC with an added \$755,758 which will be one-time funds for 2018-19 and base increase going forward.

4. A Chancellor's Office memo ([attached](#)) describes the requirement that Certificates of Achievements be 16 units or more per Title 5 §55070 ([link](#)).
5. CSEA 262 sent a request ([attached](#)) to grant release time for Mountie Food Pantry and that request was granted ([attached](#)).
6. A recent presentation ([attached](#)) provided an update on the Learning Centers at Fairplex. The Learning Centers provide Regional Occupational Programs to both Pomona and Bonita USD in several CTE pathways to 250 students. Students explore careers and learn essential skills in urban farming, ceramics, fashion design, automotive, welding, culinary, and water technology. Several years ago, Mt. SAC explored articulation with these courses but found them not at college entry (or even preparatory) level. Ginny and her staff will reconnect with the Learning Centers to investigate their recent upgrades for possible articulation.
7. Cabinet reviewed a draft paper, "Role and Responsibilities of Administrators in Curriculum" ([attached](#)) and appreciated the work of those involved: Kristina Allende, Joumana McGowan, Michelle Sampat, Sarah Plesetz, John Vitullo, Liza Becker, and Jeanne Marie Velickovic.
2. The Chancellor's Office has provided Guidelines ([attached](#)) to implement the Grade Symbol EW—Excused Withdrawal that was created by the Board of Governors in January, 2018 in Title 5 as follows:
 - § 55023. Academic Record Symbols and Grade Point Average ([attached](#)).
 - § 55024. Withdrawal ([attached](#))
 - EW is non-evaluative and reflects that some students withdraw due to circumstances beyond their control.
 - The EW avoids penalizing students by excluding them from progress probation and dismissal calculations.
 - This new regulation will require changing AP 4225—Course Repetition and Withdrawals ([link](#)) and updating College Catalog pages on Grading Symbols. See the [attached](#) pages 24 & 25 from the Mt. SAC Catalog.
 - Audrey will bring changes to Student Preparation and Success Council this month.
8. Instruction, Student Services, and Administrative Services have completed initial reviews of holds placed on student registration. A workgroup will be assembled to recommend possible removal or change in status of the remaining holds: Services, and Doug Jenson, Associate VP of Administrative Services.
9. Cabinet was joined by Dale Vickers, Chief Technology Officer; Ron Bean, Director of Academic Technology; Chris Schroeder, Director of Infrastructure & Data Security, and Antonio Bangloy, Director of Enterprise Application Systems, to present the IT Projects Quarterly Update ([attached](#)).
10. Cabinet was joined by Barbara McNeice-Stallard who provided an update on the SCFF Research Agenda and related Data Reporting and Analytics. Barbara led a prioritizing exercise and a discussion to update the key elements of the Research Agenda ([revision attached](#)): 1) Priority, 2) Topic Questions, 3) Leads, 4) Completed, and 5) Notes/Reporting.
11. Doug Jenson, Associate Vice President of Administrative Services, shared an update on the budget development calendar ([attached](#)) for implementation of the new Qestica Budget Software. Implementation will extend from March 18th through May 3rd.

12. Cabinet reviewed a summary ([attached](#)) of the March 4th meeting on planning 2019 Commencement.
13. Abe Ali shared a draft of a Professional Expert Eligibility Checklist, a Quick Reference to distinguish between an employee and a professional expert, and a draft Independent Contractor Agreement ([all attached](#)). This project will implement a prequalification process for independent contractors as well as a uniform written agreement for arranging for independent contractor service.
14. Abe also shared requirements of SB-972—Identification Cards: Suicide Prevention Hotline Telephone Numbers ([attached](#)) and a mock up ([attached](#)) of a proposed back of Mt. SAC student I.D cards that would comply with the new law. **Koji Uesugi, Dean of Student Services; and Suzanne Luetjen, Bookstore Manager, will follow up on implementation.**
15. George Bradshaw, Dean of Enrollment Management, shared an analysis ([attached](#)) of degrees, certificates, and awards for the last three years. Cabinet commented on the strong growth in associate degrees for transfer—significant in the Student Centered Funding Formula—and on the over 600 small unit certificates that may count for the 9 unit CTE Concertation in the SCFF or be reviewed to achieve 16 units for the SCFF.
- 61% increase in ADTs awarded from 2016-17 to 2017-18 (560 to 902)
 - Psychology (233), Sociology (155), Business Administration (148), Communication Studies (63) and Administration of Justice (45) are our top-awarded majors.
 - Business Administration had the largest increase from 15 in 2016-17 to 150 in 2017-18.
 - Journalism had the largest decline from 25 degrees in 2016-17 to 17 degrees in 2017-18.
- George also shared a detailed analysis ([attached](#)) of applications for graduation in 2017-18. Summary:

2017-18	Awarded	Denied	Totals	% AW	% DN
Fall '17	487	192	679	71.7%	28.3%
Winter '18	254	41	295	86.1%	13.9%
Spring '18	1553	673	2226	69.9%	30.2%
Summer '18	409	138	547	74.8%	25.2%
Total	2703	1044	3747	72.1%	27.9%

16. Cabinet approved two new requests to fill vacant positions ([attached](#)).
17. Items for future agendas (items for the next Cabinet meeting are shown in BOLD):
- a. AP 4225—Course Repetition and Withdrawals and Catalog pages on Grading Symbols (Audrey, 4/16)
 - b. Update on Multiple Measures Placement Workgroup (Audrey, Joumana & Team, 4/16)
 - b. Revisions to AP 5200 Student Health Services (Audrey, 4/30)
 - c. Independent Contractor Prequalification and Written Agreement (Abe, 4/16)
 - d. Review of Holds Placed on Student Registration (Workgroup: Joumana, Tom, Doug, 4/16)
 - e. 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, 4/30)
 - 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)
18. Quarterly Reports to Cabinet
- a. Emergency Response Plan Quarterly Report (Duetta & Melonee, 5/14)
 - 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, 6/18)
- f. Grants Quarterly Update (**Adrienne, 3/19**)
- g. Dual Enrollment Offerings at Local High Schools Quarterly Report(Joumana, Joel & Francisco, 5/21)
- h. International Student Quarterly Update (Audrey & Darren, 4/3)
- i. Academic Support Alignment Project Quarterly Report (Madelyn, Meghan, 4/23)