President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Richard Mahon, *VP of Instruction* • Audrey Yamagata Noji, *VP of Student Services*
Mike Gregoryk, *VP of Administrative Services* • Ibrahim "Abe" Ali, *VP of Human Resources*

October 1, 2019
Doug Jenson sat in for Mike Gregoryk

1. Cabinet reviewed and commented on the following information items:
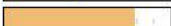   a. The Association of Community College Trustees *Trustee Quarterly* magazine (link) has published "Making College Affordable with OER" (attached) which describes the success of the state of Minnesota's investment in Open Educational Resources. Colleges are supporting faculty development of OER instructional materials and adopting zero cost online material utilizing the funding.
   b. John Stanskas, President of the Academic Senate for California Community Colleges, has published a second letter to the state legislature (attached) excoriating the Chancellor and the Board of Governors for permitting Calbright, the new "fully online" community college, for offering three educational programs that duplicate existing programs offered by the 114 CCCs. As John states, this is in direct violation of Education Code.
   c. As reported by the *LA Times* (attached), newly enacted SB 206 (attached) allows athletes at NCAA colleges and universities to profit from endorsements utilizing their names and images.
   d. A recent study, "Student Debt and the Class of 2018" (attached), has the following key findings:
      - 65% of college seniors who graduated from public and private nonprofit colleges in 2018 had student loan debt.
      - Average debt was $29,200, a 2% increase from the Class of 2017.
      - Average California debt was $22,585 (on the low side—46th of 50 states) with 49% of seniors with loan debt (40th).
      - 17% of debt was nonfederal loans which provide fewer protections and typically are more costly than federal loans.
      - After considering grants and scholarships, undergraduates at four-year colleges still must pay almost an average of $11,000 even after grant aid, with $6,600 still left to be covered after taking all loans into account.

2. Cabinet reviewed bills signed by the governor. See both reports from School Services of California (attached) and Ashley Walker, Mt. SAC's lobbyist from Nossaman LLA (attached).

3. Grace Hanson, Dean of ACCESS & Wellness, and team updated AP 3725, Information & Communications Technology (attached). Cabinet approved moving this AP to President's Advisory Council for input.

4. Cabinet discussed having the Bookstore Commission become more active and inclusive particularly given the commitment in Section 6.11 of the Barnes and Noble Contract with Mt. SAC (attached). The matter will be discussed with the Academic Senate leadership at the next AMAC meeting.

5. Bill provided additional follow-up (attached) with the California Community Colleges Technology Center regarding access to the CDE CalPADS High School Transcript Data for AB 705 placement verification. John Hadad, Product Manager for the Multiple Measures Initiative, stated in the attached email, "To get the process started, our implementation team at the Tech Center will reach out to Antonio and Dale to walk through the proposed solution and coordinate next steps." (That's our Antonio Bangloy and Dale Vickers.)

6. The college is still exploring ways to assist Mountie MakerSpace (link) to support student learning in a manner that produces enrollment and thus ongoing apportionment revenue. Mala Arthur, Project Manager, and Martin Mason, Physics and Engineering Professor, shared three possible levels of funding needed to maintain the facility. A meeting with the Mt. SAC Foundation is scheduled. See attached.

7. As part of the upcoming Board Study Session on October 26th, the Board will discuss way to increase the role of trustees in public policy advocacy—facilitated by Pamela Haynes whose bio (attached) includes current service on the Board of Governors, 20 years on the Los Rios District Board of Trustees, and extensive service in staff positions supporting members of the California Legislature.

8. Basic skills reform, through AB 705 and elimination of categorical funding for basic skills, has created challenges for the college and its students and faculty. Michelle Dougherty, Basic Skills Faculty Coordinator, and members of the Basic Skills Coordinating Committee (link) have made a proposal (attached) for a basic skills budget allocation and continuing committee work. While Cabinet felt that the proposed new committee mission and budget was within the scope of existing department and committee work and funding streams, we did recognize the priorities of addressing the needs of students 1) who do not receive a placement recommendation based on high school performance and 2) are not successful in passing college level math and English. Cabinet agreed to continue this discussion in Student Preparation and Success Council (link) and AMAC, the Academic and Mutual Agreement Council (link).

9. The new Retirement Specialist job description (attached) was reviewed by Cabinet and will be forwarded to Human Resources and CSEA 262 for their review before processing a Request to Fill.

10. Mt. SAC has received a "congratulations" letter (attached) on the award of the Title V Hispanic Serving Institutions Grant as well as the Technical Review Scoring (attached) on our grant application. We received 99 out of 100—one point off under Key Personnel for whom it was stated, "no information is provided about the relevant experience and training…."

11. Cabinet was joined by Madelyn Arballo, Associate Vice President of Continuing Education; Tami Pearson, Dean of Continuing Education and Workforce Development; and Shannon Rider, Special Projects Manager, who presented a scheduled report (attached) on Noncredit Support of the Student Centered Funding Formula and Multiple Measures placement. The report is the continuing update on five SCFF research questions. Key observations:
    1. Converted all but 2 noncredit labs to collecting full FTES apportionment.
    2. Implemented an online registration process through Banner Self-Service for 4 tutoring labs
    3. Mt. SAC now the largest noncredit FTES program in the state: 7,936.01 FTES, 32% growth since 2014-15.
    4. Fastest growth since 2016-17 is in VESL Career Paths, 246.9%, and Short-term Vocational, 202.1%.
    5. Mt. SAC Adult Basic Education connected with PACT (Parole and Community Team), attends monthly meetings, and a few previously incarcerated signed up to earn diplomas or gain skills.
    6. Adult Secondary Credit Transitions 2017-18 to 2018-19 totaled 99 of 606 or 16%.
    7. Overall, 2055 of 8556 (24%) noncredit students transitioned to credit from 2015-16 to Spring 2019.
    8. 5114 students attained a CDCP Certificate from Summer 2016 to Summer 2019: 2747 Asian, 1742 Latinx.
    9. Discussions began with Pomona, Bonita, and Rowland on Mt. SAC offering CTE courses on high school campuses.
    10. In 2017-18 of 13,372 high school students taking noncredit a-g courses 1810 (14%) took credit courses at Mt. SAC with an 80% pass rate.
    11. Two courses on basic math and English were developed for AIME—Academic Intervention in Math and English.
    12. 113 students took an AIME English course in 2018-19, 59% subsequently enrolled in English 1A, and 72% passed.
    13. Articulated with 25 noncredit mirrored Short Term Vocational courses with 21 students earning CTE credit.
    14. Staff from SCE STV co-locate at Pomona AJCC. Staff from the AJCC reciprocate and co-locate at Mt. SAC.

12. Cabinet was joined by Gary Nellesen, Executive Director of Facilities Planning and Management; Mika Klein, Senior Facilities Planner; Joumana McGowan, Associate Vice President of Instruction, Kevin Owen, Director of Technical Services, and Brandin Bowman, Project Administrator, to provide the quarterly report (attached) on Room Utilization/Capacity Load Ratio. Brandon demonstrated the use of 25Live for data displays and analysis to assist in enrollment management. The system is flexible, adaptable,

understandable (although not intuitive) and provides actionable information to improve room utilization and course section scheduling. The attached report contains outcomes such as those below.

Utilization	Fall 2018	Fall 2019
Average Room Usage	4 (Daily Average per Room)	4.33 (Daily Average per Room)
Critical Time Room Usage	57.1%	56.9%
Rooms with High Overall Utilization	42.9%	50.9%
Average Room Utilization	44.6%	48.3%
Average Seat Utilization	78.1%	83.4%

In addition, the team will pursue the following next steps:
- Pilot 25Live optimizer with Humanities and Social Sciences and Natural Sciences Divisions for spring term 2020.
- Integrate 25Live optimizer in Office of Instruction room scheduling practices.
- Work with Deans and Department Chairs to identify all spaces available for lecture classes.
  - Reexamine "Restricted Room" list.
  - Determine which other rooms (computer classrooms, etc.) are "lecture-friendly."
- Develop and implement process for scheduling non-class events in 25Live instead of Banner.
- Ongoing review and modification of class scheduling processes.

13. Cabinet approved two new requests to fill ([attached](#)).

14. Cabinet reviewed an update ([attached](#)) on vacant positions under active search.

15. Items for future agendas (items for the next Cabinet meeting are shown in BOLD:
    a. Provide input on AP 3435, 3540, 4100, 4222, and 4230 (**10/15**)
       1) AP 3435 Discrimination and Harassment Investigations ([attached](#)). An updated draft will be brought to Cabinet by HR.
       2) AP 3540 Sexual Misconduct-Dating Violence-Domestic Violence-Stalking ([attached](#)). Update due to Cabinet by HR
       3) AP 4100 Graduation Requirements for Degrees and Certificates ([attached](#)). To be discussed in AMAC.
       4) AP 4222 Remedial Coursework ([attached](#)). To be discussed in AMAC.
       5) AP 4230 Grading Symbols ([attached](#)). To be discussed in AMAC.
    b. Multiple Measures Placement Workgroup (Audrey, Joumana & Team, 11/26)
    c. Management Workgroup for SEAP funds (Audrey, Madelyn et al, 11/26)
    d. Student Centered Funding Formula—Continued Follow Up
       A. Student Support Cohort System Workgroup (Dale, Antonio, Barbara, 11/26)
       B. Noncredit Support of SCFF & Multiple Measures (Madelyn, 1/14)
       C. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 12/17)
       D. CalPASS-PLUS follow up for K-12 full participation (Barbara, Bill, 12/17)
       E. Auto Award/Near Completion (Audrey, George, Francisco, Dale**, 11/12)**
       F. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup--Dale, 11/19)

14. Quarterly Reports to Cabinet
    a. Emergency Response Plan Quarterly Report (**Duetta, 10/15**)
    b. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, Kevin Owen**, 1/14**)
    c. Faculty Position Control Quarterly Report (**Joumana & Rosa, 10/15**)
    d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/19)
    e. IT Projects Quarterly Report (Dale, 12/17)
    f. Grants Quarterly Update (Adrienne, 12**/**17)
    g. Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel & Francisco, 12/10)
    h. International Student Quarterly Update (Audrey & Darren, 10/22)
    i. Academic Support Coordination Project Quarterly Report (Madelyn, Meghan, 12/3)