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*

November 19, 2019
Doug Jenson sat in for Mike Gregoryk and Sokha Song for Abe Ali

1. Cabinet reviewed and commented on the following information items:
   a. Bill will moderate a panel at the 2019 NCSCBHEP (link) Regional Conference in Long Beach (schedule attached). The focus of the conference is collective bargaining in higher education, and the panel discussion will be on Community Colleges: Student Centered Funding Formula and Reemployment Preferences for Part-Time Faculty.
   b. Georgetown University published, "A First Try at ROI Ranking CCCs" (summary attached). This report ranks 4,500 colleges on earnings of graduates at 10, 15, 20, 30, 40 years after graduation compared to average cost of attendance, which includes tuition, fees, books, supplies, and living expenses, minus aid received from all sources. Overall, Mt. SAC ranks 13th on ROI among the California community colleges. (See attached list.)
   c. Each year, the Accrediting Commission for Community and Junior Colleges (ACCJC) asks each college president to update the participant list (attached) of those eligible to serve on visiting teams. Following the suggestions of Chisa Uyeki and Richard Mahon, three additional faculty and four additional managers were recommended.
   d. Mt. SAC's Annual Report is nearing completion. (See attached draft.) Congratulations to writer/editor Jill Dolan and to Yen Mai and her design team in Marketing.
   e. Ellucian (link), the company that produces our Banner system, has published a case study, "Developing an online assessment tool for course placement—Mt. San Antonio College collaborates across departments to more accurately place students" (attached and online link). This is our Assessment Questionnaire (AQ) placement recommendation system for Math and English based on high school performance—meeting AB 705 requirements. Kudos to all those collaborating in Student Services, Information Technology, and Research.
   f. Attached is a Fall and Winter Sports Update. Congratulations to all our teams, student-athletes, and coaches.
   g. Mt. SAC is now a part of Self-Insured Schools of California (link to SISC) with our new benefit packages set to launch January 1, 2020 for participating groups: CSEA 262, CSEA 651, Managers, and Confidentials. SISC has sent us a welcome letter (attached). The complete, signed JPA agreement is attached.

2. The nonprofit organization California College Promise (link) has published (attached) a history of the California Community College Promise Initiative (link) and recommendations to continue advancement of the initiative. Below is a bulleted, condensed summary of the recommendations:
   • Expand the way AB19/AB2 funding is calculated by including costs beyond tuition.
   • Expand eligibility requirements to include students who are enrolled part time.
   • Avoid he word "free" and clearly state that College Promise programs vary in eligibility.
   • Provide financial support and technical assistance to help colleges implement and communicate the program.
   • If SB 291 passes (link), consider requiring colleges to combine it with their College Promise programs.

3. Each year, President's advisory Council reviews the college Mission and Core Values. A group from PAC has created draft recommendations (attached) to modify both the Mission and Core Values.

4. With $6.5 million in grants, the Board of Governors funded 15 community colleges (attached memo) to establish new apprenticeship programs. How do these apprenticeships work? The California Division of Apprenticeship Standards oversees the process. (See link to Benefits, Roles and Responsibilities.) In short, the employer selects apprentices and provides employment and on-the-job training. The employer then makes an agreement with a community college or adult school program to provide Related Supplemental Instruction (which produces FTES). Training must meet DAS standards. Also, follow this link for a brief summary of legislation and state funding sources.

5. The November 25th Enrollment Comparison Report for Winter ([attached](#)) shows headcount up 6.81% and potential FTES up by 91.68 or 4.6%.

6. The Legislative Analyst Office has provided s Fiscal Outlook ([attached](#)) on the 2020-21 budget. Excerpts:
   - We find that the budget has an estimated, additional $7 billion surplus available in 2020-21—meaning the amount of revenues that exceeds spending under current law and policy.
   - We find that the state has an ongoing surplus of around $3 billion, the remainder available only for one-time purposes (meaning amounts that are spent or saved only in 2020-21).
   - Importantly, this scenario assumes the federal government approves the managed care organization (MCO) tax and the state faces no major disasters over the next few years.
   - Consequently, we recommend that the Legislature initially plan to dedicate no more than $1 billion of the estimated $7 billion surplus to ongoing purposes in 2020-21.
   - For the remaining surplus, we recommend the Legislature focus on one-time, flexible commitments that can be changed mid-year if economic conditions change.

7. Cabinet discussed following up on changes to AP 3435 and 3540 on discrimination, harassment, and dating violence. However, given that the Board of Governors will be considering changes to Title 5 regulations in these areas at their December meeting, we will postpone discussion until January.

8. For a follow up on AB 705 Multiple Measures Placement, Cabinet was joined by George Bradshaw, Dean of Enrollment Management; Michelle Sampat, Associate Dean of Instruction; David Beydler, Professor of Mathematics; Michelle Dougherty, Professor of English and Department Chair, and Dianne Rowley, Professor of Learning Assistance, Reading and Department Co-chair. Cabinet discussed updates from Math ([attached](#)), English ([attached](#)), and AMLA ([attached](#)). Work is still progressing to clarify the AQ placement process and recommendations, evaluate curriculum design, share best practices in pedagogy—especially in corequisite courses, extend options and capacity for academic support while students are enrolled, and expand options for pre-enrollment preparation for students with limited high school performance and for students who do not succeed in their first enrollment in transfer level courses. A common theme is faculty professional development.

9. Sokha shared that HR is in the process of contracting with HIREtech ([link](#)) to provide employment verification services—responding to entities requesting verification that a specific individual is employed at Mt. SAC at a certain level of compensation. See the [attached](#) Scope of Work statement with HIREtech.

10. Cabinet approved a change in the Deputy Chief of Police and Campus Safety job description ([attached](#)) to adjust the pay range from 13 to 15.

11. Cabinet was joined by Dale Vickers, Chief Technology Officer, and Barbara McNeice Stallard, Director of Research and Institutional Effectiveness, to provide an update on the efforts of the Student Support Cohort System Workgroup. The update is [attached](#).

12. Audrey shared the latest draft ([attached](#)) of the Student Equity and Achievement Program (SEAP) report due to the Chancellor's Office this January as well as the latest version of the Student Services Core Performance Metrics presentation ([attached](#)).

13. Cabinet approved an Immediate Need Request (attached) for $13,000 in one-time funds to support hospitality services provided by Human Resources related to union negotiations, new employee orientations, Title IX trainings, and faculty hiring committees.

14. Cabinet approved five new Requests to Fill (attached).

11. Items for future agendas (items for the next Cabinet meeting are shown in BOLD:
    a. Follow up on new job descriptions: Assistant Director, Professional and Organizational Development (attached) and Director, Transfer Center (attached) (All, 12/3)
    b. Multiple Measures Placement Workgroup (Audrey, Joumana & Team, 2/25)
    c. Management Workgroup for SEAP funds (**Audrey, Madelyn et al, 12/3**)
    d. Student Centered Funding Formula—Continued Follow Up
        A. Student Support Cohort System Workgroup (Dale, Antonio, Barbara, 2/25)
        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, 12/3)**
        F. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup--Francisco, 2/18)
    e. Follow-up on AP 3435 and 3540 (1/21)
        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

12. Quarterly Reports to Cabinet
    a. Emergency Response Plan Quarterly Report (Duetta, 1/14)
    b. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, Kevin Owen**,** 1/14)
    c. Faculty Position Control Quarterly Report (Joumana & Rosa, 1/14)
    d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/18)
    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, 1/21)
    i. Academic Support Coordination Project Quarterly Report (Madelyn, Meghan, 12/10)