



## President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Irene Malmgren, *VP of Instruction* • Audrey Yamagata-Noji, *VP of Student Services*  
Mike Gregoryk, *VP of Administrative Services* • James Czaja, *VP of Human Resources*



**March 3, 2015**

Carolyn Keys, Dean of Student Services, sat in for Audrey Yamagata-Noji.

Correction to February 24<sup>th</sup> Cabinet Notes: The course fill rate was mentioned as 85%. From the 2/24 Enrollment Comparison Report, there were 3,254 available seats from a total of 83,563 seats offered for a fill rate of 96%.

1. The college received the long-awaited recalculation of 2013-14 FTES on February 18<sup>th</sup> ([attached](#)). Unfortunately, the state reduced our funded FTES by 126. Our unfunded FTES from last year stands at 810 up from 685. This recalculation reduced our apportionment by \$206 K. Mike related that another recalculation is scheduled for March 20<sup>th</sup>. Mike shared data on unfunded FTES around the state ([attached](#)). As expected, most districts had no unfunded FTES, but surprisingly, several districts had huge overcap enrollment. In a bit of good news, the deficit in statewide collection of property taxes and student enrollment fees went down considerably. (Mt. SAC lives with this deficit—and budgets for it—every year due to the state's continued overestimate of these revenue sources.)
2. Cabinet discussed the A2MEND conference taking place this week and will see if there are folks from Mt. SAC who are or can attend. A [flyer](#) as well as the [conference schedule](#) are attached. A2MEND ([link](#)) is the African American Male Educational Network and Development organization.
3. Cabinet discussed a recent memo ([attached](#)) from the Chancellor's Office regarding requirements for the Associate Degree for Transfer (ADT). The memo details enforcement of the following Education Code section enacted by SB 440:  
66746(b)(1)(C) A community college shall create an associate degree for transfer in every major and area of emphasis offered by that college for any approved transfer model curriculum approved subsequent to the commencement of the 2013–14 academic year within 18 months of the approval of the transfer model curriculum. (Full Ed Code text is [attached](#).)  
The Chancellor's Office also provided a summary ([attached](#)) of college efforts to meet this requirement. Cabinet expressed a concern that the Chancellor's Office has indicated that it intends to rescind approval of current associate degrees that do not follow the transfer model curriculum. It is our understanding that the above law would permit colleges to retain both an existing degree and a new ADT degree in a particular discipline.
4. Cabinet discussed a recent memo ([attached](#)) from the Accrediting Commission regarding the recent court ruling on City College of San Francisco. At its January meeting the Commission gave CCSF two additional years to “restore” accreditation during which accreditation would be retained. The memo defends the Commission as represented in the media and in calls to

reverse ACCJC's previous decision to deny accreditation to CCSF. The memo also refers to "political attacks" and the recent court ruling requiring the Commission to allow CCSF more time and latitude in meeting accreditation standards.

5. Cabinet was joined by Bob Hughes, Director of Enterprise Applications Systems. Bob presented data ([attached](#)) on current numbers of wait listed students along with the enrollment in each class and the total number of available seats in each class as of today. The number of students on waitlists continues to drop - from 5,760 to 4,518 today. Also presented is a column for "average available seats per section." While the system shows there are 81 seats available in ENGL 1A, there are 88 sections, which amounts to less than one seat available per section offered. On the other hand, Math 180 shows 36 seats available with only 10 sections of this class offered, resulting in 3.6 available seats per section. Bob answered the following questions from Cabinet:
  - How many students on waitlists had holds preventing registration? Answer: 0 (zero).
  - How long do students wait to register from the waitlist once they are notified that a space is available? Answer: A total of 4,345 waitlist notifications resulted in a course registration. Here is the breakdown:

0 - 12 hours: 1,662	24 - 48 hours: 727
12 - 24 hours: 1,652	48 - 72 hours: 304

76% of the students who responded to the waitlist notification did so within 24 hours. 6,382 students did not respond to the waitlist notification in the 72 hour period, resulting in a dropped waitlist registration.
6. Bill shared an economic impact study ([attached](#)) done by EMSI for Chaffey College. The Rose Institute did a similar study for Mt. SAC two years ago. As we look to doing another such study in a year or two, the Chaffey model is worth considering.
7. Cabinet discussed the possibility of a Flight Dispatcher nine unit certificate. See the [attached](#) report by Jemma Blake-Judd, Interim Dean of Tech and Health. Cabinet agreed that development of this program should begin.
8. Cabinet discussed the agenda ([attached](#)) for the March 5<sup>th</sup> Academic Senate meeting. Carolyn provided the following additional information on these agenda topics:
  - **SP&S Counseling Liaison Proposal** - Counseling department formalized their counseling liaison proposal to assign counselors to various academic departments. Proposal was revised and **approved Dec. 1, 2014.**
  - **SP&S Spanish Language Placement Test Proposal** -the Foreign Language Department is recommending that a placement test be implemented for foreign language classes, beginning with Spanish. **Approved by SP&S on December 1, 2014**
  - **SP&S Assessment/Orientation Hold Policy** - The Matriculation Committee forwarded a recommendation to reinstate the holds on orientation and assessment as they provide students with necessary core services for their success. The hold on orientation has been in effect for over 18 years. **Approved by SP&S December 1, 2014**
  - **SP&S on AP 5055** -Revisions were made that incorporate the new SSSP changes with existing practices and to restructure the flow of the AP. Includes veterans, foster youth, DSPS, EOPS, and CalWORKs pursuant to Title 5. Clarification on military references was also included. The SP&S discussed the need for a process to determine an officially "college-sanctioned team or performance group." Previously, college "groups" have come forward to request priority registration but did not meet the team competition or performance group category (Teacher Prep.; Honors). Presently we have the Robotics Team and the Horse Show Team. **Approved by December 1, 2014**

9. As discussed at previous Cabinet meetings, the Chancellor's Office is proceeding with the legislatively mandated Institutional Effectiveness Partnership Initiative. A series of workshops is being offered ([attached](#)). Irene is working on attendees, but due to schedule conflicts, attendees may need to go to out-of-area workshops.
10. Bill reported that the Strong Workforce Town Hall meeting is this Wednesday in Los Angeles. The agenda is [attached](#) showing that the focus is input from business, industry, and partner organizations. The presentation will begin with background information on the importance of workforce training in California today ([attached](#)). Also [attached](#) are the topics for discussion. These topics provide a good preview of the issues that will be addressed in the Board of Governors Task Force on Workforce, Job Creation, and a Stronger Economy.
11. Bill discussed as a possible Commencement speaker USC professor Manuel Pastor. Dr. Pastor has a number of roles at USC:
  - Professor, Sociology / American Studies & Ethnicity
  - Director, Program for Environmental and Regional Equity <http://dornsife.usc.edu/pere>
  - Director, Center for the Study of Immigrant Integration <http://dornsife.usc.edu/csii>His Bio and photos are online at: <http://dornsife.usc.edu/pere/pastor/> . Bill has heard him speak twice and has been very impressed at his emphasis on equity as well as his ability to blend data and anecdotes in an entertaining manner. Cabinet agreed that Professor Pastor would be a good selection.
12. James shared the latest status report on positions under active search ([attached](#)).
13. Cabinet approved a draft Resolution ([attached](#)) supporting AB 288 on dual enrollment and will forward this to the Board of Trustees for their consideration.
14. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Emergency Response Plan Implementation-Update on 3/17 Exercise (Karen Saldana, 3/24)
  - b. International Student Initiative-Support and Services (**Audrey, 3/10**)
  - c. Classroom Utilization Project (Mike & Irene, Team Names and Update on 3/24)
  - d. Methods to Reduce Student Accounts Receivable Debt (Mike, 3/24)
  - e. Joining Achieving the Dream (**ALL, 3/10**)
  - f. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, Team Names and Update on 3/24)
  - g. Demo Event Scheduling Software (**Mike & Bill Eastham, 3/10**)
  - h. Wait List Improvements and Reporting (ALL, 3/24)
  - i. Pomona College Promise (Bill, 3/24)