



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*



July 7, 2015

There will be no Cabinet meeting on July 14.

1. Cabinet welcomed Vic Belinski, Chief Technology Officer; Bob Hughes, Director of Enterprise Applications Systems; and Rich Lee, Payroll Manager, for a live presentation of the new *Online Leave Request* fillable form to be available on the *My Mt. SAC* portal. ([See screenshots.](#)) This online version replaces the paper form now in use for employees requesting leave. The online form will be piloted with a few administrative units with training for classified, confidential, and management employees this August followed by implementation for all groups except faculty this Fall.
2. Cabinet welcomed Vic Belinski, Chief Technology Officer, and Dale Vickers, Director of Academic Technology & Infrastructure, to discuss reducing costs and environmental impact of our copy and print operations. Dale shared an analysis ([attached](#)) of purchasing costs for printers, copiers, and toner over the last four years of the project. Overall, costs are steadily declining. Paper use, however, has increased by almost 15% over the last five years. In 2014-15 the college consumed 21 million sheets of paper for copying and printing. Dale shared a draft memo that will go out to the campus on ways to reduce costs, reduce paper consumption, and reduce environmental impact. Cabinet discussed these strategies and made suggestions for the message. Expect this missive in your email soon!
3. Bill shared the Second Principal Apportionment (P-2) Report ([attached](#)) from the Chancellor's Office. For 2014-15 Mt. SAC increased its funded FTES from 28,876 to 30,465, a 5.5% gain which will produce added growth funding of \$6,817,701. Even with this growth, Mt. SAC is almost 810 FTES above cap. This will help tremendously in our efforts to earn the 3.4% state funded growth expected for 2015-16. We also expect some added growth funding when the Chancellor's Office does the annual "Recalc" of overcap 2014-15 FTES funding next spring.
4. Cabinet made final edits on an email to the campus ([attached](#)) regarding the role of those who serve on Screening Committees. Expect THIS missive in your upcoming email as well!
5. Irene shared an analysis ([attached](#)) of positions in the Continuing Education Division that can no longer be funded with SSSP money under the new regulations. These positions will be considered for movement to the General Fund when Cabinet makes initial New Resource Allocations at its meeting on July 21st.
6. Cabinet reviewed an analysis ([attached](#)) by Bob Hughes of the drops for non-payment in Summer 2015 and Summer 2014. Our initial impression that such drops were excessive this summer is not supported by the facts. Percentages were about the same for the two years.

7. Cabinet reviewed the latest *First Monday* newsletter ([attached](#)) from Chancellor Brice Harris.
 - The Chancellor gave an update on the Institutional Effectiveness Partnership Initiative (IEPI) and the support of this work from the Accrediting Commission. A Frequently Asked Question document on the IEPI is [attached](#).
 - The Task Force on Workforce, Job Creation, and a Stronger Economy has created an initial draft of its recommendations to the Board of Governors and will hold a series of Town Hall Meetings to garner input. ([See attached announcement.](#))
8. More on the Accrediting Commission for Community and Junior Colleges (ACCJC):
 - Earlier this year San Francisco Superior Court Judge Curtis Karnow ruled that ACCJC violated state law and federal regulations in its 2013 termination of the City College of San Francisco's accreditation. Karnow's ruling came in response to a lawsuit San Francisco's City Attorney brought against ACCJC. Judge Karnow's ruling gave CCSF more time to meet accreditation standards. However, ACCJC appealed. Last month the California Court of Appeals rejected the appeal. See the [attached story](#), written from the perspective of the CCSF faculty union, AFT Chapter 2121.
 - ACCJC has received several requests from the California Community College CEO Board (of which I am a member) to improve its processes. While the Commission has not responded to these specific recommendations, the latest ACCJC News ([attached](#)) contains a section entitled "Accreditation: New Standards, New Practices" that does talk about recent improvements in practices. The newsletter also reports on recent accreditation actions on community colleges and on patterns of college issues that result in sanctions.
9. Initiated by Governor Brown, the 2015-16 Community College Budget contains \$60 million in new one-time money to support innovation in Basic Skills education. The specifics as to requirements for this money are contained in AB 770 ([current version attached](#)) which is in the Senate Education Committee and will likely pass and be signed. The money will be dispersed through a competitive grant process with colleges that plan to implement new projects being eligible for \$500,000 and colleges that will scale up existing programs being eligible for \$750,000. Cabinet reviewed the requirements so that Mt. SAC will be well positioned to compete for the highest level of funding.
10. Irene shared the quarterly Faculty Position Control Report ([attached](#)). It was noted that recruitments of faculty for English, Hospitality Management, and Graphic Design are complete and listed as "Recruiting" because they have not yet been Board approved. The Physics faculty search did not yield a candidate for a permanent position; rather a one-year temporary hire will be sent to the Board for approval. Irene will follow up with an estimate of Mt. SAC status for Fall compliance with the Faculty Obligation Number (FON).
11. Irene shared a table analyzing Planned Grant Submissions ([attached](#)).
12. Irene shared an updated version of the Mt. SAC 2017 Accreditation Self-Evaluation Timeline ([attached](#)).
13. James shared an updated version ([attached](#)) of the HR guidelines on use of Subject Matter Expert on Screening and Selection Committees.

14. Mike shared a Classroom Utilization Study Update from Mikaela Klein, Facilities Planner. The update includes Mika's analysis of next steps and observations to date ([attached](#)); a table summarizing meetings with deans ([attached](#)); and a table with sample Room Data Verified for rooms primarily used by Student Services located in two buildings ([attached](#)). **Mike and Irene will proceed with next steps:**

- Computing the Cap Load Ratios for each lecture and lab classroom.
- Identifying student desks with a footprint that enables the college to meet the Title 5 standard of 15 square feet per student station in lecture classrooms.
- Creating classroom diagrams of potential student desk arrangements that meet Title 5 space utilization standards.
- Working with deans and department chairs to analyze lecture classrooms for the potential to meet Title 5 space utilization standards while maintaining effective teaching and learning classroom arrangements.

15. James shared the latest update of the Requests to Fill In Progress ([attached](#)).

16. Bill shared a few recent communications:

- The Chancellor's Office has approved Mt. SAC's placement tests in Math ([attached](#)) and Chemistry ([attached](#)).
- Students in ESL Writing B class wrote a letter of appreciation ([attached](#)).
- Cal Poly Pomona President Dr. Soraya M. Coley shared the latest news ([attached](#)) on the University's acquisition of the Lanterman Property.
- Mike and Bill presented to the bond rating agencies (Moody's and Standard & Poor's) to get a good rating for the sale of Series C of bonds from Measure RR. ([The presentation is attached.](#))
- Andy Fass, Director at PAFA, our investment firm, provided advice ([attached](#)) on the creation of an irrevocable trust, the vehicle we plan to use to invest funds to meet future obligations to the STRS and PERS pension funds. The recently adopted 2015-16 Tentative Budget contains the first \$2 million to be contributed to this trust fund.
- UCLA sent a list ([attached](#)) of Honors Program students accepted from California Community Colleges. Of the 93 students who applied through the UCLA Transfer Alliance Program ([link](#)), 68 were accepted.

17. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):

- a. Emergency Response Plan Implementation (Karen Saldana, Fall 2015)
- b. International Student Initiative (Audrey, Fall 2015)
- c. Classroom Utilization Project (Mike & Irene, Fall 2015)
- d. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, Fall 2015)
- e. Pomona College Promise (Bill, Fall 2015)
- f. Faculty Position Control Report (Irene, 10/5)
- g. Staffing Work Experience (**Irene & Audrey, 7/21**)
- h. Moving Positions/Projects from Basic Skills to Student Equity Funding (**All, 7/21**)
- i. New Resource Allocations, Round 1 (**All, 7/21**)
- j. Timely Employee Evaluations & Quarterly Cabinet Review (All, Fall 2015)