



## 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*



### September 1, 2015

1. Bill provided several information items to Cabinet.
  - a. The sale of an additional \$20 M in Measure RR funded bonds has been completed ([attached](#)). The final interest rate of 1.59% and the debt-to-principal payback ratio of 1.07 to 1 were both better than the pre-pricing estimates.
  - b. Cabinet is now regularly receiving the Quarterly Construction Status Report ([attached](#)). The next version will add a column for Estimated Completion Date.
  - c. A letter from the U.S. Department of Transportation ([attached](#)) acknowledges that the application of Foothill Transit for a TIGER Grant has been received. This grant would provide additional funding for the El Monte-to-Pomona Education Corridor project that will include a Transit Center at Mt. SAC. We are in discussions with Foothill Transit on the location and size of the Transit Center which will be fully funded by Foothill Transit.
  - d. Mt. SAC will be transitioning its facility construction method from Lease-Leaseback to Construction Management Multi-Prime (CMMP). The [attached document](#) provides an explanation. We have conducted a search for a CMMP construction manager who will be brought to the September Board of Trustees meeting for approval.
  - e. More parking will be provided on the north side of campus ([see attached map](#)). This includes 58 spaces in Lot A adjacent to Edinger Way which have already been added. A larger project is in the works to convert the site of the former Child Development Center to staff parking in the near future.
  - f. Mt. SAC has received notice ([attached](#)) of the Adult Education Block Grant Funding to our Regional Consortium: \$3,303,542. As mentioned in previous Cabinet Notes, the consortium is still working on the budget for this money following the implementation plan developed last year.
  - g. DLM Engineering has prepared a report for Mt. SAC on water resource planning and conservation ([attached](#)). Mt. SAC is in the process of producing a Water Conservation Master Plan. Among the recommendations are selective turf removal, updating irrigation controllers, and converting to more efficient drip irrigation systems. The report also summarizes revenue opportunities in the area of water conservation.
2. Cabinet discussed a number of policy papers and communications which will have an impact on Mt. SAC.
  - a. JP Morgan-Chase has produced a paper entitled *Strengthening Los Angeles* ([attached](#)) regarding our workforce. The report has five recommendations to improve education and training to fill the many middle skill jobs for our LA County economy.
  - b. Stan Jones, President of Complete College America, gave testimony ([attached](#)) to Congress last month on innovative strategies to improve student completion in community colleges. Cabinet discussed these major topics from the paper: Corequisite Remediation, Increasing Full-Time Enrollment, Guided Pathways, and Structured Schedules.
  - c. A recent publication from the Campaign for College Opportunity, *The State of Education in California*, ([attached](#)) gave graphical presentations on the education gaps for the Latino and Black population in our state. Cabinet commented that the presentation did not emphasize the large

- population of these groups in California but certainly was compelling in stating the urgency of the need to address these gaps. As such, the data is useful, however, it is solutions that are needed.
- d. Cabinet discussed the just-released report of the California Community Colleges Chancellor's Office Task Force on Accreditation ([attached](#)). Also published was a Q&A ([attached](#)).
3. Later this month a practice earthquake preparedness drill will be held at the Child Development Center. See the [attached announcement](#).
  4. The 2015-16 state budget has \$62,320,000 in on-going funding for full-time faculty hiring. AB 93, the Budget Act of 2015, contains language ([attached](#)) directing the manner in which these funds will be distributed and spent. First, the money will be allocated by FTES. Generally, Mt. SAC gets 2.5% of such funds or about \$1,558,000. The hiring obligation is by quintile, and Mt. SAC is in the 4<sup>th</sup> quintile (second highest full-time faculty ratio group). This means that our Faculty Obligation Number (FON) will be adjusted upward. The gain is the allocation divided by \$110,000 which means an additional 14.16 full-time faculty. It is still unclear when these 14 faculty will be added to our FON. Below are some relevant data.
    - Our FON was 371.9 for Fall 2014 (see [attached](#) Chancellor's report).
    - We reported 385 for Fall 2014 (see [attached](#) FON Report for Fall 2014)
    - Based on the 7/15/15 Chancellor's Office update ([attached](#)) our projected Fall 2015 FON may be 387.9 due to growth in 2013-14. (FON growth is based on a one year delay in FTES growth.) We will not receive the official notice of Fall 2015 FON until next month.
    - From the same report our Fall 2016 FON would be about 405.9 based on growth in 2014-15.
    - So assuming the one year delay standard applies to the \$62 million (these funds support hiring in 2015-16), the 14.16 would be added to the Fall 2016 FON to give a new FON of 420.06.
  5. One of the New Resource Allocations up for consideration for one-time funding is a replacement of the Television Production Vehicle at a cost of approximately \$1.9 M. The purchase is based on a proposal by Arts Division ([attached](#)), which is supported by labor market data ([attached](#)), and is also based on a proposal by Technical Services ([attached](#)) for their use of the TV Truck. The Arts Division subsequently provided an update ([attached](#)) summarizing the impact the TV Truck would have on academic programs. The vehicle would be used by the Arts Division for instructional purposes (first priority) and by Technical Services for event broadcasting (second priority). Cabinet will make a decision when the distribution of one-time funds via the New Resource Allocation process is done on October 13<sup>th</sup>.
  6. During the Gap Analysis process carried out by the Accreditation Steering Committee last year, a determination was made that the college's current Mission Statement does not meet the new Accreditation Standard I.A.1. It is President's Advisory Council which makes recommendations to the Board of Trustees on changes in the Mission Statement. After considerable discussion last spring and at last week's PAC meeting, it was decided to revise the Mission Statement. Bill was charged with producing an initial draft for that discussion. That draft is [attached](#) and will be presented at the September 9<sup>th</sup> PAC meeting. Cabinet agreed that this draft is a good start for the discussion.
  7. As discussed at previous Cabinet meetings, the college is enhancing and expanding the work experience and internship function. Bill presented a proposal ([attached](#)) for a possible

subsidy of on-campus internships. This proposal would be a pilot with funding being sought through the Foundation and a potential donor.

8. Cabinet was joined by Jim Jenkins, Dean of Social Sciences & Humanities; Maryann Tolano-Laveque, Director of the Honors Program; and Stacey Gutierrez, Manager of Professional Development, all representing the Management Team. Jim reported on the outcomes of the June Manager's Retreat and made several suggestions for improving professional development and the relationship between middle managers and senior management.
9. We recently received a Notice of Enhanced Monitoring ([attached](#)) from the the Accrediting Commission for Community and Junior Colleges (ACCJC). The Commission requires that colleges set student outcome and achievement standards for each program and that colleges provide evidence in each annual report to the Commission that these standards are met. Specifically for CTE programs, these standards include job placement rates. Mt. SAC set this standard as 25% for all CTE programs, but not all achieved this rate. The Commission is recommending that we evaluate both the level of the standard and the job placement results. The Commission states that it will continue to monitor this standard in our annual reports and seek more information if results continue to fall below our set standard.
10. Cabinet discussed the International Student Budget Procedure and History ([attached](#)). The account has gradually accrued funds in anticipation of putting in place the International Students Implementation Plan ([attached April 2015 Draft](#)). Audrey shared the recently updated draft of the International Students Budget Plan ([attached](#)). This budget recognizes the costs of the recently hired Director, Counselor and support staff plus out-year costs and revenue over the next four years. Cabinet agreed with the scope and priorities of the plan and budget. If all goes as planned, a portion of these funds will be added to the 2010 base of \$2.337 M of International Student Fees currently in the General Fund with the purpose of funding additional course sections beginning Fall 2016. Audrey also discussed the space needs of the program. The area in Building 9B is not sufficient in either size or location. She suggested that a portable just north of the existing 9D portable would be a logical solution. (This is the area of the former Child Development Center, and the space could be developed along with the staff parking shown in the map attached to Item #9e above.) Cabinet agreed that this facility should be investigated to meet the needs of the International Student Program.
11. Cabinet approved an Immediate Needs Request ([attached](#)) for \$52,000 in one-time funds to conduct a compliance audit to discover potential areas of non-compliance with the Clery Act policies and procedures on campus security. You may recall that increased federal regulations based on the Clery Act now require the college to take additional steps to prevent sexual violence on campus.
12. Cabinet discussed the staffing challenges in the Bursar's Office during the peak demand periods at the beginning of Fall and Spring semesters. Following recommendations by Cabinet, Mike and James will meet to carry out the steps agreed upon and James will work with CSEA 262 to resolve this issue.

13. In regard to conducting staff evaluations, James will be providing training to managers on 9/16 and 9/17 from 2-4 pm in 6-160 and will also be available for additional sessions.
14. James presented an update ([attached](#)) on open positions for which an active recruitment is underway. A bit of data analysis:
- There are 75 positions on the list.
  - Two searches have been underway for a year, seven for nine months, four for six months, thirteen for four to five months, and seventeen for two to three months. Many of these have extenuating circumstances.
  - Twenty-three have not been posted.
  - Fourteen hires will be on next week's Board agenda, taking an average of six months from authorizing the hire to Board approval. Sixteen will be hired in October.
15. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
- a. Emergency Response Plan Implementation (Karen Saldana, 9/22)
  - b. International Student Initiative (Audrey, 9/15)
  - c. Classroom Utilization Project (**Mike & Irene, 9/8**)
  - d. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 9/15)
  - e. Pomona College Promise (Bill, 9/15)
  - f. Faculty Position Control Report (Irene, 10/6)
  - g. Staffing Work Experience (Irene & Audrey, 9/15)
  - h. New Resource Allocations, Round 2 (All, 10/13)
  - i. Timely Employee Evaluations & Quarterly Cabinet Review (**All, 9/8**)
  - j. Text messaging (Mike, Yen & Vic, 10/23)
  - k. AACC Pathways Project Grant (**Irene, 9/8**)
  - l. Construction Project Quarterly Report (Mike & Gary, 12/1)