



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*



October 20, 2015

There will be no Cabinet meeting on October 27th.

1. Cabinet was joined by Yen Mai, Director of Marketing and Communication, and Vic Belinski, Chief Technology Officer, to discuss text messaging. Cabinet discussed the technology advantages and challenges, the legal and procedural requirements of text messaging, and the pros and cons of opt-in and opt-out determination of which students would be contacted via text. Cabinet noted that our emergency notification system includes an opt-in protocol. (As an aside, all senior managers should be notified when the emergency notification system is activated.) After spirited discussion, it was decided to pursue an implementation plan for opt-out text notification starting with the highest priorities: financial aid eligibility and enrollment status. Yen and Vic will work with Audrey and Irene to put together a team to develop this texting plan and return to Cabinet with the proposal.
2. Cabinet was joined by Barbara McNeice-Stallard, Director of Research and Institutional Effectiveness, to discuss using assessment of Cost Effectiveness and Cost Benefit ([report attached](#)). Cost Effectiveness applies to two programs designed to produce the same outcome and determines which has done so at a lower cost. For example, would tutoring or supplemental instruction cost more per additional successful student in a math course? Cost Effectiveness measures the cost compared to a monetary outcome. For example, the cost of implementing and accelerated basic skills schedule compared to the increased FTES produced. Irene identified Pathways, Tutors in the Classroom, Supplemental Instruction, and the Teacher Preparation Institute. Audrey will identify three as well.
3. Cabinet was joined by Dave Wilson, Chief, Public Safety, who provided an update on recent incidents on and near campus.
4. Mt. SAC has filed the application ([attached](#)) for the Bellwether Award ([link](#)) in the category of Instructional Programs & Services, specifically for our Pathways to Transfer program.
5. Bill reported on attending the CSU Fullerton Community College Leaders Meeting ([presentation attached](#)). CSUF emphasized 1) the low amount of debt accrued by graduates, 2) the high number of transfers, 3) the diversity of students attending, and 3) the high number of degrees earned by Hispanic students. Entering freshmen average a 3.57 high school GPA and a 1030 SAT score (a 59 percentile ranking). 56% of graduates are first generation university students. 61% of graduates transferred from a community college with 75% of transfers graduating in four years. Demand for freshman admission is high with 41,841 applying, 17,515 accepted, and 4,401 enrolling—the capacity for which CSU Fullerton

is funded. Transfer applicants numbered 21,987 with 8,407 accepted and 3,991 enrolling. Mt. SAC is outside CSUF's priority transfer area and is 9th in transfers with 129.

6. Cabinet discussed the role of the Supervisor position at Mt. SAC, particularly as distinct from the roles of Manager and Classified Lead. An updated list of Supervisors is [attached](#).
 - Supervisors who exercise decisions in a defined scope of responsibility and who are significantly involved in evaluation of classified staff are better classified as Managers and thus are “exempt” employees—meaning they are not eligible for overtime.
 - Supervisors who are not specifically charged with evaluating classified staff and whose scope of responsibility is limited or exercised only at the direction of a manager are best categorized as classified staff—perhaps as a lead or coordinator.

Vice Presidents will analyze the roles of existing Supervisors, and, if a transition to Manager or Staff Lead/Coordinator is considered, they will work with Human Resources and CSES 262 or 651 to pursue such a reclassification. If a Supervisor position is to be retained, that recommendation will also be returned to Cabinet. Progress on this item will be reviewed in four weeks.

7. Cabinet took a second look at last week's New Resource Allocations. HR was allocated \$20K ongoing for student assistants.
8. Cabinet took a look at the Campus Connection Newsletter from September/October 2005 ([attached](#)). Under consideration is the reactivation of the newsletter or a similar publication that will share activities, news, and changes in the lives of those who work here at Mt. SAC. Cabinet agreed that the Campus Connection Newsletter helped maintain the welcoming, friendly, family feeling at the college. **Bill will discuss this with Marketing and Communication Director Uyen Mai.**
9. Given that the college has postponed the parking structure, plans are underway to relocate the 20 Electric Vehicle Charging Stations that were to be included in that project.
10. Cabinet reviewed the draft Student Success and Support Plan update ([attached](#)) and discussed budget priorities for the 2015-16 state SSSP allocation.
 - Audrey noted that of the \$2.97 M in SSSP allocated for 2014-15, about \$1 M was rolled over to 2015-16 and must be spent by the end of the 2015 year.
 - More work is needed to finalize the plan, so Mt. SAC will request a delay for submission.
 - Cabinet discussed the automated progress report system developed by IT for athletics and directed that this system be evaluated for use in other programs.
 - Cabinet discussed including in the SSSP plan more aggressive strategies to help students prepare for assessment tests, particularly in math.
 - Mention was made of “Ask Cody the Colt” at Cañada College ([link](#)) as a model system to answer student questions about college services and practices.
11. James shared the latest Request to Fill Update ([attached](#)) showing the status of vacant positions undergoing active searches.
12. Irene shared the Full-Time Faculty Obligation (FON) Report for Fall 2015 ([attached](#)). The report shows that we have 403 full-time faculty which is 7.1 above the FON.

13. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
- a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 11/17)
 - b. Staffing Work Experience (Irene & Audrey, 11/17)
 - c. Text messaging (Mike, Yen & Vic, 12/8)
 - d. BP & AP 3700—Social Media (Audrey & Irene, 10/27)
 - e. EV Charging Stations (Mike, 11/17)
 - f. Follow Up on Ergonomic Accommodations (**Mike & James, 11/3**)
 - g. Review of Student Success Budget (**Audrey, 11/3**)
 - h. Review of Student Equity Plan & Budget (**Audrey, 11/3**)
 - i. ROI/CE Pilot Study (Barbara, Irene & Audrey, Late Spring 16)
 - j. Role of Supervisors (All, 11/17)
 - k. 2017-18 Calendar Options (**Irene, 11/3**)
14. Quarterly Reports to Cabinet
- a. Emergency Response Plan Implementation (Karen Saldana, 1/10)
 - b. Classroom Utilization Project (Mike & Irene, 12/15)
 - c. Faculty Position Control Report (Irene, 11/17)
 - d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 12/8)
 - e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 12/1)
 - f. IT Projects Quarterly Report (Mike & Vic, 12/1)