MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 23, 2013

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Baca at 5:37 p.m. on Wednesday, October 23, 2013. Trustees Baca, Bader, Chen Haggerty, Chyr, and Hall were present. Student Trustee Maureira was also present.

STAFF PRESENT

Bill Scroggins, President/CEO; James Czaja, Vice President, Human Resources; Mike Gregoryk, Vice President, Administrative Services; and Audrey Yamagata-Noji, Vice President, Student Services, were present. Irene Malmgren, Vice President, Instruction, was not present, and Terri Long, Dean, Instructional Services, attended in Dr. Malmgren's absence.

1. **PUBLIC COMMUNICATION REGARDING CLOSED SESSION**

   None.

2. **CLOSED SESSION**

   The Board adjourned to Closed Session at 5:38 p.m. to discuss the following items:

   - Conference with Legal Counsel – Settlement Agreement
   - Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code Section 54956.9(c) (one case)

3. **DECADE OF DOMINANCE ATHLETICS RECEPTION**

   A reception was held at 6:00 p.m.

The Board reserves the right to modify the order of business in the manner it deems appropriate.

Closed session shall not extend past the designated time, but should the business considered in closed session require additional time, the Board shall reserve time after the public meeting to continue discussion.

4. **PUBLIC SESSION**

The public meeting reconvened at 6:30 p.m., and the Pledge of Allegiance was led by Lance Heard, President, Faculty Association.

5. **INTRODUCTIONS**

The following newly appointed or promoted staff members were introduced:

<u>Classified Employees</u>

- **Katelyn Abadie**, Learning Lab Assistant I (Learning Assistance Center) (present)
- **Adam Beckerdite**, Parking Officer (Public Safety) (present)

<u>Management Employees</u>

- **Jennifer Galbraith**, Interim Associate Dean (Business) (present)
- **Karelyn Hoover**, Interim Associate Dean (Natural Sciences) (present)
- **Christopher Schroeder**, Manager, Network and Data Security (Information Technology) (absent)

6. **RECOGNITION**

- Certificates of Commendation were presented to A1C **Hilda Patino**, United States Air Force (present); Ssgt. **Devon Goodwin**, United States Marine Corps/Urban Search and Rescue (present); PO2 **Christopher Padilla**, United States Navy (present); and Arise student **Stiveni Tamaivena** (absent) (Ula Matavao accepted in Stiveni's absence), for their compassion and efforts to maintain a safe campus environment in an altercation that took place on campus on September 19, 2013.

- **Joe Jennum**, Dean, Athletics, was congratulated as Mt. SAC Athletics has captured, for the third time, the National Association of Two-Year College Athletic Administrator (NATYCAA) Cup Championship with the highest point total achieved in the 10-year history of the award. No other college has scored more points, been in the top two more times, or captured more NATYCAA Cup titles. Dean Jennum said that he's very proud of Mt. SAC's student athletes, coaching staff, and support staff.

- **Dr. Audrey Yamagata-Noji**, Vice President, Student Services, and **Trustee Baca** congratulated and presented a trophy to **May Ochoa**, Associated Students President, for receiving American Red Cross Awards for: 1) Most Blood Donations by Site (1,345 units); 2) Most Blood Donations Overall (1,345 units); Most Winter Blood Donations (184 units); and winner of the "Out for Blood" competition (558 units) against Cal Poly Pomona (530 units).

- Certificates of Service were presented to the following retiring staff members:

  - **Ronald Becerra**, Grounds Equipment Operator, Facilities Planning and Management Department, 11 years of service (present)

  - **Frances Smothers**, Library Technician III, Library, 36 years of service (present)

  - **Janet Shoemaker**, Laboratory Technician, Math and Computer Sciences Department, 18 years of service (absent). Her certificate will be mailed to her.

- Trustee Baca recognized that Mt. SAC Board of Trustees candidates **Marlen Garcia**, Baldwin Park Councilmember; and **Robert Hidalgo**, a Rowland Unified School District Board member, were present at tonight's meeting.

7. APPROVAL OF MINUTES

It was moved by Trustee Hall, seconded by Trustee Bader, and passed to approve the minutes of the regular meeting of September 11, 2013. Student Trustee concurred.

8. REPORTING OUT OF ACTION TAKEN IN CLOSED SESSION

- **ITEM 1:** In closed session this evening, by a vote of 5-0, the Board approved a settlement agreement in the amount of $151,135.00 with Harbor Construction Company, Inc.
- **ITEM 2:** None.

9. PUBLIC COMMUNICATION

None.

10. REPORTS

Reports by the following constituency leaders were given and are posted on the College website with these minutes:

- **May Ochoa**, President, Associated Students
- **Eric Kaljumagi**, President, Academic Senate
- **Deejay Santiago**, President, Classified Senate
- **Lance Heard**, President, Faculty Association
- **Laura Martinez**, President, CSEA 262
- **Johnny Jauregui**, President, CSEA 651 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

11. BOARD COMMUNICATION

A. Trustee Baca read the following reminder: "At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members."

B. All Board members shared the following comments:

- They welcomed new and promoted employees Katelyn Abadie, Adam Beckerdite, Jennifer Galbraith, Karelyn Hoover, and Christopher Schroeder.
- They congratulated Joe Jennum for receiving the NATYCAA Cup Championship for the third time.
- They commended Hilda Patino, Devon Goodwin, Christopher Padilla, and Stiveni Tamaivena for their compassion and efforts to maintain a safe campus environment in an altercation that took place on campus on September 19, 2013.

- They congratulated May Ochoa for receiving the American Red Cross Awards.

- They congratulated Ronald Becerra, Janet Shoemaker, and Frances Smothers on their retirement.

C. Student Trustee Maureira reported the following:

- She's going to be performing in Puttin' on the Hits.

- She'll be going to the Associated Students Fall Leadership Conference this weekend in Lake Arrowhead.

- She's going to the SSCCC conference.

D. Trustee Chyr reported the following:

- Regarding the new Boardroom setup, he congratulated the people responsible for the remodel, and he said it's a nice place to come back to.

E. Trustee Hall reported the following:

- He welcomed Mt. SAC Board of Trustees candidates Marlen Garcia, Baldwin Park Councilmember; and Robert Hidalgo, a Rowland Unified School District Board member to tonight's meeting and for taking an interest in Mt. SAC's Board meetings.

- He rode in the San Dimas, Diamond Bar, and Rowland Heights parades, and he will be riding in the Pomona parade shortly.

- He'll be attending the Associated Students Fall Leadership Conference in Lake Arrowhead this weekend.

- He's looking forward to the football team playing in the regional playoffs.

- He will be attending the Mt. SAC's Cross-Country Invitational this weekend.

F. Trustee Bader reported the following:

- She rode in the San Dimas parade and said it's nice to see the attendees cheering-on Mt. SAC.

- She attended the SanFACC meeting last month.

- She will be attending this weekend's Cross-Country Invitational, where 27,000 students will be participating.

- She will be attending the Associated Students Fall Leadership Conference in Lake Arrowhead this weekend.

- She thanked the Faculty Association for holding the open forum for the Mt. SAC Board of Trustees candidates.

G. Trustee Chen Haggerty reported the following:

- She attended the ACCT conference in Seattle, where Bill Gates was the keynote speaker. She spoke about a student who graduated with a degree in manufacturing and couldn't find a job until Michelin offered her one, which will result in an annual salary of $50,000. If anyone is interested in this workshop, please see Denise Lindholm, in the President's Office, for a copy of the brochure.

H. Trustee Baca reported the following:

- He commended our student athletes for not only being talented in sports, but also academically.
- He will be attending the Cross-Country Invitational.
- He rode in the Walnut Family Festival parade a couple of weeks ago.
- He will be riding in the Pomona parade.
- He attended the San FACC meeting. He appreciates the six colleges that are involved in this group.
- He attended the Board of Governors meeting in San Francisco last week.

12. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed Mt. SAC Board of Trustees candidates Marlen Garcia, Baldwin Park Councilmember; and Robert Hidalgo, a Rowland Unified School District Board member. He also thanked them for taking time out of their busy schedules to meet with our Cabinet members individually.
- He welcomed new and promoted employees Katelyn Abadie, Adam Beckerdite, Jennifer Galbraith, Karelyn Hoover, and Christopher Schroeder.
- He congratulated Joe Jennum and his staff and coaches for receiving the NATYCAA Cup Championship for the third time.
- He commended Hilda Patino, Devon Goodwin, Christopher Padilla, and Stiveni Tamaivena for their compassion and efforts to maintain a safe campus environment in an altercation that took place on campus on September 19, 2013.
- He congratulated May Ochoa and the Associated Students for receiving the American Red Cross Awards.
- He congratulated Ronald Becerra, Janet Shoemaker, and Frances Smothers on their retirement.
- He announced that the Board Study Session will be held on Saturday, February 22, 2014, and the venue is to be determined.
- He said that the College is accepting applications for membership on the Citizens Oversight Committee. The purpose of the Citizens Oversight Committee is to inform the public at least annually in a written report concerning the expenditure of the bond proceeds. Three of the 11-member committee have terms ending in December. Interested parties may access the application on Mt. SAC's website.
- He thanked Roger Sneed, Project Manager; and Bill Eastham, Director, Technical Services, and his group for all the hard work they put into the remodel of the Boardroom.
- He is going to Atlanta, where he will be attending a STEM (Science and Technical Education in Math) Learning Network Board meeting. He mentioned that he is a Board member on this committee.
- He will be chairing an accreditation site visit to the College of the Redwoods, and this will be his fourth visit to that college. He was pleased to announce that they are no longer on show-cause status; they are now on probation.

13. INFORMATIONAL REPORTS

- Dr. Audrey Yamagata-Noji, Vice President, Student Services, gave a presentation on the Implementation of the Student Success and Support Program (SSSP).

  Trustee Baca commended Dr. Yamagata-Noji for such a thorough report. He said that she did an excellent job in interpreting the intent of this program.

  Trustee Chyr echoed Dr. Baca's comments to Dr. Yamagata-Noji regarding her excellent presentation.

  Dr. Scroggins said that we'll be ready for the next generation for student success.

  Trustee Hall said that there will be winners and losers in this process, and he will probably hear from the losers. Will there be a way to get data to find out where everyone falls on the matrix? Dr. Yamagata-Noji said that there would be percentages in various categories. She said that, statewide, there's a dip in enrollment, and, even though we're growing, it's still difficult for students to understand what's available for classes.

  Trustee Chyr asked if it would be possible to have live data regarding the number of seats that are open in each class, and the answer was that it's happening now. Dr. Scroggins said that only 50% of students are actually registering at their scheduled time.

  Student Trustee Maureira commended Dr. Yamagata-Noji on her explanation at the President's Advisory Council meeting and on her presentation this evening. She wanted to know how many students meet the requirements of SB 1456, and Dr. Yamagata-Noji said that they've done it for special programs for new students. She said that, for instance, Connect 4 students have 1,600-1,700 education plans on file for Fall. Karina asked if the professors are sharing this with their students, and Dr. Yamagata-Noji said the requirement is for new students coming in. How hard is it for probationary students to get classes? Dr. Yamagata-Noji said that probationary students automatically go to the end of the line unless they seek intervention. For students that are undeclared, how do they do an education plan? Dr. Yamagata-Noji said that the abbreviated education plan is designed for one or two terms to help the student know how to get started, and the comprehensive education plan is for after the student has declared a course of study. Students are required to declare a goal within two full-time semesters or completion of 15 degree-applicable units.

  Dr. Yamagata-Noji's report is posted on the College website with these minutes.

- Victor Belinski, Chief Technology Officer; and Robert Hughes, Director, Enterprise Application System, gave a presentation on the Technology Master Plan.

  Trustee Chyr commended Mr. Belinski on his presentation. He's happy to see the mobile enhancements that are happening today and yet it's very complicated to learn. Mr. Belinski said that most devices recognize voice technology.

  Trustee Chen Haggerty asked if we're working with Cal Poly at all. Mr. Belinski said that it's difficult because the CSUs do things differently; however, they are in touch with Cal Poly regularly to share what each other is doing.

  Trustee Chyr asked about the 15 objectives, and Mr. Belinski said that IT is back in terms of employee migration. Mr. Belinski said that Mr. Hughes was able to bring in very talented people, and we've lost one already, who went to Ventura and got 6% increase in salary. He said that IT employees at Pasadena City College just got a 4.55% increase

across the board, which is much higher than Mt. SAC. Trustee Chyr said that we need to be prepared with employees going forward to keep up with the technology.

Student Trustee Maureira thanked the IT department for increasing communication with students. She asked how IT plans to train students, and Mr. Belinski said that he doesn't know yet, and he's working with Dr. Yamagata-Noji to come up with some ideas. He said that there are training videos on the web; however, most students don't know they're there. Ms. Maureira suggested that codes be added to the Mountie App, and Mr. Belinski said that he's heard that suggestion, as well.

Mr. Belinski's report is posted on the College website with these minutes.

14. **CONSENT CALENDAR**

The following corrections were made to the Consent Calendar:

- On tonight's Agenda, under ADMINISTRATIVE SERVICES, No. 12 – Consideration of approval of the following Proposed Donation to the College – it should read, "Claremont Graduate University – **Twenty-four** Dell 755 dual-core CPUs…valued by donor at **$1,200**."

- Page 73 - Consent #32, "On Course Professional Development Workshop." The Funding Sources should read, "Unrestricted General Fund (**$12,230**); Basic Skills Initiative Categorical Funds (**$6,420**)."

It was moved by Trustee Chyr, seconded by Trustee Hall, and passed to approve or ratify the following items, as corrected:

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.

2. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.

3. Approval of the reissuance of stale-dated warrants, as listed.

4. Approval of the renewal of a contract with Turbo Data Systems Inc. for processing citations.

5. Approval of a contract for pre-construction services using the Lease/Leaseback construction delivery method for the Agricultural Sciences Complex.

6. Agreements to provide Professional Design and Consulting Services with GNA-Brook Fire Protection for the Annual Fire Sprinkler Inspection project; with HMC Architects for the Child Development Center project; PAL id Studio for the Student Success Center, Business and Computer Technology Building, and Student Services Office Improvements projects; with Steven Fader Architects for Design Services; with ASCIP for Construction Support Services; with Coin Security Systems for the Annual Key Box Maintenance Service Agreement; with Hill Partnership, Inc. for the Agricultural Sciences Complex project; and with Psomas for the Utility Infrastructure South of Temple Avenue project.

7. Ratification of the following Child Development Center project Change Orders:

- Bid No. 2831   Moore Flooring (Flooring Contractor) – Change Order No. 2.

- Bid No. 2948   Child Development Center – HCI Systems (Security Contractor) – Change Order No. 1.

8. Ratification of the following Temporary Classrooms project Change Order:

- Bid No. 2946   Temporary Classrooms – GDL Best Contractors, Inc. (General Contractor) – Change Order No. 1.

9. Ratification of the following Technology Building Fire Alarm Replacement project Change Order:

- Bid No. 2912   Technology Building Fire Alarm Replacement – Advanced Building & Electronic Control Systems (Security Contractor) – Change Order No. 1.

10. Approval of the following Contract Amendments:

- Contract   Environmental Impact Report Construction Support – Helix Environmental Planning, Inc. (Professional Design and Consulting Services) – Amendment No. 2.

- Contract   Facilities Emergency Operations Center Addition and Plan Room Renovation – PAL id Studio (Professional Interior Design Services) – Amendment No. 1.

- Contract   Agricultural Sciences Complex – Dog Kennel Addition – Hill Partnership, Inc. (Professional Architectural and Engineering Services) – Amendment No. 1.

11. Approval of the following Completion Notice:

- Bid No. 2912   Technology Building Fire Alarm Replacement, Advanced Building & Electronic Control Systems, Inc. (Contractor)

12. Approval of the following Proposed Donation to the College:

- Claremont Graduate University – Forty Dell 755 Dual-core CPU personal computers with hard disk and 2GB ram; no keyboard, mouse, or monitor. Valued by donor at $2,000, to be used by the Electronics and Computer Technology departments for laboratory exercises in the Computer Maintenance program.

HUMAN RESOURCES

13. Approval of Personnel Transactions.

INSTRUCTION

14. Approval of new and modified courses, modified certificates, and modified degrees to be effective with the 2014-15 academic year.

15. Approval of an Externship Agreement with secondary partners that include East San Gabriel Valley ROP, Covina-Valley USD, La Puente Valley ROP, and Rowland USD for the Career Technical Education Community Collaborative Grant.

16. Approval of activities and acceptance of funds for the Child Development Training Consortium Grant.

17. Approval of activities and acceptance of funds for the CARES Plus Stipend Program Grant.

18. Approval of activities and acceptance of funds for the Transforming Undergraduate Education in Science, Technology, Engineering, and Mathematics Grant.

19. Approval of activities and acceptance of funds for the Upward Bound Grant.

20. Approval of activities and acceptance of funds for the Asian-American and Native American Pacific Islander-Serving Institutions Grant.

21. Approval of activities and acceptance of funds for the Student Support Services Grant.

22. Approval of activities and acceptance of funds for the Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 231 and English Literacy and Civics Education Grant.

23. Approval of ratification of an agreement with Subway to provide catering for the Cross Country Invitational.

24. Approval of an agreement with In-N-Out to provide food at the Athletics Championship Celebration on January 24, 2014.

25. Approval of a contract with Cole-Schaefer Ambulance Services to provide coverage at the 2013 Cross Country Invitational.

26. Approval of an agreement with Pacific Palms Hotel and Conference Center for the Athletics Hall of Fame Dinner on February 8, 2014.

27. Approval of a contract payment schedule with WISE Abroad, LLC, for the Study Abroad Program in Taipei, Taiwan, January 8 through February 15, 2014.

28. Approval of a contract payment for the Study Abroad Program in Hawaii, January 8-February 15, 2014.

29. Approval for four Journalism students and a faculty member to attend the ACP/CMA National College Media Convention in New Orleans, LA, scheduled for October 24-27, 2013.

30. Approval of the Chamber Singers' 2014 Performance Tour, March 28 through April 7, 2014.

31 Approval of payment of Tie-Down fees for Mt. SAC aircraft at Brackett Field Airport.

32. Approval of the On Course Professional Development four-day workshop scheduled for February 4-7, 2014.

33. Approval activities for the Continuing Education Division for the 2013-14 academic year.

34. Approval of additions and changes for the Continuing Education Division.

STUDENT SERVICES

35. Approval to increase the Student Health Services Fee.

Student Trustee concurred.

15. **ACTION ITEM #1 – APPROVAL OF LEASE/LEASEBACK CONSTRUCTION – FINAL RECONCILIATION AND NOTICE OF COMPLETION - SAN JOSE HILLS ROAD SITE IMPROVEMENTS**

Trustee Bader said this item looks very positive. Dr. Scroggins said that this is the first project completion on the Lease/Leaseback construction method.

It was moved by Trustee Bader and seconded by Trustee Chyr to approve this item. Motion carried. Student Trustee concurred.

16. **ACTION ITEM #2 – MEET-AND-CONFER AGREEMENT BETWEEN THE DISTRICT AND CONFIDENTIAL AND SUPERVISORY EMPLOYEES**

It was moved by Trustee Hall and seconded by Trustee Bader to approve this item. Motion carried. Student Trustee concurred.

17. **ACTION ITEM #3 – MEET-AND-CONFER AGREEMENT BETWEEN THE DISTRICT AND MANAGEMENT EMPLOYEES**

It was moved by Trustee Chyr and seconded by Trustee Chen Haggerty to approve this item. Motion carried. Student Trustee concurred.

18. **DISCUSSION ITEM – HR/PAYROLL CALENDAR**

The Board members were provided a copy of the proposed meeting calendar for the remainder of 2013-14. James Czaja, Vice President, Human Resources, said that they're trying to streamline the process in hiring new employees and getting them benefits on the first day of the following month.

Trustee Hall said that every now and then we move Board meetings to accommodate Board members, and he was assured that the schedule could still be flexible. Trustee Bader suggested that we move to the first Wednesday of the month, which would give even more flexibility, and that will be considered, as well. It was also suggested to meet on the second Wednesday, so a mockup will be done with the two scenarios.

19. **INFORMATION ITEM #1 – NEW ADMINISTRATIVE PROCEDURE 5142 – STUDENTS WITH DISABILITIES: ACCESSIBILITY OF MULTIMEDIA INSTRUCTIONAL MATERIAL: CAPTIONING**

The Board received, for information only, new Administrative Procedure 5142 – Students with Disabilities: Accessibility of Multimedia Instructional Material: Captioning.

20. INFORMATION ITEM #2 – NEW ADMINISTRATIVE PROCEDURE 7135 – TEMPORARY SPECIAL ADMINISTRATION

The Board received, for information only, new Administrative Procedure 7135 – Temporary Special Administration.

21. CLOSED SESSION

The Board adjourned to Closed Session at 9:20 p.m. to conduct two student expulsion hearings. The meeting reconvened to Open Session at 9:39 p.m.

22. REPORTING OF ACTION TAKEN IN CLOSED SESSION

The Board voted unanimously to accept the findings and recommended decision of the President to expel Student No. A02679026 and Student No. A02706908 permanently from the College, effective immediately. Motion carried.

23. ADJOURNMENT

The meeting adjourned at 9:40 p.m.

WTS:dl

Associated Students Report

Presented by your A.S. Representative | October 2013

New Officer Appointments
This month, Associated Students appointed nine (9) new Senators and ratified three (3) newly elected Inter-Club Council (ICC) Officers:

Position	Name
1. Activities Senator	Arturo Torres
2. Athletics Senator	Adrian Del Villar
3. Cross-Cultural Senator	Edgar Morelos
4. Elections Senator	Ujala Batool
5. Environmental Senator	Nora Azzawi
6. Historian Senator	Elisabeth King
7. Inter Club Council Senator	John Mourad
8. Publicity Senator	Zi Wang
9. Student Services Senator	David Myers
10. ICC Chair	Andreana Lu
11. ICC Vice Chair	Alice Terriquez
12. ICC Secretary	Bria Mason

California Community College Student Affairs Association (CCCSAA) Leadership Conference
Four Mt. SAC students attended the CCCSAA Leadership Conference on October 18-20, 2013 in Sacramento, CA. Participants were able to benefit by attending various workshops involving topics such as advocacy, leadership, ethics, and diversity.

Chat with the President
On October 22, Dr. Scroggins and 10 Mt. SAC students kicked off the "Chat with the President" series by having lunch together in a setting where students were allowed to discuss and ask about any college-related topic. Drinks and pizza were provided compliments of Dr. Scroggins and Associated Students. The discussion was lively and we thank Dr. Scroggins for giving students the opportunity to meet with him in a relaxed setting.

Student Senate for California Community Colleges (SSCCC) General Assembly
Four Mt. SAC Students will be attending the SSCCC General Assembly on November 1-3, 2013 in Monterey Bay, CA. We hope to bring back a lot of information to share with our local student governments her in Region VIII.

Recognitions
1. I would like to thank the Board members, the Vice Presidents, and college leaders in advance for attending the Fall Leadership Conference. The students are really looking forward to getting to know all of all.
2. Thank you Mr. Dan Smith for taking the time to speak to the Student Senate about AP5075 and how it affects Mt. SAC students.

- ▼ **UPCOMING EVENTS** ▼ - - - - - - - -- - - - - - - - - - - - - - - - - -

A.S. Fall Leadership Conference: 40 Mt. SAC students will attend the A.S. Fall Leadership Conference on October 25-27, 2013 in Lake Arrowhead, CA. During the last day of the conference, students will have the opportunity to hear from and ask questions to a College Leadership panel that will include member of the Board of Trustees, and College administrators. I look forward to seeing all of you there!

Mt. SAC's Got Talent: Mt. SAC's Got Talent is scheduled for Thursday, Nov. 14 from 3-6 p.m. During the event, participants will have the opportunity to share their various talents with other students. A panel of judges will determine the prize winners.

Halloween Celebration: The Associated Students Halloween Celebration is scheduled for Thursday, Oct. 31 from 3-5 p.m. During the celebration, students will have the opportunity to participate in a costume contest and win prizes.

**Academic Senate Report
To the Board of Trustees
23 October 2013**

<u>Full Senate Activity</u>

The Senate has met three times since the last Board of Trustees meeting.

On 12 September the Senate recommended that the college adopt two related administrative procedures, AP 4300 and AP 4350. AP 4300 (Field Trips and Excursions) and AP 4350 (Student Travel Guidelines) have received a variety of updates and clarifications, including the establishment of a 24 hour manager emergency contact number and notice that students are bound by student conduct rules when engaged in college travel activities. We also approved Resolution 13-10 (In Support of Counseling Faculty) by which we adopted certain State Senate positions on counseling as our own. At this meeting, we also approved recommendations from the Captioning Task Force.

On 26 September the Senate approved recommendations from the Field Trip Task Force, the Shared Governance Task Force, and the Course Development and Enrollment Management Task Force. These recommendations are lengthy and will be discussed by the Academic Mutual Agreement Council in the following weeks. We also approved Resolution 13-11 (C-ID Descriptors) which encourages faculty to work with our Articulation Officer and directs our Educational Design Committee to maintain the same rigor for C-ID courses as they have traditionally used for all other courses.

At the most recent full Senate meeting on 10 October, the Senate approved changes to our Course Duplication and Overlap Consultation and Mediation Process and also to our Content Review Implementation Plan. We also adopted our 2013-14 goals and our 2012-13 year-end report, a copy of which is attached to this report.

<u>Hiring</u>

The Academic Senate, in conjunction with the Instruction Office, is continuing the process for hiring faculty for 2014-15. The sixty-four requests for faculty positions will be prioritized by the Senate's Executive Board on 25 October and by AMAC on 28 October. A prioritized list shall be submitted to the College President for a decision regarding the number of positions approved for hire. The Senate hopes that the approved positions will be "flown" as soon as possible in 2014.

<u>Fall Senate Plenary</u>

The fall meeting of the State Academic Senate will be held 7-9 November in Irvine. Eric Kaljumagi, Dan Smith, Angel Lujan, Nima Berenji, and Kristin Golden will attend on behalf of Mt. SAC. Professor Lujan will serve as our official voting delegate for the fifteen state resolutions currently proposed. Professor Berenji is an adjunct faculty member who is able to attend thanks to Dr. Scroggins, who is supporting our Senate's wish to follow State Senate Resolution 13.02 S13 requesting that local senates send at least one part-time faculty member to each plenary. Professor Golden's attendance is the result of a stroke of good fortune for us, as she was the sole winner of a statewide drawing held last week by the ASFCCC foundation.

Respectfully submitted,
Eric Kaljumägi
President, Academic Senate

Academic Senate Year End Report
2012-2013

Analysis

Areas that the Senate did an excellent job in meeting its goals include: Curriculum and Instruction, Student Preparation and Success, Student Learning Outcomes, and professional development.

Areas to still consider for next year include: Shared governance concerns, International Students program, implementation of changes from the Student Success Task Force, placement test preparation, enrollment management, degree/certificate management, and transfer degrees.

Senate Goal	Link to College Goal	Link to 10+1 T5: 53200	Completed
GOAL #1 **To provide leadership in matters requiring mutual agreement**	2, 5, 7, 9, 11, 14, 16	6, 7, 9, 10, 11	**General** ▪ Approved multiple council and committee membership and purpose and function revisions ▪ Approved multiple council and committee goals ▪ Approved multiple equivalency proposals ▪ Appointed faculty to college councils, committees and task forces ▪ Appointed faculty to various hiring committees ▪ Approved Component 8 of the EEO Plan ▪ Approved Academic Integrity Task Force Recommendations ▪ Approved Faculty Voice Task Force Recommendations **Approved resolutions on a variety of critical topics** ▪ Resolution 12-10 Support of Higher Education Funding ▪ Resolution 12-11 AANAPISI Program ▪ Resolution 13-01 Removal of Course Repeatability ▪ Resolution 13-02 Funding for Testing Services ▪ Resolution 13-03 Best Practices for Student Feedback ▪ Resolution 13-04 Ensuring Availability of Major Preparation Courses ▪ Resolution 13-05 Faculty Role in the Grant Process ▪ Resolution 13-06 Support for Program-Level Outcomes ▪ Resolution 13-07 Institutional Standards for Student Completion

Adopted by the Academic Senate October 10, 2013

To view full Resolutions please go to http //www.mtsac.edu/administration/senates/academic/resolutions.html

To view minutes/agendas please go to http //www.mtsac.edu/administration/senates/academic/minutes.html

- Resolution 13-08 Update of Academic Senate Position on C-ID Numbering System
- Resolution 13-09 Chancellor's Office Deadlines for C-ID Submission of Courses on Approved Transfer Degrees

Board Policy Recommendations
- BP 4040 Library Services
- BP 5010 Admissions

Administrative Policy Approvals
- AP 3450 Accessibility of Audiovisual Media
- AP 3720 Use of Technology and Information Resources
- AP 4020 Program and Curriculum Development
- AP 4103 Work Experience
- AP 4225 Course Repetition and Withdrawal
- AP 4228 Course Repetition – Significant Lapse of Time
- AP 4290 Academic Honesty
- AP 5142 Students With Disabilities – Accessibility of Audiovisual Instructional Material)

Committee Creation
- Curriculum and Program Planning Committee
- Accreditation Steering Committee
- Content Review Committee

Task Force Creation
- Syllabus Task Force
- Shared Governance Issues Task Force
- Priorities for Captioning Resources Task Force
- Certificate and Degree Priority Registration Task Force
- Nominations and Elections 2013
- Field Trips and Student Travel
- Discussion, Debate and Dissemination
- Flex Day 2013
- Best Practices for Student Feedback

Adopted by the Academic Senate October 10, 2013

To view full Resolutions please go to http //www.mtsac.edu/administration/senates/academic/resolutions.html

To view minutes/agendas please go to http //www.mtsac.edu/administration/senates/academic/minutes.html

Senate Goal	Link to College Goal	Link to 10+1 T5: 53200	Completed
GOAL # 2 To sustain the quality and currency of courses, degrees, certificates and academic programs	2, 3, 10, 14	1, 2, 4, 9	**General** • Approved 50 new and 214 revised courses, 264 in total • Completed 4-yr review process for 352 courses • Modified or deleted 85 existing courses • Approved 12 new degrees, transfer degrees and certificates • Modified 50 degrees, transfer degrees and certificates • Inactivated 4 degrees, transfer degrees and certificates **Distance Learning** • Approved 3 new courses, and modified 29 • Prerequisite additions: 7 courses added ENG 67, 6 added ENG 68, and 1 added LERN 49

Senate Goal	Link to College Goal	Link to 10+1 T5: 53200	Completed
GOAL #3 To support practices and policies that improve student success	2, 3, 4, 5, 6, 7, 12, 13, 14	4, 5	■ Began implementation of college Student Success Plan ■ Approved Basic Skills Plan and Budget ■ Approved Behavioral Intervention Taskforce recommendations ■ Approved Variances and Course Substitution Taskforce recommendations ■ Approved Tutor Hiring Taskforce recommendations ■ Approved Program Outcome Reporting Proposal ■ Approved AWE Review and Pilot Study ■ Provisionally approved Field Trip Task Force Recommendations ■ Provisionally approved Captioning Task Force Recommendations

Senate Goal	Link to College Goal	Link to 10+1 T5: 53200	Completed
GOAL #4 **To improve faculty professional development to support effective teaching and learning practices**	8	8	**General** • Coordinated FLEX Days in August 2012 and February 2013 • Revised Outstanding Awards Process
GOAL #5 **To ensure the continued effectiveness and vitality of the Academic Senate across the campus**	11	All	**General** ▪ Held full Senate retreat to set goals and priorities ▪ Presented Workshops on Senate orientation ▪ Attended Integrated Planning Summit ▪ Held special full Senate meetings regarding State Resolutions ▪ Held Senate elections ▪ Approved 2012-2013 Senate Goals **Senate Presentations at Campus Meetings and Events** ▪ Fall opening meeting ▪ Spring recognition ceremony **On-campus Representation** • Board of Trustee Meetings • Board of Trustee Retreat • Student Awards Presentation Event • Associated Students Retreat • Putting on the Hits • Art Gallery Events • Club Events • Commencement Ceremony **Officer Participation in Relevant Conferences and Training** ▪ ASCCC Fall Plenary ▪ ASCCC Spring Plenary ▪ ASCCC Area C Fall Meeting ▪ ASCCC Area C Spring meeting ▪ CCA Winter Conference ▪ CCA Spring Conference and WHO awards ▪ ASCCC Leadership Institute ▪ ASCCC Accreditation Institute ▪ ASCCC Curriculum Institute

Mt. San Antonio College
Classified Senate

Report to the Board of Trustees
Wednesday October 23, 2013

1. Classified Senate met on Thursday September 12th and Thursday October 10th. At these meetings we discussed:
    a. Classified Opening Meeting & Professional Development Day
    b. California Community Colleges Classified Senate (4CS) South Region Leadership Retreat
    c. Senate Membership
    d. Committee Membership
        i. Classified Recognition Ceremony
        ii. Senate Committee Representation
    e. Halloween Desert Potluck
        i. Thursday October 31st (2:00 pm – 4:00 pm)
        ii. Founders Hall

2. Next meeting is scheduled for Thursday November 12th at 1:00 pm in Founders Hall.

3. On behalf of Classified Senate, I would like to extend a warm welcome to the newly appointed staff and faculty.

Respectfully Submitted by,
Deejay R. Santiago, Ed.D.
President, Classified Senate

Faculty Association Report
To the Board of Trustees
October 23, 2013

1. <u>CCA Fall Conference</u>

   The Faculty Association sent eight delegates to the CCA Fall Conference. The primary focus of the conference was bargaining.

2. <u>Negotiations Survey</u>

   The Faculty Association is currently soliciting ideas to include in the negotiations survey for negotiations this year. The survey will be conducted via the portal and will be sent to all faculty.

3. <u>Pension Reform</u>

   Almost a year ago today the FA was talking about a Yes on Proposition 30 NO on Proposition 32 Rally. Board members were asked to attend the rally. While Prop 30 and 32 may have seemed distinct from each other the success of Prop 30 was due in large part to the efforts of CTA, an organization that would have been adversely affected by Prop 32. It was announced last week that a perhaps more harmful measure than Prop 32 is being proposed by San Jose Mayor Chuck Reed. Measures such as this "Pension Reform Act of 2014" could not only hurt California employees, but California families, businesses and the state economy as well. So if this time next year we are talking about a rally to defeat the measure, you will know why.

Respectfully submitted by,
Lance Heard, Faculty Association President

October 23, 2013

CSEA Chapter 262
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"To improve the lives of our members, students, and community."

Good evening,

On behalf of Chapter 262 I would like to thank the Faculty Association for their planning and sponsoring of the Board of Trustee's Candidate's Forum. It was a great opportunity for our members to view, first hand, candidates from their respective areas.

I am very pleased to report that Chapter 262 has received the long awaited Koff & Associates Classification & Compensation Study proposed job descriptions. Our Unit has approximately 445 members with about 190 different job titles. Our review of these proposed job descriptions is quite an undertaking. I have a very good team of 5 unit members who are assisting me in this process. We look forward to collegial negotiations with the District on this project.

Respectfully submitted,

Laura Martinez
President
CSEA Chapter 262

Foundation Report to the Board of Trustees
October 23, 2013

There has been great activity since my last report. I am particularly excited about the recent posting of a new Foundation position—Director of Development and Alumni Relations. Our timetable is tight but we hope to get through the process and make a final choice before we break for the holidays. Many thanks to James Czaja and his team for their help moving this forward.

We are working with our Foundation Board member, David Sonner on securing a significant gift in support of the Basic Skills program here at the college. It has been a collaborative effort all the way around. I want to thank Terri Long for her participation and assistance creating a short summary of the program.

We are also moving forward with "asks" to the Gas Company in support of the Planetarium, SCE Edison for STEM scholarships and Kaiser Permanente in support of a success coach in the Nursing and Health professions. Mike Gregoryk and I had a productive meeting with Assemblyman Curt Hagman and he expressed his willingness to help us in our fundraising efforts.

Earlier this month I attended a CASE conference in San Diego. It was the annual conference for community college development. While there I made good connections with Keetha Mills, the CEO of the Foundation for California Community Colleges and David Ford, a Public Affairs Officer with Southern CA Edison. I also took advantage of the opportunity to meet with Kay Ragan (former VP of Student Affairs) and her husband Clarence. They now live in San Diego. Kay is being inducted into the Mt. SAC Athletic Hall of Fame this year. We had great conversation about her life and her time at Mt. SAC.

While there, I also had a terrific conversation with our former President, Dr. Jack Randall. He was glad to hear from me and while his travel schedule didn't allow for a meeting at that time, he and I will be getting together soon.

Our Alumni and community engagement efforts continue. This past weekend was Mt. SAC Day at Santa Anita Park. We had a great day—our guests had a good time and heard a bit from President Scroggins and Dr. Baca (thank you both for your involvement). It was an interesting mix of people—some alumni, some retirees some friends and common among them was an appreciation that Mt. SAC is doing more. Next up, as you know, is Alumni Day on November 15. We sent via US Post the registration brochure for you to take a look at. We hope to see you there next month!

Submitted by Bill Lambert, Executive Director, Mt. SAC Foundation

IMPLEMENTATION OF THE STUDENT SUCCESS AND SUPPORT PROGRAM (SSSP)

Mt. San Antonio College
Board of Trustees Meeting
October 23, 2013

Audrey Yamagata-Noji
Vice President, Student Services

BACKGROUND AND HISTORY

- National and statewide initiatives, research studies, and legislative interest has refocused attention on the community colleges.
- Some of the key issues and questions have been:
  - We need to increase the number of "completers" (graduates and transfers)
  - We have too many unfocused students who are taking "spots" away from more serious students
  - We need to reform California's Board of Governors Fee Waiver process
- At the same time, California community colleges faced the no-win situation of
  - increased student fees (now $46/unit),
  - imposition of new policies (course repetition, withdrawal),
  - massive budget cuts and loss of course sections
  - decline in support services and loss of funding for counseling, EOPS, DSPS
  - extremely high demand from students for a community college education.

SB 1143 (LIU) 2010
COMMUNITY COLLEGES: STUDENT SUCCESS AND COMPLETION

Required the Board of Governors to…

1) adopt a **plan** for promoting and improving student success within the California Community Colleges by 2012

2) establish a **taskforce** to examine specified best practices and models for accomplishing student success – 21 members appointed January, 2011

3) **incorporate recommendations** into the plan to **improve student success and completion** within the California Community Colleges – adopted by Board of Governors, January, 2012

STUDENT SUCCESS TASK FORCE:
8 FOCUS AREAS, 22 RECOMMENDATIONS

1. Increase college and career readiness

2. Strengthen support for entering students

3. Incentivize successful student behaviors

4. Align course offerings to meet student needs

STUDENT SUCCESS TASK FORCE:
8 FOCUS AREAS, 22 RECOMMENDATIONS

5. Improve education of basic skills students

6. Revitalize and re-envision professional development

7. Enable efficient statewide leadership and increase coordination among colleges

8. Align resources with student success recommendations

STUDENT SUCCESS ACT OF 2012 (SB 1456)

STUDENT SUCCESS TASK FORCE RECOMMENDATION 8.2:
STUDENT SUCCESS INITIATIVE

INCORPORATION OF *SOME* OF THE SSTF RECOMMENDATIONS

- SB 1456 was sponsored by the state Chancellor's Office
- Addresses several recommendations from the Student Success Task Force (SSTF) building upon matriculation functions
    - 2.1 Centralized (Common) Assessment -- not yet developed
    - 2.2 Mandated Services (Assessment, Orientation, Educational Planning for all incoming students) – weren't previously mandated
    - 3.2 Limitations for Board of Governors Fee Waiver eligibility – satisfactory academic progress – not yet adopted
    - 7.3 Student Success Scorecard—accountability metrics to include both "momentum" points and completions outcomes (replaces ARCC)
    - 8.2 Student Support Initiative – establishes a "program" including a funding model

UNDERSTANDING THE VARIOUS ASPECTS

- **Student Success Act (SB 1456)** establishes the Student Success and Support Program (SSSP) that updates, clarifies **mandated services** (assessment, orientation, education plan) – *effective Fall 2014*
- **Title 5 58108 Enrollment Priorities** establishes a statewide priority system with top tier defined and loss of priority due to number of units at the particular college and probation – *effective (for Mt. SAC) Summer 2014*
- **MIS Data Elements/Funding Formula**: how information should be reported; forms the basis for how colleges will receive 60% of funding starting in 2015-16 – *data collection effective Summer 2014*
- **Student Notifications** regarding Enrollment Priorities – *effective Spring 2013*
- **Student Notifications** for services and for BOGW
- **Appeals process**: enrollment priorities for high unit majors, extenuating circumstances, disabled students *--effective Fall 2014 registration*
- **Exemption criteria**: waiver from mandatory assessment, orientation, education plan – *effective Fall 2014 registration*

TITLE 5 SECTION 58108—ENROLLMENT PRIORITIES

- Builds upon the Student Success Task Force recommendations by prioritizing access for certain groups of students
- Dictates to local districts how certain groups of students should receive priority in registering for classes
- Outlines complex requirements for students to lose priority registration
  - Includes consideration for appeals for disabled students
  - Includes a consideration for probationary students' improved progress

58108 - KEY ELEMENTS

- Provides highest priority to student veterans and foster youth/former foster youth over traditional groups (DSPS, EOPS) due to their statutory provisions
    - DSPS and EOPS have secondary priority
    - Veterans, foster youth/former foster youth, DSPS, EOPS students must have also completed orientation, assessment and developed student education plans
- Continuing students *lose* priority for being on academic or progress probation for two consecutive semesters or having earned more than 100 degree-applicable units (excluding ESL, basic skills)
- To receive priority, new students must have completed orientation, assessment and "developed student education plans" (per SB 1456)

58108 ADDITIONAL ELEMENTS

- Exemptions
    - Students enrolled in high unit majors or programs
    - Units earned from credit by exam, AP, IB, are not counted
- Colleges must have an appeals process available
    - Disabled students who applied for accommodations but did not receive them in a timely manner can appeal their priority registration status
- Beginning **Spring 2013**, colleges must notify students who are on probation or who have earned 75% or more of the 100 unit limit, of their potential loss of priority registration
- Implementation: registration for Fall 2014

STATUS OF AP 5055
(MT. SAC'S ENROLLMENT PRIORITIES)

- Approved by Student Preparation and Success Council (April 2013) – approved by President's Advisory Council (October 23, 2013)

Proposed Registration Priorities:

- **Category 1** Military Service, Foster Youth, DSPS and EOPS
- **Category 2** CalWORKs participants, members of competitive athletic teams, musical performance groups, forensics, dance/cheerleading, other performance groups, Associated Student Government Officers,, and WIA students, new students who have completed matriculation through the Connect 4 program and matriculating non credit students including all ABE, ESL and VESL students.

- **Category 3** Continuing students who have completed less than 100 degree applicable units, in descending order from 99.5 units to 0 units completed at Mt. SAC. Current primary term enrollment, at the time of establishing registration permits, will be counted for the purposes of establishing continuing student eligibility for priority registration for the subsequent term.

- **Category 4** New matriculants (completed assessment, orientation and ed plan)

- **Category 5** New students who are not matriculants and returning students who have completed less than 100 degree applicable units, in descending order from 99.5 units to 0 units, completed at Mt. SAC.

- **Category 6** Continuing and returning students with 100 or more degree applicable units completed at Mt. SAC.
- **Category 7** Continuing and returning students not in good academic standing as per Title 5, Section 55031.
- **Category 8** K-12 special admission students
- **Appeal Process**
    - A student may appeal to the Dean of Counseling the loss of priority enrollment status due to extenuating circumstances, significant academic improvement and participating in counseling intervention for students on probation. Disabled students who applied for but did not receive reasonable accommodation in a timely manner may appeal the loss of priority enrollment to an administrator within the Disabled Student Program and Services (DSPS).

NEWEST DEVELOPMENTS

- Budget Act Language (July 2013): added CalWORKs as a priority group to first level priority
- AB 595 (Gomez) signed into law October, 2013, reestablishes DSPS and EOPS as "top tier" priority for enrollment priorities
  - Earlier legislation had amended the Ed Code to provide Veterans and Foster Youth as the top tier of priority registration.
  - The authorization for DSPS and EOPS had been through Title 5 regulations which does not have the same weight as Ed Code.
  - With the passage of AB 595, DSPS and EOPS now also have statutory authority for top tier priority registration.
- None of this impacts Mt. SAC as AP 5055 (proposed) as these groups were already in the top tier of priority.

PROPOSED NEW BOGW REGULATIONS

- First Reading: September Board of Governors meeting
- Second Reading: November 12-13, 2013 Board of Governors meeting (Sacramento) *UPDATE: moved to January 2014 meeting*
- Implementation proposed for Fall 2015 *UDPATE: now proposed for Fall 2016*
- Unit limit (100 or 110) no longer proposed

PROPOSED TITLE 5 CHANGES FOR BOGW

- 58621 – Los of Eligibility (*new*)
  - Loss of eligibility if the student is placed on academic or progress probation for two consecutive primary terms. Primary terms = fall and spring semesters.
  - Students placed on academic or progress probation shall be notified of their status no later than 30 days following the end of the term that resulted in being placed on probation.
  - Appeal process must be established due to extenuating circumstances, or a student with a disability didn't receive reasonable accommodations in a timely manner or didn't receive support services or other circumstances that impacted the student's economic situation.
  - A student who successfully appeals the loss of enrollment priority shall also have the BOGW eligibility restored.
  - Foster youth shall not be subject to this loss. Colleges must advise students about student support services available to assist them in maintaining eligibility. *Update: all Tier 1 priority groups now "covered under extenuating circumstances"* (Veterans, DSPS, EOPS, CalWORKs)

OTHER CHANGES TO FINANCIAL AID

- *A loss of the federal Pell grant if you have received aid for more than 12 full time semesters (600 % maximum).*
  - The clock is ticking. The federal Pell Lifetime Eligibility (LEU) sets a 600% maximum for the undergraduate career of the student, with 100% equating to one full-time year.
- *No federal financial aid if you do not possess a high school diploma.*
  - This change was put into effect without much notice. Before this, a student could either "pass" a locally administered "Ability to Benefit" (ATB) exam or complete 6 units with a 2.0 or better while not receiving any financial aid.

SSSP PHASE-IN TIMELINE

- 2012-13 System-level Planning Year
  - SB 1456 effective 1/1/13
  - Implementation workgroups meet to develop new Title 5 regulations, allocation formula, MIS data elements
- 2013-14 College-level Planning Year
  - Develop the format for the "Student Success and Support Program" plans
  - Begin implement of MIS changes
  - New funding provided based on the prior formula (headcount)

- **2014-15 College-level Implementation Year 1**
  - Submit program plans [potential due date of October 2014]
  - Submit budget plans
  - New funding formula not applied
  - Collect new MIS data elements
- **2015-16 College-level Implementation Year 2**
  - Begin application of funding formula -- allocations based on 2014-15 MIS year-end data
- **2016-17 College-level Implementation Year 3**
  - Funding based on prior year-end data

STUDENT SUCCESS & SUPPORT PROGRAM PLANNING & IMPLEMENTATION TIMELINE

Fiscal Year 2012-2013

Fiscal Year 2013-2014

Fiscal Year 2014-2015

Fiscal Year 2015-2016

Fiscal Year 2016-2017

System-level Planning Year:
- Implementation workgroups convened October 2012 to develop proposals for Title 5 Matriculation revisions, new allocation formula, & revised MIS data elements & definitions
- New program planning & budget process developed
- SB 1456 effective January 1, 2013

District/College-Level Planning Year:
- Develop program plans
- Implement MIS changes & ensure accurate & complete data reporting
- Allocations remain consistent as prior year, new formula not applied
- Funding targeted to core services of orientation, assessment, counseling & advising, & other education planning services

District/College-Level Implementation Year 1:
- **Program plans** & budgets submitted
- Continue to ensure accurate & complete data reporting
- Allocations remain consistent as prior year, new formula not applied
- Legislative implementation report due July 1, 2014 *(biannually thereafter)*

Implementation Year 2:
- **FY 15-16 allocations based on 14-15 year-end data** reported
- Application of funding formula beginning this year

Implementation Year 3:
- FY 15-16 allocations based on 14-15 year-end data reported
- Legislative report due July 1, 2016

FUNDING FORMULA
(EFFECTIVE 2015-16)

- 60% -- Students Served at the College [changes to data elements "SS"]
  - Initial Orientation **10%** [SS06]
  - Initial Assessment **10%** [SS07]
  - Counseling/Advising Services **15%** [SS08]
  - Abbreviated Ed Plan **10%** [SS09]
  - Comprehensive Ed Plan **35%** [SS09]
  - Academic Progress/Probation **15%** [SS10]
  - Other Services **5%** [SS11]
- 40% -- College's Potential Population of Students to Receive Services
  - Unduplicated credit headcount + base funding amount
  - [(New students x 2.4) + (continuing students x 1.0)]
- 3:1 – College Match

THE NET RESULT: THE "LOSERS"

- Certain students will lose some access
  - New students who have NOT completed assessment, orientation, abbreviated ed plan in time for their priority registration date
  - Students who are on academic/progress probation for 2 consecutive semesters
  - Students who have attained more than 100 degree-applicable units
  - Reentry students who have more than 100 degree applicable units and may not have a high school diploma
  - Impacts on low income students
    - Students who do not have a high school diploma (loss of Pell grant eligibility for Ability to Benefit)
    - Students who do not apply for aid on time or have to appeal

THE "WINNERS"

- Certain students will be prioritized:
  - Continuing students in good standing
  - First time, matriculating students who complete assessment, orientation and an abbreviated education plan early
  - Students with high school diplomas
  - Students who know what their goals are
  - Students who have not already attained a lot of units or a college degree

MT. SAC UPDATE FALL 2013

- **Enrollment Priorities** (AP 5055) – approved!
- **Student Notification**
  - Generic Message sent and is in portal as of Spring 2013
  - Pending specialized message to students > 100 degree applicable units; on probation for one semester or already on two consecutive semesters of probation
  - Pending specialized messages to BOGW and Financial Aid students (Pell)
- **Facilitating with IT**
  - Identification of students; communication with students
  - MIS Data Element changes – need to identify and set up tracking
- **Monitoring through SP&S**
  - Governance process; Assessment and Matric Committee—development of plan
- **Workgroups**
  - Counseling:
    - Application of probation standards and loss of enrollment priorities for probation students receiving counseling intervention
    - Define abbreviated educational plan and comprehensive educational plan
    - Define initial orientation
    - Define other student success services (career exploration, additional orientations, additional ed planning services)

THE GOOD NEWS … MT. SAC *ALREADY…*

- ✓ Has mandatory assessment and orientation which is tracked in Banner/Ellucian for MIS reporting
- ✓ Has begun implementation of education plans for new students and has the ability to record them electronically for MIS reporting
- ✓ Has a probation policy and intervention program in place that can prevent enrollment or delay enrollment (loss of priority)
- ✓ The majority of BOGW students also receive Pell, thereby meeting Satisfactory Academic Progress Standards
- ✓ The concept of a unit limit (currently 150 total units) – will change to 100 degree applicable units
- ✓ Has an excellent cross-discipline team who is informed and primed to lead the college forward

THE *NOT SO GOOD NEWS* IS THAT MT. SAC…

- Haven't been able to customize notifications to students about their number of degree applicable units; their probation status; their financial aid status
- We have a LOT of work to do to define our MIS data elements and develop a tracking system by June 2014 (because all data collected in 2014-15 goes toward the new funding effective 2015-16)
- Many of our students will miss out on their "benefits" due to not being knowledgeable of requirements and not being able to complete requirements in time for priority registration
- Appeals processes have yet to be developed and automated – delays in the approval process will nullify the appeal

TASKS AT HAND

- COUNSELING:
  - ✓ Define ed plans – abbreviated and comprehensive (MIS)
  - ✓ Define and clarify activities for MIS
  - ✓ Collaborate with special programs on how to complete assessment, orientation and ed plans
  - ✓ Propose exemption from loss of enrollment priority for students receiving probation intervention
  - ✓ Enrollment priorities appeals process
  - ✓ Probation and early alert interventions
  - ✓ Orientations – in person; on line; initial and extended

- **Admissions and Financial Aid working with IT**
  - **Establish language and communication protocols to notify/warn students about**
    - 75% toward attaining 100 degree applicable units
    - 1st semester probation cautioning against 2nd consecutive semester
    - BOGW satisfactory progress warning
- **Programming Functions with IT**
  - **Calculation of criteria for student notifications**
  - **Establish programming of MIS data elements**
- **Other Programs (DSPS, EOPS, Arise, Aspire, ACES, Bridge) offering counseling and orientations**
  - **How to count for MIS purposes**
  - **Consider requiring program students to only receive services in their programs**

TIMELINE/PRIORITIES

- **By December 2013 for student notification during winter 2014**
  - Enrollment Priorities – identification of impacted students
  - Marketing materials and communication strategy for students
- **By February 2014 to have in place for students preparing for Fall 2014 enrollment**
  - MIS Data Elements – determine how to count required elements of assessment, orientation, ed plan (abbreviated and comprehensive)
- **By June 2014 in preparation for 2014-15 academic year**
  - Balance of MIS Data Elements—for full implementation in 2014-15 for funding in 2015-16
- **By June 2014 in preparation for implementation in 2014-15**
  - Establish process for exemptions and waivers for assessment, orientation, ed plan, priority registration
- **Before July 1 2014 for time ticketing (registration appointments)**
  - Ensure tier one and two priority students (all special groups)have completed assessment, orientation and abbreviated ed plan to qualify for priority registration

CRITICAL TIMELINE

NOW to Feb 2014	Feb through June	July 2014	August - October
Identify and notify students regarding enrollment priorities (>100 degree applic. Units and 1 sem. Probation)	Test and develop program to change enrollment priorities for Summer 2014 registration Establish procedures for waivers and exemptions	New students for Fall 2014 must complete assessment, orientation, abbreviated education plan Implement waivers and exemptions	Develop new SSSP Plan through the college governance system
Define and develop MIS data elements	Test new MIS data elements	Implement collection of new MIS data elements	Full implementation and tracking of MIS
Develop marketing and communication strategy	Continue student notification	Continue student notification	Continue student notification
	New students for Fall 2014 must begin completing assessment, orientation, abbreviated education plan	Establish registration priority based on degree applicable units, probation, completion of assess, orient, abbreviated ed plan	Trouble-shoot registration priority issues

RE-CAP: 5 MAIN FOCI

- **NOTIFICATION SYSTEM:** required notices to students (began Spring 2013 and continues)
- **MANDATORY ASSESSMENT/ORIENTATION/ED PLANS:** clarifying/defining abbreviated and comprehensive ed plans; completion of ed plans in MAP; recording completion in MIS
- **ENROLLMENT PRIORITIES:** programming system to accommodate new criteria ("test run" this Summer 2014)
- **APPEALS/EXEMPTION PROCESSES:** establishing processes to appeal loss of enrollment priorities and waiver from mandated assessment/orientation/ed plans
- **MIS DATA ELEMENTS:** defining services, recording service contacts by student, programming and reporting

HANG ON TIGHT!

Technology Master Plan 2013

Board of Trustees

Update – October 23, 2013

Technology Master Planning Recent History

- **2009 Technology Master Plan**
  - ➢ **Update based on new technology**
    - ❖ **Banner – All Modules**
    - ❖ **Portal and Web Services**
    - ❖ **Enhance Institutional Technology**
    - ❖ **Desktop Systems**
    - ❖ **Servers/Data Center**
    - ❖ **Network Infrastructure/Security**

Technology Master Plan Integrated Planning

- **Critical Requirements and Activities**
  - ➢ **Broad input from all constituents**
  - ➢ **Review all Institutional Master Plans**
  - ➢ **Chancellor's Office Technology Plan**
  - ➢ **Current campus technology/changes**
  - ➢ **Instructional Technology needs (PIE)**
  - ➢ **Research new/emerging technologies**
  - ➢ **Research Tech Laws/Regulations**
  - ➢ **Align plan requirements and goals**

Technology Master Plan
Integrated Planning

- **Critical Requirements and Activities**
  - ➤ **Broad input from all constituents**
  - ➤ **Review all Institutional Master Plans**
  - ➤ **Chancellor's Office Technology Plan**
  - ➤ **Current campus technology/changes**
  - ➤ **Instructional Technology needs (PIE)**
  - ➤ **Research new/emerging technologies**
  - ➤ **Research Tech Laws/Regulations**
  - ➤ **Align plan requirements and goals**

Planning Component Example:

Research New
&
Emerging Technologies

Network Bandwidth – Current/Future Needs and Technology Options

Cellular Data Speeds Compared
(mbps = megabits per second)
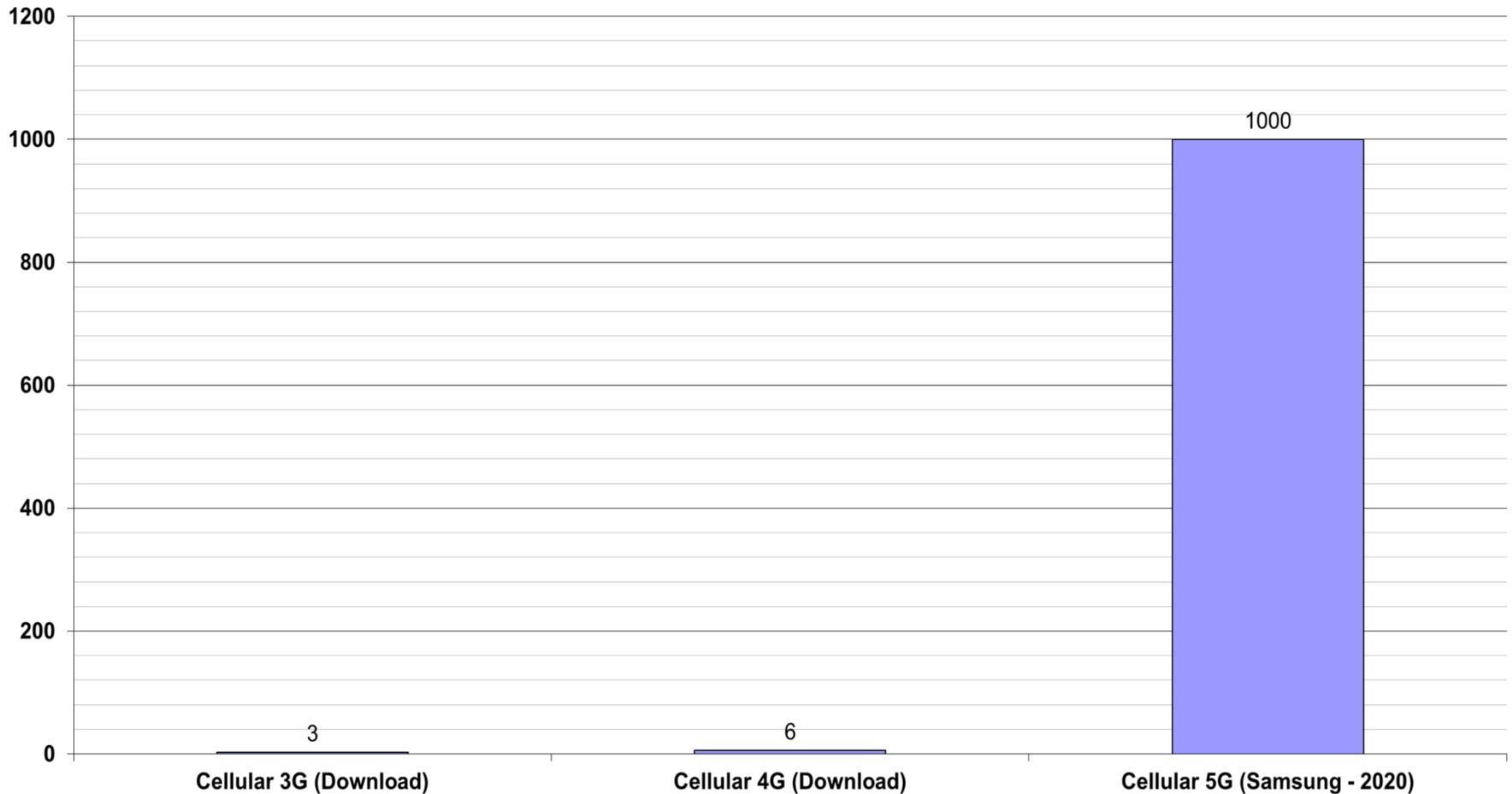
Discuss: **Next Generation Cellular Data Speeds/Tower Issues**

Cellular Speed Study

(May 7, 2012 – Courtesy Mark Sullivan, PCWorld)

Average Wireless Speeds
Coast to Coast

3G

WINNER: T-MOBILE — ↓ Download (mbps)

AT&T	Sprint	T-Mobile	Verizon
2.62	0.59	3.84	1.05

WINNER: T-MOBILE — ↑ Upload (mbps)

AT&T	Sprint	T-Mobile	Verizon
0.85	0.56	1.44	0.75

4G

WINNER: AT&T — ↓ Download (mbps)

AT&T	Sprint	T-Mobile	Verizon
9.12	2.81	5.53	7.35

WINNER: VERIZON — ↑ Upload (mbps)

AT&T	Sprint	T-Mobile	Verizon
4.91	0.97	1.32	5.86
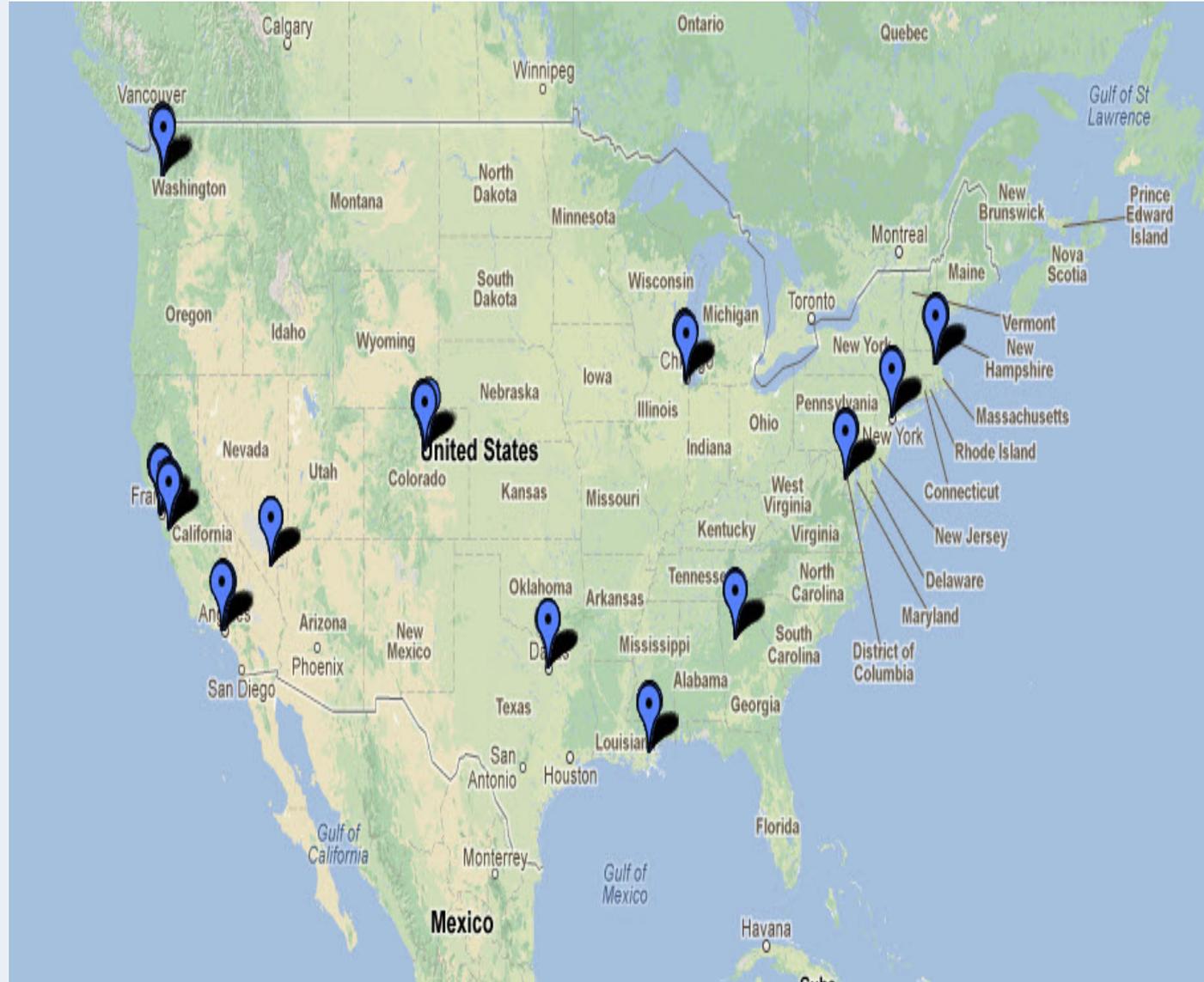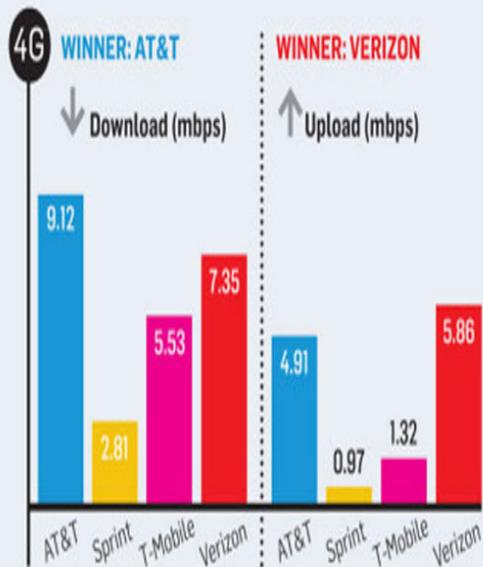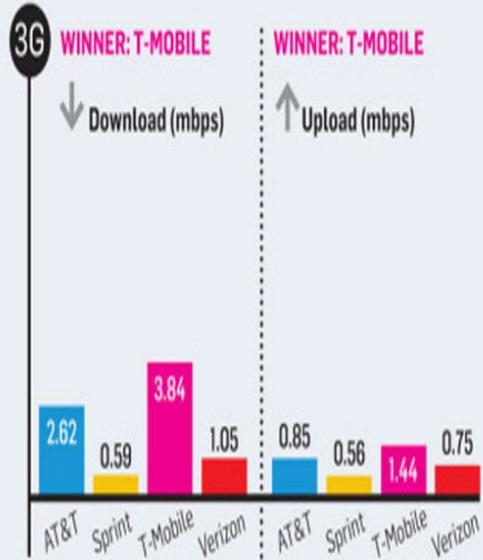
Standard Internet Access Speeds Compared
(mbps = megabits per second)

Dial up	DSL (* + Download)	Cable (* + Download))	FiOS (Fastest Option - Download)	Google Fiber (Limited Availability)	Fiber Tokyo (Now)	AT&T/Verizon US (Future)
0.054	6	15	300	1000	2000	1000
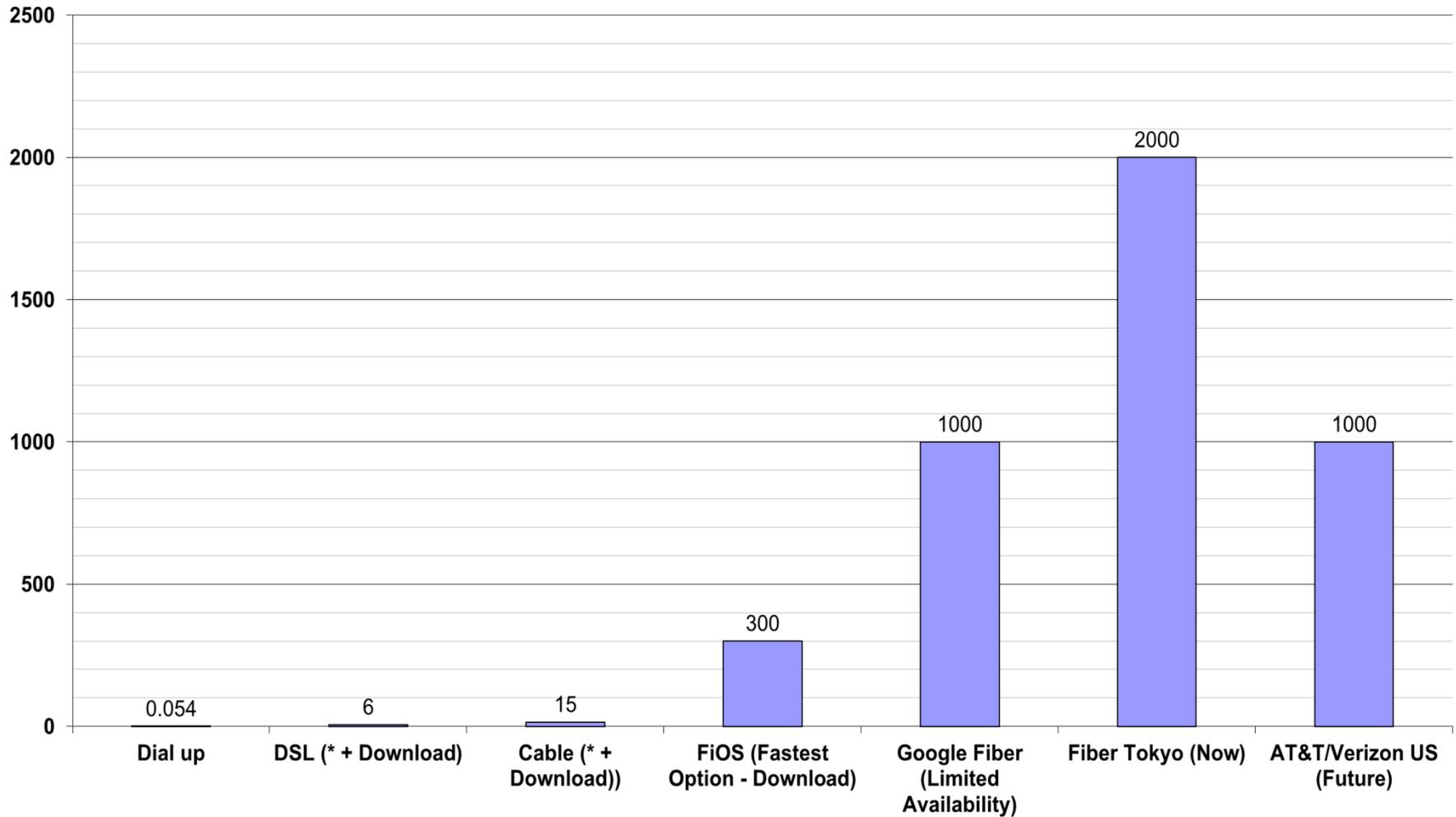
Discuss: Asynchronous vs. Synchronous Connections

WiFi Speeds Compared
(mbps = megabits per second)
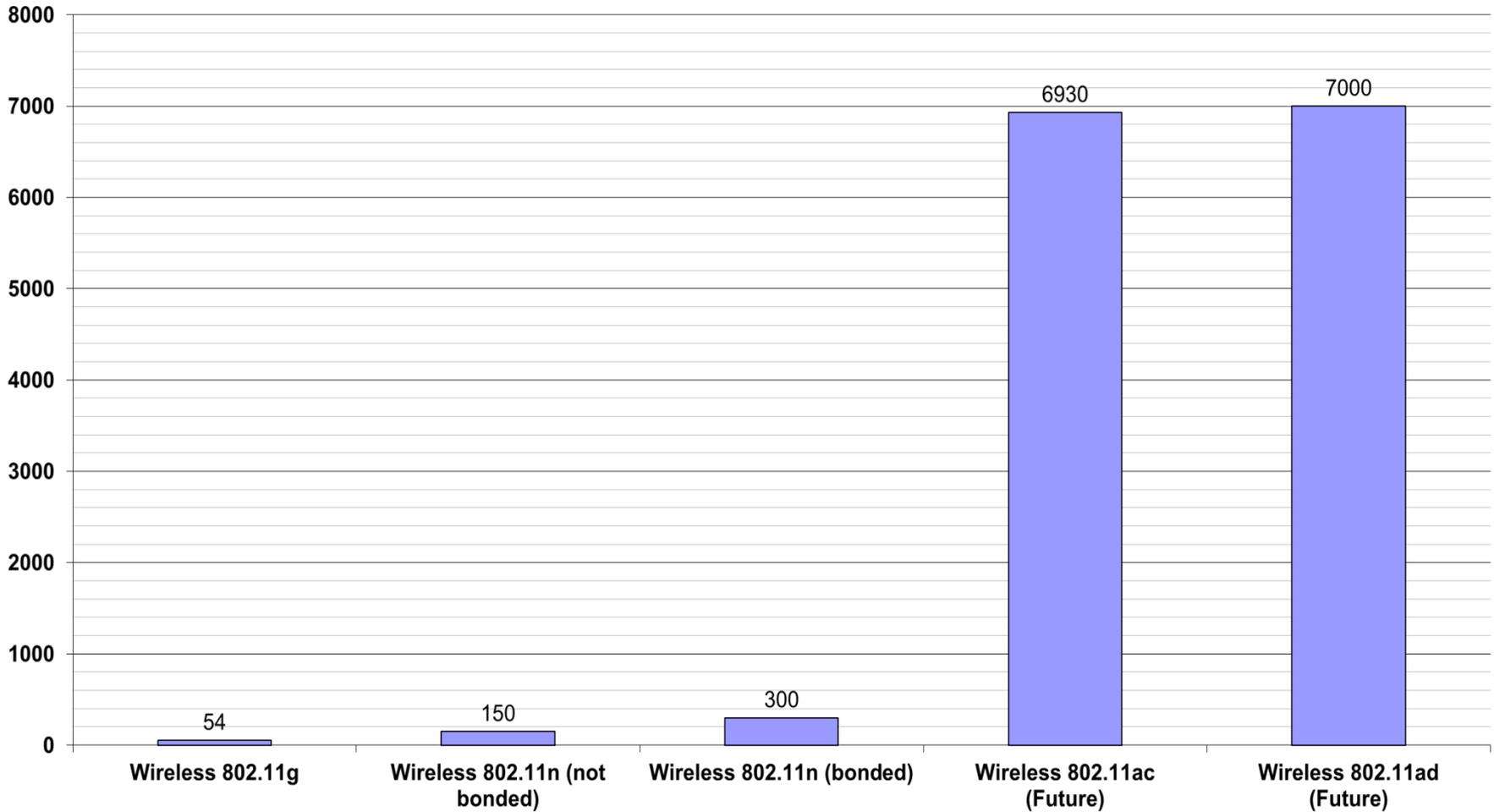
Discuss: Emerging WiFi - 802.11ac vs 802.11ad

Network Speeds Compared
(mbps = megabits per second)

Bar chart data:
- Cellular 3G (Download): 3
- Cellular 4G (Download): 6
- Wireless 802.11g: 54
- Wireless 802.11n (not bonded): 150
- Wireless 802.11n (bonded): 300
- Wired (Desktop & Servers): 1000
- Fiber (Backbone & Servers): 10000
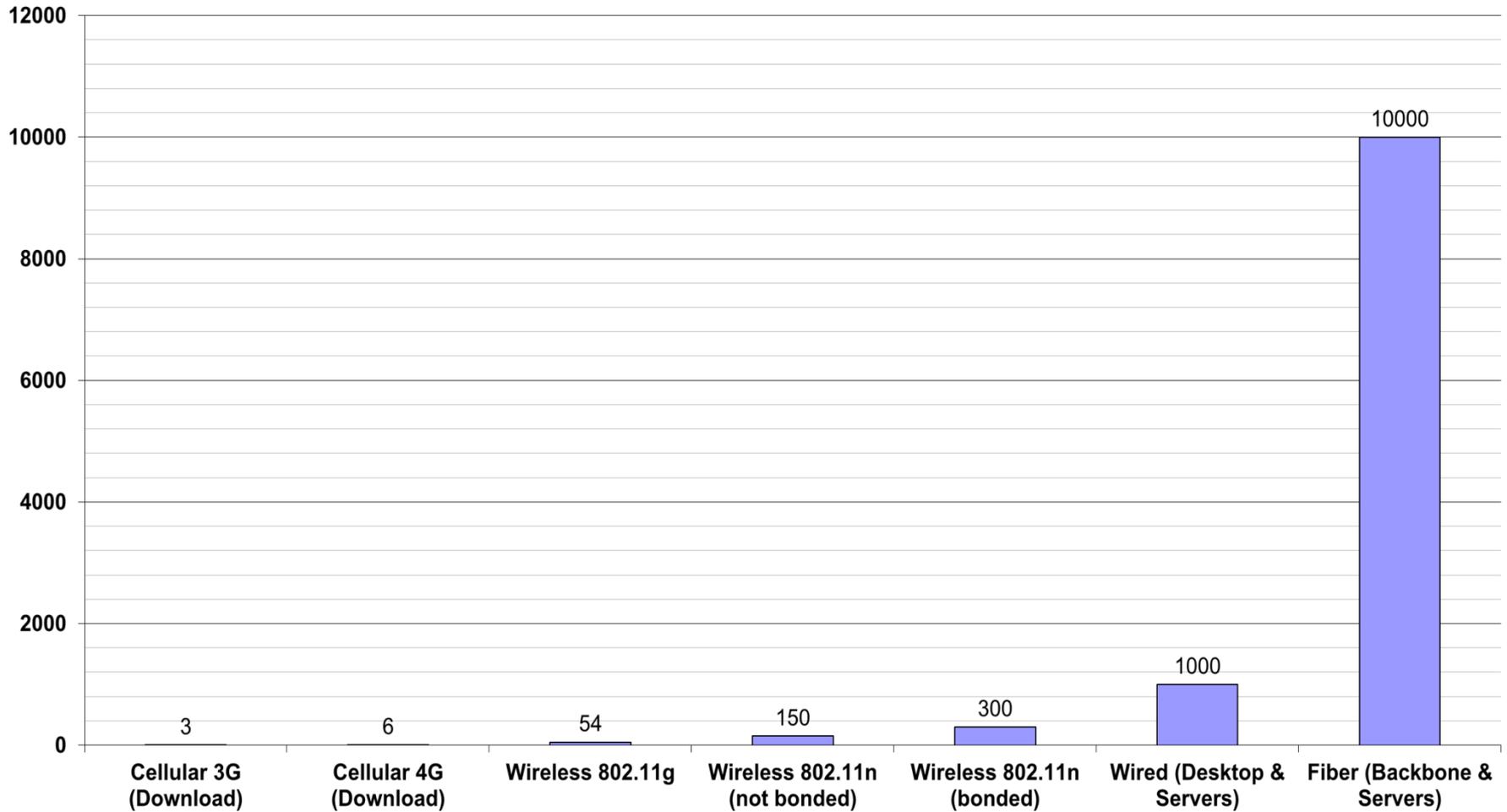
Discuss: Next Generation/Emerging Network Speeds

Network Speeds Compared
(mbps = megabits per second)

TMP 2013 calls for all backbone connections to be migrated to 100,000 mbps

TMP 2013 calls for all server connections to be migrated to 10,000 mbps

Category	Speed (mbps)
Cellular 3G (Download)	3
Cellular 4G (Download)	6
Wireless 802.11g	54
Wireless 802.11n (not bonded)	150
Wireless 802.11n (bonded)	300
Wired (Desktop & Servers)	1000
Fiber (Backbone & Servers)	10000
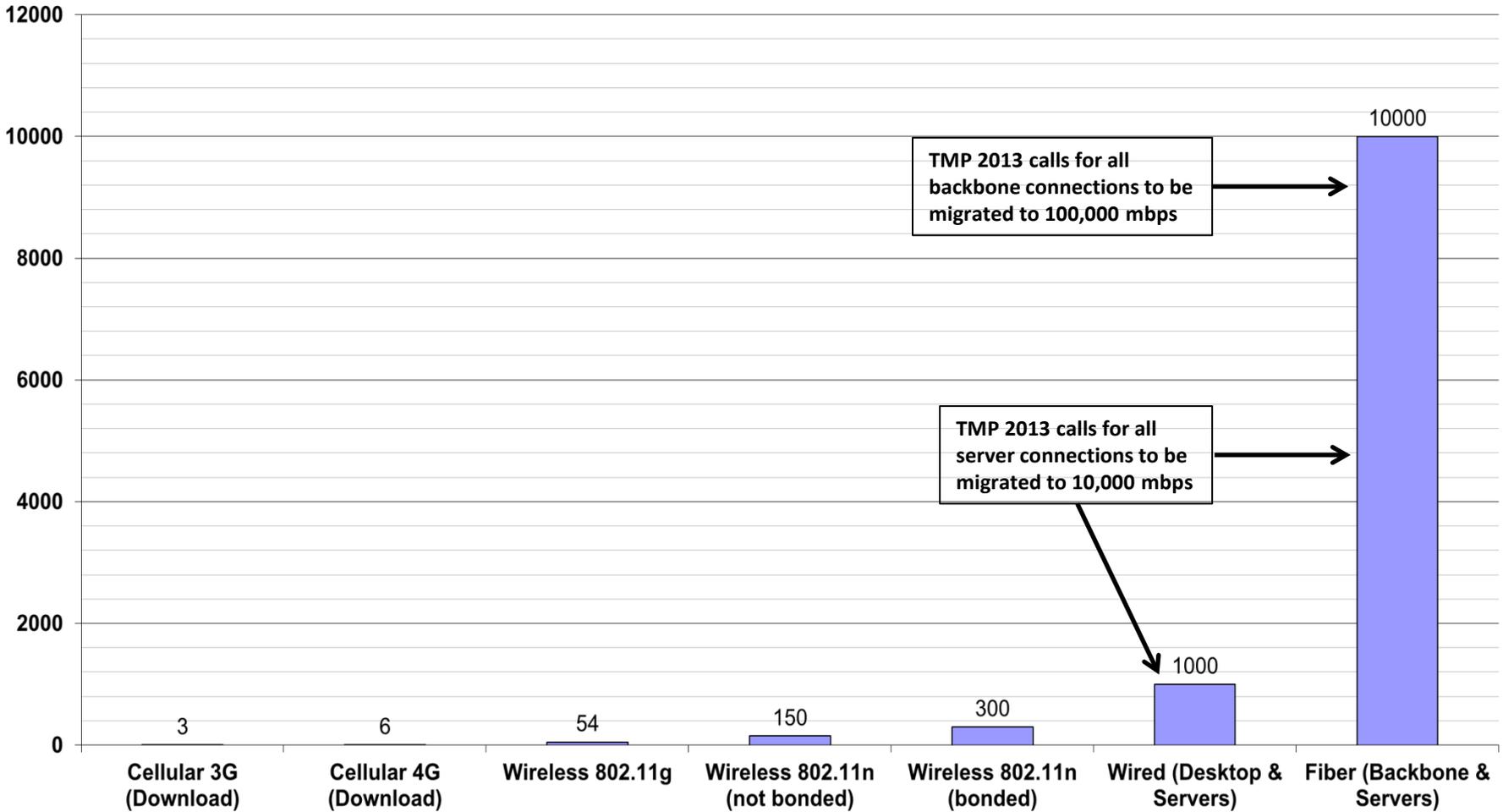
Discuss: Next Generation/Emerging Network Speeds

Mt. SAC Internet Speeds Compared (mbps = megabits per second)
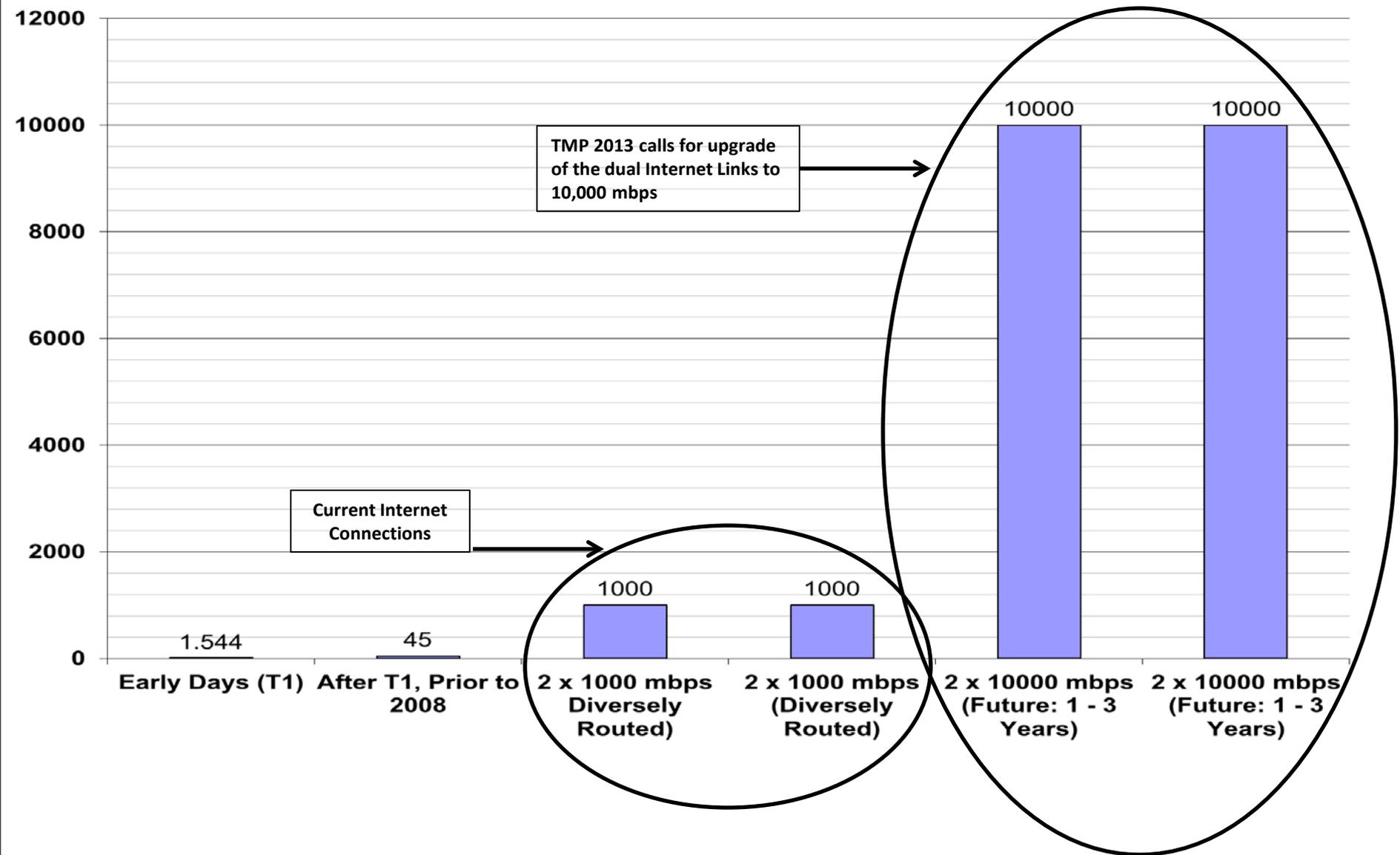
Technology Master Plan (TMP)

Information Technology Advisory Committee (ITAC) did thorough plan revision and review. The TMP 2013 was formally approved at the June 3, 2013, Meeting.

But ... it is more than just a static plan ... it is a document <u>defining</u> and <u>measuring</u> Strategic Goals & Objectives tied to College Goals.

- **Analyze and Measure Strategic Objectives – 2009 TMP**

- **Define Strategic Goals and Objectives for 2013 TMP**

Analyze & Measure Strategic Objectives – 2009 TMP
All Items "Completed"

1. Implement Luminis and Banner – integrated web-based system.
2. Facilitate and support online counseling.
3. Convert Blackboard to Moodlerooms including faculty training.
4. Enhance staff skills in Banner with training opportunities.
5. Enhance technology training offerings and opportunities for all staff.
6. Offer web-based services to faculty to enhance instruction.
7. Improve college-wide communications capabilities.
8. Improve support for academic technology in classroom and online.
9. Continued improvement of data and network security.
10. Ensure IT input in campus technology initiatives and procurement.
11. Improve mail services/eliminate mass mailings using technology.
12. Continue to participate/lead Banner improvements for CCCs.
13. Work closely with Facilities on technology standard for construction.
14. Carefully manage ongoing technology investments and maximize ROI.
15. Recruit and retain 'the best' technical staff in all areas.

- **Upgrade Infrastructure**
  - ➤ **Many action items are focused on expanding infrastructure with an informed focus to future data and network needs**
  - ➤ **Upgrade wired and wireless network as Measure RR building process continues**
  - ➤ **Phase I of Network Upgrade starts Fall 2013 with replacement of two of the College's six main network hardware components**

- **Technology Training**
  - ➢ **Focus on training staff and students to utilize existing and new technology to its fullest potential**
  - ➢ **IT offered 133 classes via Professional Development in 2012-13; over 200 classes are planned for 2013-14**
  - ➢ **Plan for 2013-14 is to expand training offerings to include software like Adobe Acrobat Forms and tips and tricks to utilize existing campus hardware and software**
  - ➢ **Continue to have IT staff reach out to campus departments to become a partner in technology acquisition and implementation to ensure College receives the most 'bang for the buck'**

Selected Strategic Objectives from 2013 TMP Definition and current status (3)

- **Enhance Capabilities of Enterprise Application Systems**
  - ➢ **Mobile APP enhancements/future plans**
    - ❖ **Send waitlist and other notices directly to students via app instead of via email**
    - ❖ **Registration? Researching possibility of facilitating student response to waitlist notification directly via the Mountie App. on their mobile device. Looking at other potential registration options via the app., as well.**
  - ➢ **Banner Enhancements**
    - ❖ **Access to more data/reports via Argos and the Executive Information Portal**
    - ❖ **Required Student Success regulatory changes**

- ## Expand Help Desk Service Hours
  - ➤ **Align Help Desk hours with Instructional hours**
  - ➤ **Estimate implementation in Spring 2014 to expand Help Desk hours from 7:30 a.m. to 7:00 p.m. Currently Help Desk closes at 4:30 p.m.**
  - ➤ **Provide technical assistance for evening students and faculty**
  - ➤ **Goal is to eventually extend hours to 10:00 p.m.**

- **Cost Savings – Move Administrative Systems Credit Card Processing to Heartland Direct More Info …**

Banner Credit Card Processing at Mt. SAC Today
94% of all transactions are via the web
57% of all transactions are via Debit Card
Official Payments charges flat rate
Mt. SAC gets no discounts that are supplied by the Durbin Amendment

Heartland Payment Systems
Actual Credit Card Processor
Disburses $ to Bank/Treasury
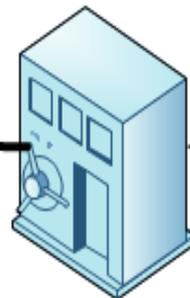
Official Payments
Banner Payment Client
Realtime Gateway
Flat Rate = 2.5% for Web
Flat Rate = 2.25% for In person

MT. SAC
Mt. San Antonio College

Banner Credit Card Processing at Mt. SAC Proposed
94% of all transactions are via the web
57% of all transactions are via Debit Card
Heartland Charges Interchange Rate + 40 Basis Points on Credit Card Transactions

Heartland Applies Durbin Amendment Savings on Debit Card Transactions
12 month analysis shows effective blended rate to Mt. SAC = ~1.5%

Heartland Payment Systems
Actual Credit Card Processor
Banner Payment Client
Realtime Gateway
Disburses $ to Bank/Treasury
Tracks Debit vs Credit Card
Applies Durbin Amendment

Moved Banner Credit Card Processing to Heartland Starting Summer 2013

Month	Mt. SAC $ Volume	Heartland Fees	Rate	Former CC Gateway Fees = Flat 2.5%	Savings
May	$213,086.20	$3,317.11	1.56%	$5,327.16	$2,010.05
June	$664,432.00	$9,538.89	1.44%	$16,610.80	$7,071.91
July	$1,019,317.43	$15,870.49	1.56%	$25,482.94	$9,612.45
August	$3,924,475.90	$55,841.24	1.42%	$98,111.90	$42,270.66
	$5,821,311.53	$84,567.73		$145,532.79	$60,965.06

Technology Master Plan 2013 Next Steps

Progress is ongoing for these and the other TMP 2013-defined Strategic Objectives

Goal is to have ITAC produce an outline of potential updates to the TMP during 2013-14 and to produce an updated Technology Master Plan in 2014-15

August 2013

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

HR/Payroll Calendar 2013–14

January 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

LEGEND

(blue)	Board Items Due to Human Resources
(yellow)	Board Meeting
(red)	Payroll Production
(green)	Pay Date

April 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mt. San Antonio College
College-wide Fringe Benefits Overview
2013-14

Classified and Confidential/Supervisory Employees

	Classified 262 (Unit A)	Classified 651 (Unit B)	Confidential/Supervisory
Health & Welfare Annual Tenthly Allowances	$1,106.34/Opt-out $650	$1,266.12/Opt-out $730	Current: $904.25 / Opt-Out $904.25 ***Proposed in October Board: $1,054.25/Opt-out $1,054.25***
Floating Holidays	2 days per fiscal year	2 days per fiscal year	2 days per fiscal year
Confidential/ Supervisory Days	None	None	2 days per fiscal year
Vacation Days Accrual	0 months-5 years: 8 hours 6-10 years: 10 hours 11-15 years: 12 hours 16-19 years: 14 hours 20+ years: 16 hours Note: Hours accrued monthly.	6 months-5 years: 8 hours 6-8 years: 10.67 hours 9-13 years: 13.34 hours 14-19 years: 14.67 hours 20+ years: 16 hours Note: Hours accrued monthly.	0 months-5 years: 10 hours 6-10 years: 12 hours 11-15 years: 14 hours 16+ years: 15 hours Note: Hours accrued monthly.
Sick Days Accrual	1 day/month (8 hours) providing the hours of service rendered during the month are equal to 50%	1 day/month (8 hours) providing the hours of service rendered during the month are equal to 50%	1 day/month (8 hours) providing the hours of service rendered during the month are equal to 50%
Longevity Pay	after 10 years: 3.5% above base after 15 years: an additional 5% after 20 years: an additional 3.5% 25 years: an additional 3.5% after 30 years: an additional 3.5%	after 10 years: 3.5% above base after 15 years: an additional 5% after 20 years: an additional 3.5% after 25 years: an additional 3.5% after 30 years: an additional 3.5%	after 10 years: 2.5% above base after 15 years: an additional 5% after 20 years: an additional 3.5% after 25 years: an additional 3.5% after 30 years: an additional 3.5% ***Proposed in October Board: after 10 years: 3.5% above base***
Professional Development/ Association Staff Development Fund	An annual allocation of $14,000 for the purpose of staff development. If approved by the Vice President, Human Resources, funds may be used for the purchase of computers, other related equipment, and supplies.	An annual allocation of $9,000 for the purpose of staff training. If approved by the Vice President, Human Resources, funds may be used for the purchase of equipment, such as computers, printers, and other related supplies.	None
Professional Growth	an additional one-time benefit will be granted for degrees earned or conferred on or after January 1, 2013. Associate's Degree: $1,000 Bachelor's Degree: $1,500 Master's Degree or higher: $2,000	an additional one-time benefit will be granted for degrees earned or conferred on or after January 1, 2013. Associate's Degree: $1,000 Bachelor's Degree: $1,500 Master's Degree or higher: $2,000	Current: an additional one-time benefit will be granted for degrees earned or conferred on or after January 1, 2013. Associate's Degree: $500 Bachelor's Degree: $1,000 Master's Degree or higher: $1,500 ***Proposed in October Board: Associate's Degree: $1,000 Bachelor's Degree: $1,500 Master's Degree or higher: $2,000***

SUBJECT: College-wide Fringe Benefits Overview for 2013-14

DATE: October 23, 2013

Classified and Confidential/Supervisory Employees (continued)

	Classified 262 (Unit A)	Classified 651 (Unit B)	Confidential / Supervisory
Professional Growth (continued)	$300 for completing three (3) or more semester, or four (4) or more quarter units and an additional $50 for every one (1) semester or one (1) quarter unit of lower division credit completed at any school accredited by one of the six regional accrediting associations of schools and colleges; $750 for completing three (3) or more semester, or four (4) or more quarter units and an additional $100 for every one (1) semester or one (1) quarter unit of upper division or graduate unit at any school accredited by the six regional accrediting associations of schools and colleges.	$300 for completing three (3) or more semester, or four (4) or more quarter units and an additional $50 for every one (1) semester or one (1) quarter unit of lower division credit completed at any school accredited by one of the six regional accrediting associations of schools and colleges; $750 for completing three (3) or more semester, or four (4) or more quarter units and an additional $100 for every one (1) semester or one (1) quarter unit of upper division or graduate unit at any school accredited by the six regional accrediting associations of schools and colleges.	$150 for completing three (3)or more semester units or four (4) quarter units of lower division credit; $500 for completing three (3) or more semester units or four (4) quarter units of upper division credit
	$500 for obtaining any job-related license and/or certificate at any school accredited by one of the six regional accrediting associations of schools and colleges.	N/A	N/A
Personal Necessity	12 days/fiscal year (charged against full paid sick leave accrual).	7 days/fiscal year (charged against full paid sick leave accrual).	7 days/fiscal year (charged against full paid sick leave accrual).

Management, Faculty, and Vice Presidents

	Management	Faculty	Vice Presidents
Health & Welfare Annual Tenthly Allowances	Current: $629.54 / Opt-Out $629.54 *Proposed in October Board: $779.54 / Opt-Out $779.54*	$1,200 / Opt-Out $700	Fully Paid *Proposed in October Board: Any portion of the $1,500 not placed into a flexible spending account shall be treated as taxable income.*
Floating Holidays	2 days per fiscal year	None	2 days per Academic year
Confidential/ Supervisory Days	None	None	None
Vacation Days Accrual	2 days/month = 24 days/year	None	2 days/month = 24 days/year
Sick Days Accrual	1 day/month (8 hours)	1 day/month (8 hours) for the months worked	12 days/year

SUBJECT: College-wide Fringe Benefits Overview for 2013-14

DATE: October 23, 2013

Management, Faculty, and Vice Presidents (continued)

	Management	Faculty	Vice Presidents
Longevity Pay	10 years: 2.5% of base salary 15 years: 2.5% 20 years: 2.5% 25 years: 2.5% 30 years: 2.5% 35 years: 2.5% *Proposed in October Board:* *after 10 years: 3.5% above base* *after 15 years: an additional 5%* *after 20 years: an additional 3.5%* *after 25 years: an additional 3.5%* *after 30 years: an additional 3.5%*	25-Year Service Increment: $326/month 30-Year Service Increment: $326/month 35-Year Service Increment: $326/month	10 years: 2.5% of base salary 15 years: 2.5% 20 years: 2.5% 25 years: 2.5% 30 years: 2.5% 35 years: 2.5% *Proposed in October Board:* *after 10 years: 3.5% above base* *after 15 years: an additional 5%* *after 20 years: an additional 3.5%* *after 25 years: an additional 3.5%* *after 30 years: an additional 3.5%*
Professional Development / Association Staff Development Fund	None	The District will allocate an amount equal to $200 for each full-time unit member used for professional conferences and travel.	None
Professional Growth	Associate's Degree: $500/one-time Bachelor's Degree: $1,000/one-time Master's Degree: $1,500/one-time Doctoral Degree: $2,000* *If earned mid-year, amount paid out in lump sum; following year will be monthly ongoing.	Associate's Degree: $500/one-time Bachelor's Degree: $1,000/one-time Master's Degree: $1,500/one-time Doctoral Degree: $2,000* *If earned mid-year, amount paid out in lump sum; following year will be monthly ongoing.	Master's Degree: $1,500/one-time Doctoral Degree: $2,000* *If earned mid-year, amount paid out in lump sum; following year will be monthly ongoing.
Professional Growth (continued)	3-4 quarter units: $200 3-4 semester units: $250 5 or more quarter units: $350 5 or more semester units: $500 Total stipends awarded to any individual manager will not exceed $4,000.	N/A	N/A
	N/A	N/A	N/A
Personal Necessity	7 days/fiscal year (charged against full paid sick leave accrual).	5 days/academic year (charged against full paid sick leave accrual); do not need to state reason.	7 days/fiscal year (charged against full paid sick leave accrual).