



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*



June 3, 2014

1. Cabinet discussed the logistics of the Commencement Ceremony. ([See the attached draft](#).)
2. Bill shared material from last week's meeting of the Workforce & Economic Development Program Advisory Committee (WEDPAC) at the Chancellor's Office in Sacramento, on the Governor's proposal for \$50 million to establish the Career Technical Education (CTE) Enhancement Fund in the 2014-15 budget. ([See page 555 of SB 851-Budget Act](#).)
 - This appropriation to the Chancellor's Office would be allocated to the community college regions based upon a formula that factors in total FTES and CTE FTES (details not decided).
 - CTE programs must be in-demand and serve occupations with labor shortages in the region. Note that the [LA/Orange County Regional Consortium](#) has identified for Los Angeles County:
 - 4 priority sectors (Advanced Manufacturing, Health, Advanced Transportation & Renewables, and Retail/Hospitality/Tourism);
 - 2 emerging sectors (Energy Efficiency & Utilities and Information & Communications Technologies), and
 - 2 other sectors (Global Trade & Logistics and Small Business).
 - CTE programs must demonstrate regional alignment of program and curricula, and should be articulated with K-12, four year, and/or Adult Education institutions.

A presentation at WEDPAC gave an example of how this system might work ([attached](#)).
3. Bill shared a summary of 72 letters written to him by students in Professor Barbara Mezaki's American Language 43W classes ([summary attached](#)). AmLa 43W is an advanced writing class for non-native English speakers. The letters were a writing assignment in the class, and students were asked to write about their experience at Mt. SAC. Here are the top five issues with some brief commentary from me:
 - Not enough parking (We are building a parking structure and adding about 1900 spaces.)
 - Difficulty in registering for classes (We added 3% more classes this year and 5% next year.)
 - Poor quality of restroom cleanliness (Cleaning is done each night but day cleaning is limited because of short staffing which still has not been restored from the Recession.)
 - Need Chinese food on campus (The new Food Court-complete next year-will have Chinese food.)
 - Have more smoking restrictions (The new smoking policy is just in its 2nd year-give it a chance.)
4. Bill shared the outcome of the second meeting of the Student Equity Plan Writing Team on Future Directions. ([See the attached working document](#).) The group took the issues from the first meeting and began to develop research designs to determine:
 - 1) if a "bottleneck" exists that limits student success as a result of the issue (e.g., not taking basic skills early) as measured by the metrics identified by the team (e.g., college readiness),
 - 2) if there is a disproportionate impact on under-represented groups (e.g., rate of college readiness of the under-represented groups is less than 80% that of the average), and

- 3) if such a bottleneck exists or if there is a disproportionate impact, then what are the characteristics of those students who succeed despite the roadblock and what are the characteristics of those who do not succeed?

At the next meeting (Friday, June 6), the Team will further refine the research designs. To the extent that the designed research is performed this summer (thanks to our Research Office staff), the team will reconvene this Fall to consider activities and projects to include in the Student Equity Plan.

5. James shared an updated version of the EEO Plan Revision design and timeline ([attached](#)). In particular, Cabinet discussed Section V on the review of hiring practices and procedures. The steps and timeline were discussed and adjusted.
6. Bill presented a summary of the community college budget for 2014-15 as passed by the Legislature ([attached](#)). The Legislature assumed more than \$2 billion in additional state revenue for next year beyond the Governor's estimates. Consequently, the Legislature added more expenditures across the state budget. The attachment shows \$246 million more for community colleges that proposed by the Governor in the May Revise. As the Legislature and Governor confer, the likely augmentation is more likely to be in the range of \$50 million to \$60 million more for community colleges in 2014-15. The deadline for adoption of the state budget is June 15th, so we should know soon.
7. Cabinet was joined by Rosa Royce, Associate Vice President for Fiscal Services, to discuss the draft 2014-15 Tentative Budget.
 - The Changes to the Fund Balance ([attached](#)) showed a positive variance of \$5,425,079 and an estimated ending balance of **\$28,018,736** for 2013-14. The estimated deficit for 2014-15 is **(\$12,137,122)** and the estimated 2014-15 ending balance is \$15,631,759 which is a 10.10% reserve.
 - Cabinet reviewed the Cost Analysis for Additional Courses added in 2013-14 ([attached](#)) which showed that producing both funded and over cap growth had a direct cost of \$2.6 million. The Hourly Faculty Accounts Budget Need for 2014-15 ([attached](#)) showed a cost of \$2.5 million for 2014-15 for continued growth.
 - Cabinet went through budget assumptions for the 2014-15 Tentative Budget using a new form showing three scenarios: Conservative, Likely, and Optimistic ([attached](#)). Cabinet provided input on refining this document, particularly adding wording for assumptions. This document will be shared with the Budget Committee and is designed to facilitate discussion and input.

Additional documents shared were:

- [2013-14 Estimated Variances](#)
- [2014-15 Vacant Positions](#)
- [2014-15 Immediate Needs – One Time](#)
- [2014-15 International Student Tentative Budget](#)
- [2013-14 Carryover Budgets to 2014-15 \(One-Time Budget Increases\)](#)
- [Hourly Faculty Accounts \(Expenditure and Projection Analysis\)](#)

8. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Emergency Response Plan Implementation (Karen Saldana, 8/26)
 - b. International Student Initiative (Audrey & Irene, 6/17)

- c. Adult Ed Partnerships (Irene & Donna, 8/26)
- d. Executive Information System (Vic, Daniel & Irene, 8/12)
- e. New Reading Competency Assessment (Audrey, 8/26)
- f. Update on shift differential (James, 6/17)
- g. Room utilization data (Mike, Irene, 6/17)
- h. AP 4255, Dismissal and Readmission (Audrey, 8/26)
- i. EEO Plan and Hiring Process Changes (James, 6/24)
- j. Feedback on Joining the Education Advisory Board (Irene & Audrey, 6/17)
- k. Discuss SSSP Plan writing process (**All, 6/10**)