



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* • Peter Parra, *Interim VP of Human Resources*



September 6, 2016

1. AB 1594—Prohibition of Smoking on Campus ([attached](#)) has passed the Legislature and is awaiting approval by Governor Brown which is expected. The bill will, effective January 1, 2018, prohibit smoking, including the use of electronic smoking devices and the use of tobacco products, on any California Community College campus. This will require a revision of Mt. SAC's AP 3565—Smoking on Campus ([attached](#)). Cabinet agreed to sponsor a “stop smoking” initiative through our Employee Wellness Program. **Irene will work with Joe Jennum and K.C. Kranz to get this going.**

2. Cabinet reviewed the monthly update ([attached](#)) from Vice Chancellor Pam Walker.

- Mt. SAC folks will be attending the Statewide Early/Middle and Dual Enrollment Programs Conference.

- The *Noncredit Career Development College Preparation (CDCP) Report* ([attached](#)) is a good analysis of the impact of the equalization of the FTES funding rate for CDCP courses. (Table, right)

Rate Type	2006/07	2014/15	2015/16
Regular Noncredit Rate	\$2,626	\$2,788	\$2,840
Enhanced Noncredit Rate	\$3,254	\$3,283	\$4,724
Credit Rate	\$4,367	\$4,646	\$4,724

- CDCP enrollment has been steady for 10 years. (See Chart 4 and Chart 5 in the attached report.)
- Mt. SAC is the 4th largest Enhanced Noncredit District in the state. In CDCP FTES: San Diego (6,419), Rancho Santiago (5,870), San Francisco (5,606), Mt. SAC (4,071). These four Districts produce 60% of statewide Noncredit Enhanced Funding CDCP FTES.

3. Cabinet was joined by Joumana McGowan, Associate Vice President of Instruction; Bob Hughes, Director of Enterprise Applications Systems; Vic Belinski, Chief Technology Officer; and George Bradshaw, Director of Enrollment Management, to discuss our waitlist system. George began with a review ([attached](#)) of waitlist process and rules. Joumana shared both quantitative ([attached](#)) and qualitative ([attached](#)) studies on student use of and opinions on the value of waitlists.

- Students do, overwhelmingly, use waitlist.
- They also feel that waitlists give them a good chance to enroll in their desired course.
- Waitlists are seen as helpful but stressful.
- Very few students sign on for more than one waitlist.
- Student motivation to use the waitlist is to get the course and instructor they desire.
- Opening more sections of a course will fill if the time and instructor are desirable.
- Waitlists are effective in producing enrollment. Of the more than 10,000 on waitlists before classes began this Fall, two-thirds have found satisfactory enrollment—today's waitlist total is just 3200.

In conclusion, the current waitlist system is working adequately. The main challenge continues to be providing enough high demand sections—see [attached](#) waitlists by course and [attached](#) classes added by division. Cabinet discussed the student notification process—using emails and portal postings when desired seats open up. **Cabinet suggested that text messages be used as well. Bob will work with Joumana and George to make this happen.**

4. The LA Times article, “*Why Students Can’t Bank on Financial Literacy*” ([attached](#)), makes the case for teaching high school students about personal finance. Cabinet discussed how our Financial Literacy effort might reach out more to local high school students.
5. The employer contribution rate for CalPERS retirement benefits ([attached](#)) has increased from 0% (that’s right, no contribution) in 2001-02 to 11.847% last year to 13.888% for 2016-17. This obligation seriously deprives the college of funds needed to educate our students. And worse news is on the horizon. CalPERS estimates the employer contribution rate in 2019-20 will be 18.6%.
6. The Chancellor’s Office Institutional Effectiveness Partnership Initiative has invited colleges to apply for funding to support leadership development. See the [attached](#) letter, application, and scoring rubric. Cabinet agreed that our application should propose a series of Campus Strategic Conversations to be funded from this grant. **Irene will work with Adrienne to pursue this grant.**
7. Bill shared the recent publication, “The College Promise in California: A Collection of Program Profiles” ([attached](#)). This is important information as AB 1741—California College Promise Innovation Grant Program ([attached](#)), on the Governor’s desk, may provide \$15 million in grants. The California Community Colleges with current Promise initiatives are:

Alameda	Folsom Lake	San Diego CCD	Skyline
Cabrillo	Long Beach	Santa Ana	Ventura
Cerritos	Los Angeles CCD	Santa Barbara	West Hills
Cuesta	Peralta CCD	Siskiyous	West Valley
8. Cabinet was joined by Rosa Royce, Associate Vice President of Fiscal Services, to go over the 2016-17 Adopted Budget ([attached](#)). Cabinet added some clarifying comments to several line items. Cabinet reviewed changes to the fund balance ([attached](#)) noting with satisfaction that the 2016-17 budget is balanced with a surplus of \$24,951. (We are in the black!) The ending fund balance as of 6/30/16 is \$20,756,787 or 10.33% of the total unrestricted general fund expenditure budget—ongoing, one-time, and revenue generating accounts—for 2016-17. Cabinet also reviewed the list ([attached](#)) of positions funded through New Resource Allocations and, following college policy, listed as one-time expenditures. As is done each year, these positions will be evaluated during 2016-17 and considered for Cabinet action to be budgeted as an on-going expense in 2017-18.
9. Cabinet was joined by Gary Nellesen, Director of Facilities Planning & Management, to provide the quarterly update ([attached](#)) on construction projects. Cabinet discussed funding, priorities, and timelines for the projects.
10. The following Immediate Need Requests were approved:
 - \$33,200 one-time for Financial Aid Training for new federal processes ([attached](#))
 - \$1,600 one-time for message boards to direct students to park in Lot M ([attached](#))
 - \$67,275 one-time for Fall Semester shuttle buses from Lot M to main campus ([attached](#))
11. Peter shared positions approved to fill today at Cabinet ([attached](#)) and an update on the hiring authorized for vacant positions ([attached](#)).
12. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 11/15)
 - b. Next Steps on the Foothill Transit Center (Mike, 10/18)

- c. Student Holds: Establishing, Communicating, Clearing (**Joumana, 9/13**)
- d. Update on Classroom Technology Standards (Mike, Vic, Bill Eastham, 10/25)
- e. BP and AP on Loss of BOG Fee Waiver (**Audrey, 9/13**)
- f. Implementing BP 6530—Closed-Circuit Television Surveillance Systems (Dave, Vic, Bill, 9/20)
- g. Child Development Center: Budget and Productivity (Irene, 10/18)
- h. Formation of a College CTE Advisory Committee, C-TEAC (**Bill, 9/13**)
- i. Consider Expansion of Summer Bridge Program (Bill, 9/20)

13. Quarterly Reports to Cabinet

- a. Emergency Response Plan Implementation (Dave Wilson & Melonee Cruse, 11/15)
- b. Classroom Utilization Project (Joumana & Mika, 10/25)
- c. Faculty Position Control Report (Irene, 11/15)
- d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 9/27)
- e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 12/6)
- f. IT Projects Quarterly Report (**Mike & Vic, 9/13**)
- g. Grants Quarterly Update (Irene & Adrienne, 9/27)
- h. Expansion of Work Experience (**Irene & Audrey, 9/13**)
- j. Text Messaging (Yen & Vic, 11/1)