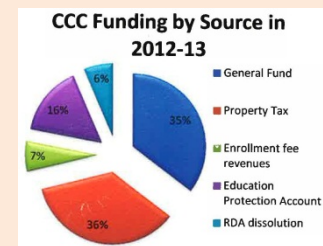# President's Cabinet Action Notes

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*

MT. SAC
Mt. San Antonio College

September 10, 2013

1. Cabinet discussed the latest *First Monday* report from Chancellor Brice Harris (attached). In the report Chancellor Harris makes the point that community college funding, although slightly increased this year, is more uncertain and unstable than in the past. In 2008-09, state funding for community colleges had just three sources, all relatively stable. (See the table below.) Now state funding has dropped by half and over 20% of our funding depends on Prop 30 and redistribution of Redevelopment Agency funds, both of which are temporary and an unreliable.

Source	% in 2008-09	% in 2012-13
State General Fund	66.2	35.4
Local Property Tax	29.5	35.6
Student Fees	4.3	6.8
Proposition 30		15.6
Redevelopment Redirect		6.5

CCC Funding by Source in 2012-13

2. Cabinet was joined by Vic Belinski, Chief Technology Officer. Vic shared insights gained from data regarding student enrollment during this Fall's registration period. An executive summary of the data is available. There have been occasional technical problems with lockouts of students attempting to enroll, but it appears that these problems have been addressed. The technical issues are complicated with heavy traffic from students attempting to register and conduct (sometimes extensive) class searches. Cabinet discussed the need to review the operation and functioning of the wait list system with the goal of increasing efficient use for students and faculty and of enhancing our ability to obtain course demand data. This discussion will continue as Cabinet reviews the Executive Information System now under development.

3. Cabinet discussed compensation for managers and confidential employees. The attached chart shows the differences in benefit levels among the various employee groups.

4. Work is proceeding on establishing adult education partnerships between Mt. SAC and K-12 districts within our college boundaries. These partnerships are mandated by AB 86. (An overview of AB 86 is attached as is the language of Education Code 84830 established by AB 86.) Bill reported on a meeting chaired by Donna Burns, Dean of Continuing Education, which he attended along with representatives of the major adult education programs in surrounding K-12 districts. (A list of contacts for the Adult Ed Partnership is attached.) This was an initial informational meeting. The groups will continue to meet as the requirements of AB 86 are implemented by the Chancellor's Office and the Department of Education.

5. Bill shared a recent *Educause* article entitled "Top Ten IT Issues, 2013." Cabinet discussed these ten issues and concluded that Mt. SAC is substantively engaged in mastering each of these challenges. See the 2013 Information Technology Master Plan.
   1) Leveraging the wireless and device explosion on campus
   2) Improving student outcomes through an approach that leverages technology
   3) Developing an institution-wide cloud strategy to help the institution select the right sourcing and solution strategies
   4) Developing a staffing and organizational model to accommodate the changing IT environment and facilitate openness and agility
   5) Facilitating a better understanding of information security and finding appropriate balance between infrastructure openness and security
   6) Funding information technology strategically
   7) Determining the role of online learning and developing a sustainable strategy for that role
   8) Supporting the trends toward IT consumerization and bring-your-own device
   9) Transforming the institution's business with information technology
   10) Using analytics to support critical institutional outcomes

6. Irene and Audrey gave an update on the International Student Program, specifically development of an English Language Training Program (ELTP). The program must be approved by the federal Student and Exchange Visitor Program (SEVP). See attached FAQ on federal approval of ELTPs. However, we are in the process of recertification of our International Student Program by SEVP, and an application for approval of the English Language Training Program must await completion of this recertification. Attached is a description of the issues related to SVEP recertification written by Patty Montoya, Assistant Director of Admissions & Records. In preparation for submitting the request to SEVP for approval of the ELTP, Irene and her staff under the direction of Donna Burns, Dean of Continuing Ed, will take steps to set up the program:
   - Design the instructional materials for this short term, fee based, not-for-credit, competency-based program. Successful completion of the training would result in placement in English 68 (Preparation for College Writing) through passing the capstone course in the ELTP, American Language 43W (Advanced Writing) which meets the prerequisite for English 68. Note that competencies achieved in the ELTP will include reading, speaking, and listening in addition to writing academic English.
   - Prepare schedules for student participation, anticipating a 20 hour per week format.
   - Develop a job description for a coordinator position.
   - Investigate the accreditation requirements for federal approval by SEVP, particularly whether or not a substantive change proposal must be approved by ACCJC.
   - Integrate the ELTP with the support elements of the International Student Program following the general outline used by Santa Monica College (analysis attached).

7. We have received our final Faculty Obligation Number (FON) for Fall 2013 and our projected FON for Fall 2014 (attached). Below is the FON history including the 2014 projected FON.

Fall 2011	Fall 2012	Fall 2013	Fall 2014 (projected)
403.9	379.9	365.9	371.9

The attached memo from the state gives more information. The required form for reporting our actual Fall 2013 FON is also attached.

8. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**:
   a. Degree Works Phase 2: Auto-Award, etc. (**Audrey, 9/17**)
   b. Employee Wellness Program (Karen Saldana, 9/24)
   c. Employee Wellness Program State Advocacy (Karen Saldana, Jill Dolan, Bill Rawlings, 10/15)
   d. Chamber of Commerce Training Partnership (Irene & Donna, 9/24)
   e. Emergency Response System Mark DiMaggio & Karen Saldana, 10/15)
   f. Process and Forms for Substitutes for Those on Extended Leaves (**Mike & Rosa, 9/17**)
   g. Update on International Student Initiative (Audrey & Irene, 11/5)
   h. Adult Ed Partnerships (Irene & Donna, 9/24)
   i. Processes to Support Timely Employee Evaluations (James, 10/1)
   j. Executive Information System (Vic & Mike, 10/1)
   k. Revising the Board Information Report process (**All, 9/17**)