



President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Irene Malmgren, *VP of Instruction* • Audrey Yamagata-Noji, *VP of Student Services*
Mike Gregoryk, *VP of Administrative Services* • James Czaja, *VP of Human Resources*



October 8, 2013

1. Cabinet was joined by Karen Saldana to discuss campus policy and procedure with respect to use of closed circuit cameras to improve campus security and reduce loss of property. This discussion was spurred by the request to use external cameras for security of the about-to-open Child Development Center. (See recommendations on page 6 of the attached ["Child Care Center Self-Assessment Guide: How to Make Your Child Care Center a Safer Place for Children."](#)) Given the many issues associated with the use of video cameras, Cabinet asked Karen to work with our external partners to develop background papers on the advantages and challenges of using video recording cameras to 1) improve campus security and 2) reduce the loss of or damage to property.
2. Cabinet reviewed the [October edition of First Monday](#) written by Chancellor Brice Harris. Cabinet was current on most of these issues. Audrey shared experiences of our team in attending the Student Success and Support Implementation Summit. The importance of requiring the college plans specified in the Title 5 regulations was mentioned as was the importance of using the state set-aside funds to provide technical assistance to colleges.
3. Cabinet discussed the [June 2013 updated Actuarial Study of Retiree Health Liabilities](#). The *Actuarial Accrued Liability* (AAL) is the portion of the total liability attributable to employees' service prior to the valuation date (which was March 1, 2012 for this study). The excess of AAL over the actuarial value of plan assets is called the *Unfunded Actuarial Accrued Liability* (or UAAL). Here is the breakdown of AAL and UAAL.

Actuarial Accrued Liability (AAL) as of March 1, 2012

Active: Pre-65	\$14,383,139
Post-65	\$47,669,508
Subtotal	\$62,052,647
Retiree: Pre-65	\$5,077,176
Post-65	\$52,984,866
Subtotal	\$58,062,042

Grand Total	\$120,114,689
Unamortized Initial UAAL	\$39,253,299
Plan assets at 2/29/12	\$71,343,707
Residual UAAL	\$9,517,683
Amortization at 5% over 30 Years	\$619,139

What we are interested in for our annual budget is the amount we should contribute each year. An assumption of a 30 year amortization at an annual escalation of 5% is made for this study. That annual contribution consists of three parts. The *Normal Cost* is the annual contribution required to fund retiree benefits over the working lifetime of eligible employees (beginning March 1, 2012). The Normal Cost is calculated to \$3,179,413 in this study.

This cost grows year to year as the current employees increase their total years of service. When the study was done six years ago, the UAAL was \$2,785,118 which less than the March 1, 2012 calculation by the above number, \$619,139. So the total *Annual Required Contribution* is:

Normal Cost	\$3,179,413
Initial UAAL Amortization	\$2,785,118
Residual UAAL Amortization	<u>\$619,139</u>
Annual Required Contribution	\$6,583,670

Bottom line: to meet General Accounting Standard 43 and 45, our annual contribution to the OPEB Trust should go up by \$691,139. The recent history of our OPEB Trust contribution is shown on the attached spreadsheet.

4. To discuss the initial work on the Executive Information System, Cabinet was joined by Vic Belinski, Chief Technology Officer; Bob Hughes, Director of Enterprise Application Systems; and Daniel Lamoree, on reassignment from the Research Office to IT for this project. Daniel demonstrated web-based reports designed to provide data to inform decision making in enrollment management. Cabinet provided feedback to assist with the continued development of this project.
5. On the topic of Adult Education, Mt. SAC will be completing the AB 86 Survey of Interest (see [memo](#) and [letter](#)) to indicate our willingness to be part of a consortium with the K-12 schools in the Mt. SAC district. Forming such consortia is the first step as the state moves ahead with allocating \$25 M for 2014-15 to fund plans for the members of these consortia to collaborate on Adult Education.
6. Bill presented the third draft of the revised 2013-14 Strategic Plan ([attached](#)). A task force of the President's Advisory Council is working on improving the plan and PAC has reviewed each of the drafts as the plan developed. A completed draft will be shared with Expanded PAC next month.
7. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Ranking New Resource Requests (**All, 10/15**)
 - b. Degree Works Phase 2: Auto-Award, etc. (Audrey, 11/19)
 - c. Employee Wellness Program (Karen Saldana, TBA)
 - d. Employee Wellness Program State Advocacy (Karen Saldana, Jill Dolan, Bill Rawlings, 11/12)
 - e. Chamber of Commerce Training Partnership (Irene & Donna, 11/5)
 - f. Emergency Response System Mark DiMaggio & Karen Saldana, 10/22)
 - g. Update on International Student Initiative (Audrey & Irene, 11/5)
 - h. Adult Ed Partnerships (Irene & Donna, 11/5)
 - i. Processes to Support Timely Employee Evaluations (James, 11/5)
 - j. Executive Information System (Vic & Irene, 11/19)
 - k. Interventions Regarding Probation (**All, 10/15**)
 - l. EEO Plan Revision/Title 5 Change (James, 11/5)
 - m. BP/AP 6530 - Closed Circuit Television Surveillance System (Mike, 11/12)