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

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1. Cabinet received an update on the Executive Information System provided by Daniel Lamoree who is on loan from the Research Office to IT for this project. The design has progressed and is slated to move from the testing environment into Banner Production at which point the system will be available for limited user access. The major purpose of these reports is to assist the Instruction Team with enrollment management decisions. Daniel demonstrated several such reports. Page shot examples are shown in the links below.

   - Lag Report. Shows course sections that are more than 5% below the fill rate average for the last four years and so are lagging behind expected enrollment.
   - Demand Report. Shows number of days from the opening of registration for all seats in a course to reach 90% fill. Applied to courses with five or more sections in Fall or Spring and two or more sections in Winter or Summer. Courses which fill quickly show high demand and the need for more seats—to be evaluated both in the short-term and the long-term.
   - Day-to-Day Registration Report. Shows actual section fill rates each day compared to the projected fill rate based on a four year average, a reflection of demand—both high and low.
   - FTES Analysis. Shows FTES per LHE by course (Full-Time Equivalent Students per Lecture Hour Equivalent faculty load). FTES/LHE is a productivity measure.
   - Room Efficiency Report. Show the ratio of maximum seat capacity as scheduled for each section to the maximum seat capacity of the classroom. This data is useful in schedule building to match the course max with the room max.
   - Seat Exception Report. Shows sections scheduled for fewer seats than approved in the course outline of record. The report also show the room seat maximum—one cause for such an exception.

     > Note: The plan for Exception Reports (these and others) is to require problems to be resolved during schedule building.

   - 320 Extraction Exception Report. Lists sections that are not picked up by the Banner process of extracting FTES data for the 320 report. If not corrected, the FTES for these sections would not be reported to the state and not funded.

   The Instruction Team is working on a "Decision Matrix" that will describe how these reports are used in short- and long-range enrollment planning. Cabinet asked Daniel to develop additional reports and features: 1) a time-of-day data break down that could be applied to several of these reports, 2) "hits" on sections with closed wait lists as an additional measure of unserved student demand, and 3) transfer balance, that is, the balance of available seats collectively in each curriculum area for general education and for each transfer major.

2. Cabinet discussed the request from the Honors Ambassadors Club to start a food pantry (request attached). Cabinet supports the collection of food by the club for those in need but denied the request for a food pantry on campus. It is recommended that the club form a partnership with a local organization that has as its mission the storage and distribution of food to the needy. Such an organization would be better able to select those who are truly in need and to assure that only food goods that are safe would be distributed.

3. Audrey gave an update on our Mountie Academic Plan, MAP (attached). Development is just about complete on an Argos report that shows students who have completed or nearly completed a degree or certificate. Once finalized, this report will be used by counselors to assist these students in completing their degrees and/or certificates. Admissions and Records will complete the input of the 2013-14 catalog's degree and certificate requirements into MAP by the end of December. We will then have four years of catalog information in MAP. The next version of DegreeWorks, 4.1.3, will be out this February. This version will have added features in degree completion reporting.

4. Bill discussed a recent meeting with the Sustainability Work Group. (See attached memo.) James Stone, Professor of Political Science, had shared with Bill that the group established a Mt. SAC Sustainability Committee web page. The group is working on several initiatives: establishing a degree in Environmental Science, providing information and training for faculty to improve sustainability practices, and supporting the college effort to improve sustainability in operations, particularly those involving faculty (such as paper use) but also in facilities, IT, etc.). Cabinet discussed the Presidents' Climate Commitment (attached). Bill would like to act on this commitment but asked for Cabinet input. Cabinet noted that many of the elements of the Commitment have already been implemented by Mt. SAC. The major investment going forward would be to be more communicative about our sustainability achievements and participation in the reporting process required by the Commitment. Mike offered to take the lead to work with this group (and others) on sustainability in college operations. Irene will work with the group on curriculum development and on faculty development presentations (recommended to go through Professional & Organizational Development).

5. James shared recommendations to improve performance evaluation reporting.
   - Employees may now view the date and type of their next evaluation on their portal page. Under the Employee tab in the Employee Self Service box is a link entitled "Employee Services." At the bottom of that list of services is a link named "Employee Evaluation." That link opens a report on the employee's next evaluation—due date, etc. For supervisors and managers, the report will cite upcoming and past due evaluations to be performed and a status report on evaluations to be done by their direct reports. A sample is attached.
   - Managers will also receive email reminders of upcoming evaluations. The automatic email notification will be sent out to the evaluator 90 days prior to an evaluation being due, then 60 days, then 30, then monthly until the evaluations are completed.
   - HR will review Administrative Procedures in need of updating in regard to performance evaluation processes. Cabinet discussed a summary of union contract language that condenses all the processes into one six page document. James will review this summary of evaluation contract practices with each exclusive bargaining agent before distributing the document.

6. James shared a draft summary of needed updates of the Mt. SAC Equal Employment Opportunity Plan (attached) stemming from recent changes in Title 5 EEO regulations which became effective last month. Cabinet gave input on the draft. James will work with our EEO Committee to implement the required changes.

7. Cabinet approved an Immediate Needs Request (attached) for an Assistant Director of the Child Development Center, a requirement of Title 22 of the California Code of Regulations.

8. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**:
   a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 3/18)
   b. Employee Wellness Program (Karen Saldana, 1/14)
   c. Emergency Response System (Mark DiMaggio & Karen Saldana, 1/14)
   d. International Student Initiative (Audrey & Irene, 1/21)
   e. Adult Ed Partnerships (Irene & Donna, 1/21)
   f. Executive Information System (Vic, Daniel & Irene, 1/29)
   g. New Reading Competency Assessment (Audrey, 12/10)
   h. Social Media Guidelines (CB Brown, 1/14)
   i. Student Payment Plan Options (**Mike, 12/3**)
   j. Presidents' Sustainability Commitment (Bill, Mike, Irene, 1/29)