



President's Cabinet Action Notes

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Mike Gregoryk, *VP of Administrative Services* • James Czaja, *VP of Human Resources*

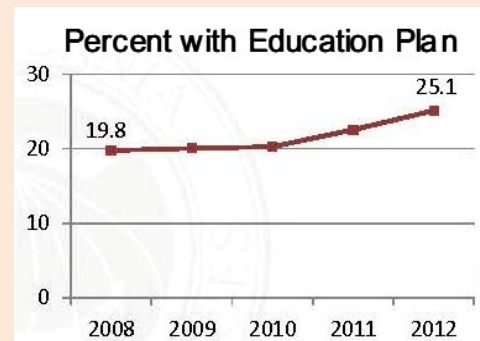
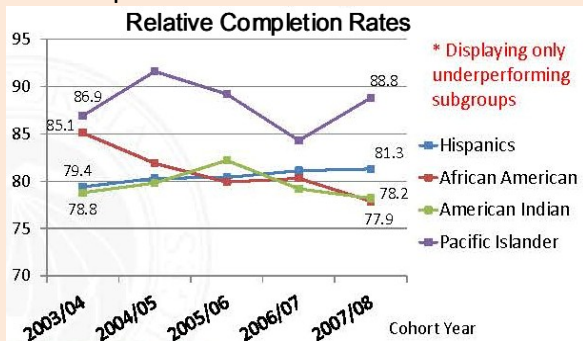


March 18, 2014

1. Cabinet discussed the latest [First Monday](#) report from Chancellor Brice Harris.
 - On the City College of San Francisco accreditation issue, several bills have been introduced in the Legislature, the most likely to pass being a four-year period of stabilization funding.
 - The Chancellor expressed concerns about high default rates on Federal Student Loans. ([See attached summary.](#)) Mt. SAC default rates ([attached](#)) meet federal standards and have actually improved.
 - The Chancellor also reported that the system task force on the bachelor's degree report ([attached](#)) was presented to the Board of Governors and is in support of [SB 850 \(Block\)](#) which would pilot the program.
 - Finally, the Chancellor commented on the Governor's proposed 3% growth, recognizing that growth in the recovering economy may be difficult but that the state is committed to expanding the number of students served.
2. Cabinet discussed the status of the implementation of Mountie Academic Plan ([attached](#)). Work is proceeding on Ed Plans, both abbreviated and comprehensive. Implementing both will require some in-house work by IT. Work is proceeding on tracking both GE completion and certificate completion, both in pilot phase. San Mateo CCD uses DegreeWorks and Argos reports to identify "near completers," and our IT is studying this option.
3. Audrey updated Cabinet on the "auto-award" feature of DegreeWorks. The latest DegreeWorks software updates and Argos report testing have been completed and the most immediate technical issues have been resolved. The Office of Admissions and Records has progressed through testing and are now awarding certificates and degrees via auto-award. A&R is able to identify students who have met certificate and/or Associate Degree requirements for graduation. While this is a tremendous step forward, it is still a work in progress. The current process allows for a list to be generated that will identify those students who have met the certificate/degree requirements for the educational goal that is on file in Banner. For example, if a student has declared their desire for an AAT – Psychology and has met the requirements for the degree, the student will appear on the Argos report, and A&R will award the degree. However, if that same student has met the requirements for the AAT- Psychology but has indicated a major of AAT – Communication, that student will not appear on the auto –award list for AAT – Psychology. In this case, the desired AAT – Psychology degree will only be awarded if and when the student completes a hardcopy graduation petition indicating the desire for an AAT – Psychology. The current auto-award process is not yet capable of comparing the student's academic history against every possible major that they might be eligible to receive. Moreover, the auto-award process only works for the initial degree. The degree audit permutations don't yet work well for the awarding of a secondary or multiple degrees. To date, the Office of Admissions and Records has awarded 50 certificates and 5 degrees via the auto-award process.

4. James and Mike discussed issues related to reporting and handling changes to the shift differential assignments that are compensated under the CSEA 651 contract. This is a joint project among HR, IT, and Payroll. An electronic data repository for shift differential assignments is created in Banner. A web interface is planned such that employees with new shift differential assignments can be entered into the data repository, and that data can be updated as changes in shift differential assignments are made. The data will be reviewed annually. This system will allow payroll, HR, and the supervising manager to use the same information regarding shift differential assignments.
5. James and Mike discussed the Electronic Leave Management system ([attached](#)) which is under development. This project would be part of the electronic data repository in Banner that is being developed to systematize the shift differential data described in the previous item. Implementation of the system is being planned this spring with full function online in about a year. **James will provide an update later this spring.**
6. Mike shared an analysis by Farm Supervisor Matthew Pawlak of the impact of pending facility projects on grazing land used by the Farm ([attached](#)). Cabinet noted that the loss of grazing capacity will require decisions about the number of animals we house and how we provide feed.
7. James presented a revised Request to Fill form and a new flow chart of the process. Noting that the proposed process is greatly improved, several suggestions were made regarding the process flow that is expected BEFORE the form is generated as well as changes on the form regarding budget and position status. **James will bring the next version of the Request to Fill form and process flow to Cabinet in the near future.**
8. As discussed previously, [Title 5 regulations regarding Equal Employment Opportunity](#) were significantly revised late last year. One of the major revisions was the replacement of the EEO criteria of pool diversity with the requirement that all selection criteria be job related. The new standard will significantly change our hiring process. James presented an outline of the changes needed to implement the “job related” standard of selection criteria: 1) review of job announcements, 2) written guidance to assist all participants, and 3) training for search committee members. (See the [attached outline](#) and the [attached DRAFT overview of the revised recruitment and hiring process.](#)) Cabinet provided feedback on these documents. It was emphasized that search committees and their EEO reps must be fully trained and monitored so that the new Title 5 regulations are followed.
9. The Board of Governors is about to adopt a set of system goals and associated metrics to measure their attainment. These goals were recommended to the Chancellor at the February 20th Consultation Council meeting ([attached](#)). The four areas are:
 - Student Success measured by Scorecard data and the number of students earning Associate Degrees for Transfer,
 - Equity measured by completion rates among race/ethnicity groups,
 - Service measured by percentage of students with an education plan, and
 - Efficiency measured by average FTES per student and per outcome over six years.

Except for the Scorecard, Cabinet found these metrics to be overly simplistic and not reflective of the scope of the community college mission. The [attached PowerPoint](#) gives more explanation of the rationale for these metrics and some data such as that below.



10. Mike shared data ([attached](#)) which show that using Heartland has saved the college over \$116,000 in reduced credit/debit card processing fees in just under eleven months of operation. Mike also shared an update ([attached](#)) on progress on finding a vendor to provide document scanning, storage, and retrieval. Mike further reported that Mt. SAC will be shifting to Gmail for management of our student email ([report attached](#)).
11. Cabinet approved an Immediate Needs Request ([attached, with rationale](#)) for set up costs to use the Stadium for the Nursing Pinning Ceremony and the Transfer Student Celebration which have outgrown the Gymnasium as a venue. These two events will be on sequential days with Commencement and will use the same basic setup in the Stadium. This arrangement will save considerable staff set up time and get the most use out of the rented huge display screen and accompanying technology.
12. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 5/13)
 - b. Emergency Response Plan Implementation (**Mark DiMaggio & Karen Saldana, 3/25**)
 - c. International Student Initiative (**Audrey & Irene, 3/25**)
 - d. Adult Ed Partnerships (Irene & Donna, 4/2)
 - e. Executive Information System (Vic, Daniel & Irene, 4/1)
 - f. New Reading Competency Assessment (Audrey, 3/25)
 - g. Student Payment Plan Options (**Mike, Rosa, Vic, Chau, 3/25**)
 - h. Changes in BP 5010-Admissions (Audrey, 4/1)
 - i. Changes in AP 6340-Bids and Contracts (**Mike, 3/25**)
 - j. New BP and AP on Social Media (**CB Brown, 3/25**)
 - k. Improvements in Request to Fill Process and Form (James, 4/1)
 - l. Strategy for Augmented SSSP & SQ Funding (**All, 3/25**)
 - m. Update on shift differential (James, 5/6)