



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* • Ibrahim "Abe" Ali, *VP of Human Resources*



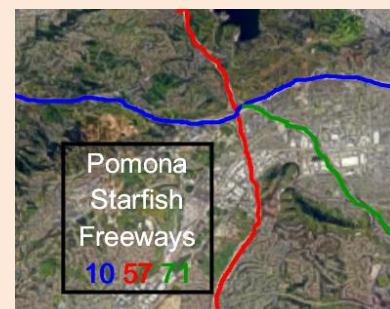
August 8, 2017

Tom Mauch sat in for Audrey Yamagata-Noji

1. Cabinet reviewed and discussed the following information items.
 - a. The 2017 Minimum Qualifications Handbook ([attached](#)) is now available. Possible changes in state law on assessment and placement in basic skills, e.g., AB 705 ([link](#)) may affect Mt. SAC's faculty load in basic skills courses in English, Math, and Learn. Below are the relevant "min quals."
 - Mathematics: Master's in mathematics or applied mathematics OR Bachelor's in either of the above AND Master's in statistics, physics or mathematics education OR the equivalent.
 - English: Master's in English, literature, comparative literature, or composition OR Bachelor's in any of the above AND Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing or journalism OR the equivalent.
 - b. Chancellor Oakley issued "Vision for Success" ([attached](#)) with these goals (wording condensed):
 - 1) Increase the annual number of students earning associate degrees, certificates, or job skills by 20%.
 - 2) Increase the annual number of students who transfer to a UC or CSU by 35%.
 - 3) Decrease from 87 to 79 the average number of units amassed by students earning associate degrees.
 - 4) Increase the percent of exiting CTE students employed in their field of study from 60% to 69%.
 - 5) Reduce equity gaps across all of the above measures.
 - 6) Reduce regional achievement gaps across all of the above measures.

The "Vision for Success" continues with "seven core commitments the CCC system as a whole can make to achieve these ambitious goals." Each of these has a section on "How the Chancellor's Office Can Lead the Way." Some selected quotes on Chancellor's Office potential actions:

- 1) Amend regulatory and reporting requirements that add little value.
 - 2) Streamline reporting and other requirements where possible to cut through "noise;" focus on outcomes.
 - 3) Immediately upgrade the urgency of improving remedial education.
 - 4) Avoid unnecessary duplication with other reporting and planning requirements.
 - 5) Take the lead instead of waiting for the Legislature, Governor, or another education sector.
 - 6) Loosen or waive those categorical program requirements.
- c. As [reported](#), Long Beach City College and Cerritos College are facing enrollment and fiscal challenges.
 - LBCC had an operating deficit ([link](#)) of \$3 million in 2016-17, dropping its reserve to \$25 million, 20% of expenditures. For 2017-18, the tentative budget shows a deficit of \$10.7 million—due to a \$10 million increase in expenditures for employee salary and benefits—with projected reserves of \$14.4 million, 10%.
 - Cerritos College is projecting ([link](#)) a deficit of \$5.4 million (5.48%) for 2017-18 due in part to a loss of over 1,000 FTES in the last two years. Salaries and benefits constitute 91.5% of the Cerritos College budget.
 - Mt. SAC projects a 2016-17 ending balance of \$41.2 million (22.3%) and a 2017-18 operating deficit of just \$1 million, 0.5% of the \$205 million budget. As of today, Fall 2017 enrollment ([attached](#)) is up 269 FTES or 2.6%. Total employee salaries and benefits comprise 81.4% of Mt. SAC's 2017-18 projected expenditures.
 - d. A newly formed community advocacy group, tentatively called the Starfish Regional Transportation Coalition, has the general purpose of both improvement of regional transportation capacity and coordination by taking advantage of the regional convergence of freeways, rail lines, and the Metro Gold Line. The "Starfish" moniker comes from the shape of the freeways that intersect in Pomona. See the map to the right. This group ([member list attached](#)) met last week ([agenda attached](#)) and represents key players with a stake in the transportation arena.



2. Mt. SAC is collaborating ([see attached email](#)) with attorney Pilar Morin, a partner in Liebert Cassidy Whitmore, to submit a proposal to present at the ACCCA conference which will take place from Feb 21-23, 2018 in Santa Rosa on supporting undocumented students on campus. Pilar has been the legal advisory to Mt. SAC on this issue and was central in the college's developing the Presidents Message on Supporting Undocumented Students ([attached](#)) and Board Resolution 16-08, In Support of Undocumented Students and Affirming the Privacy of Student Records ([attached](#)).
3. Chancellor Eloy Oakley has distributed ([attached](#)) a "Memo on Out of State Travel Restrictions." The memo refers to AB 1887—State Government Discrimination on Travel ([attached](#)) which prohibits a California state agency from approving state-funded travel to any state which discriminates against same-sex couples or on the basis of "sexual orientation, gender identity, or gender expression." As Chancellor Oakley points out, the Chancellor's Office is a state agency and thus:

"The Chancellor's Office will not send any Chancellor's Office staff or officials to states that have adopted laws that discriminate against the LGBT community. As a matter of policy, the Chancellor's Office will not approve requests from our local community college districts to travel to an AB 1887 restricted state, regardless of the funding source for the proposed out-of-state travel."

Local community college districts are not state agencies and are thus not subject to the travel ban. This was affirmed in a Chancellor's Office legal opinion ([attached](#)) dated June 29, 2017. Nevertheless, Chancellor Oakley states in the memo:

"I strongly encourage each of our local community college districts to join the Chancellor's Office in support of our LGBT community and adopt AB 1887's travel restrictions at the local level."

Mt. SAC remains in full support of the civil rights and protections of all individuals, regardless of sexual orientation, gender identity, or gender expression. To accomplish our mission, it is important that our students and employees have access to the educational and training opportunities throughout our nation. As Mt. SAC is not legally prohibited from using our direct funds to support such travel, we will continue to make those trips available. This position affirms the statements in my June 29th email.
4. Cabinet was joined by the Student Support System Work Group: Dale Vickers, Chief Technology Officer; Barbara McNeice-Stallard, Director of Research and Institutional Effectiveness; Joumana McGowan, Associate Vice President of Instruction; Madelyn Arballo, Dean of Continuing Education; Tom Mauch, Dean of Counseling; Francisco Dorame, Associate Dean of Counseling; and Eric Lara, Associate Dean of Student Success and Equity. Dale presented an overview ([attached](#)) of the proposed Data Driven Student Support System Project. Cabinet provided feedback and advice. The group will continue to meet monthly. Goals:
 - To house all related existing student information and create relationships from Banner, DegreeWorks, SARS.
 - To create and implement a process that will track students who go to labs, tutorials, or counseling, etc., and be able to associate these activities back to their registered courses.
 - To allow ARGOS as the main report engine that will use views to investigate and analyze data.
 - Create a Case Management/Data Driven Student Support System for providing support to students.
5. SB 110—Clean Energy Jobs ([attached](#)) has permanently extended the Prop 39 Clean Energy Program. Proposition 39—The California Clean Energy Job Act ([link](#)) changed the corporate income tax code to generate a non-Prop 98 funding stream of about \$550 million annually over a five-year period ending with the 2017-18 fiscal year—now extended indefinitely through SB 110 ([summary](#)). The program provides funding to K-12 and community college districts for projects that improve energy efficiency and expand clean energy generation. Mt. SAC has been receiving just over \$1 million each year for projects such as the Clarke Theater energy efficiency upgrade and the solar field. Mt. SAC will now be eligible for more such funds in future years.

6. Cabinet discussed draft plans for the administrative reorganization of the Information Technology Unit and provided feedback on the plan.
7. Mt. SAC is in the hunt to pursue the “Strong Start to Finish” funding opportunity ([link](#)). The public launch of the “Strong Start to Finish” project will be August 15th, and a release of a letter of interest will be August 22nd. Of particular interest is expansion of the Statway math pathway ([link](#)) within California Community Colleges (Math 70S and 110S at Mt. SAC).

8. Cabinet followed up on the initial 2017-18 New Resource Allocations in Cabinet on July 11th ([link](#)). The revised list of appropriations is attached as a [summary](#) and as a [full spreadsheet](#). The revised totals for each team are in the table to the right. Primary changes were:

Unit	One Time	Ongoing
President	301,000	77,500
HR	14,000	16,000
Instruction	87,000	332,696
Student Services	0	231,676
Admin Services	734,000	234,842
TOTAL	1,136,000	829,687

- Approval of President’s Office requests ([attached](#)) for 1) \$3,500 ongoing for VOICES; 2) \$25,000 ongoing for the annual Scholarship Ceremony, 3) \$30,000 ongoing for on-campus student internships, and 4) \$300,000 one-time as seed money for the 2020 Olympic Track & Field Trials (this money will be returned to the General Fund through income generated by the event.)
- Budget software cost was corrected to \$259,500 one-time and \$40,342 ongoing.
- Purchase of a Ford Taurus sedan for our Police and Campus Safety Department was authorized.
- Adjustments were made to the amount to hire previously approved positions to actual costs.
- Three positions were approved for more appropriate job classifications—with accompanying cost changes.

The 2017-18 Tentative Budget ([attached](#)) provided for \$2 million in one-time and \$2 million in on-going New Resource Allocations. The funds remaining after the above allocation will be held for priorities developed through this year’s PIE process and considered by Cabinet in October.

9. Abe shared the latest update ([attached](#)) on active searches to fill vacant positions.
10. Cabinet approved an Immediate Need Request ([attached](#)) for \$67,275 for Lot M bus shuttle service.
11. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Integrated Planning and Budget Work Group (Bill*, 9/12)
 - b. Statway Expansion and Promotion Work Group Report (Matt, Irene, Audrey, 9/5)
 - c. General Work Experience Development (Irene, 9/5)
12. Quarterly Reports to Cabinet
 - a. Emergency Response Plan Quarterly Report (Dave Wilson & Melonee Cruse, 10/10)
 - b. Classroom Utilization Project (Joumana & Mika, 8/29)
 - c. Faculty Position Control Quarterly Report (Irene & Rosa, 8/29)
 - d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 8/29)
 - e. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 10/17)
 - f. IT Projects Quarterly Report (Dale, 10/10)
 - g. Grants Quarterly Update (**Irene & Adrienne, 8/15**)
 - h. Dual Enrollment Offerings at Local High Schools (Joumana & Francisco, 8/29)
 - i. International Student Update (Audrey & Darren, 9/12)
 - j. Student Support System Work Group (Dale, Barbara, Joumana, Madelyn, Tom, Francisco, Eric, 12/5)

*Integrated Planning and Budget Workgroup: AVPI Joumana McGowan, DSCE Madelyn Arballo, Michelle Sampat, DC Tom Mauch, ADSSE Eric Lara, AVPFS Myeshia Armstrong, and CCOCBO Rosa Royce