



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*



November 4, 2014

Mike Gregoryk, Vice President of Administrative Services, is on leave.
No Cabinet next week, November 11, Veteran's Day

1. Cabinet reviewed the November edition of the *First Monday* newsletter ([attached](#)) from Chancellor Brice Harris. (Several of these issues were discussed in Cabinet last week.)
 - a. As required by newly passed SB 860 which enacted Ed Code 84650.5(e), our system is revising the growth formula, that is, the calculation of growth in FTES allocated to each District each year. A model is being developed by a work group. [Attached](#) is a summary of how the five factors will be used. The five factors are:
 - 1) Educational Attainment
 - 2) Unemployment
 - 3) Pell Grants
 - 4) Participation Rate
 - 5) Unfunded FTES
2. Also passed in the last legislative session was AB 1522, the so-called "Sick Leave For All Act." Part-time employees who work at least 30 days in a year earn one day of sick leave for each 30 work days. Implementation is complicated, so the very thorough explanation by School Services California ([attached](#)) was useful to Cabinet.
3. Now that Governor Brown has been reelected, we are looking forward to his proposed 2015-16 budget proposal to be released in January. The Community College League of California has done a nice job in producing a summary ([attached](#)) of potential issues that may be addressed by the governor in his proposal for next year's budget. Topics-some are just hope!
 - Adult Education Funding
 - Audit Fee Equalization
 - Cal Grant Reform
 - CDCP Rate Equalization (CDCP is noncredit it classes in Career Development and College Preparation)
 - Concurrent Enrollment of High School Students in Community Colleges
 - Educational Facilities Funding (a state school bond or some other method)
 - Increased CTE Funding
 - Parcel Tax Reform
 - Restoring Three-Year Stability Funding
4. Both Bill and James have talked with CSEA 262 leadership about classified staff participation in governance. Cabinet reviewed Ed Code 70901.2 ([attached](#)) enacted by SB 235 in 2001 and Ed Code 88216 ([attached](#)) enacted by AB 1203 in 2012.
5. Cabinet received and discussed CSEA 262 reopeners ([attached](#)) for the next round of negotiations.

6. Cabinet was joined by Gary Nellesen, Director of Facilities Planning and Management, to discuss the Classroom Utilization Project. Gary shared data derived from the recent room survey including 1) room type (lecture, lab, etc.), 2) TOP Code (which discipline is assigned the room), 3) assignable square feet, 4) furniture count, and 5) number of student stations. Facilities, Instruction, and IT will work together to reconcile differences in student station count from this physical count, from Banner entries for the rooms, and from Instruction records used in assigning classes. Looking ahead to the next stage of the project, Gary shared an initial draft of a form that would be used to compute the Capacity Load Ratio for each instructional space. The Cap Load Ratio is based on a state formula that combines Assignable Square Feet, actual student stations, and Weekly Student Contact Hours for that room. Cap Load Ratio is a measure of how efficiently the room is used and is used in determining the College's eligibility for state facilities bond money. Accomplishing this phase of the project will require considerable staff time. Bill suggested some colleges who have done this work and might save Mt. SAC some time in designing the work.

7. Cabinet reviewed the notes ([attached](#)) from a debriefing meeting following the recent power outage. It was agreed that the five recommendations have merit, and their implementation will be carried out by the Incident Command Team. In particular, the inadequate radio communication drew Cabinet's attention. Following the meeting, Bill Eastham, Director of Technical Services, provided information ([attached](#)) on the number and type of radio phones that are used on campus. Gary Nellesen, Director of Facilities Planning and Management, provided information ([attached](#)) on how the radio phone system is supported by our campus infrastructure. It is clear that resources are needed to provide the facilities, equipment, technology, and maintenance to get our radio phone system up to an acceptable operating status. **The Administrative Service Team will bring a recommendation to Cabinet to upgrade our radio phone communication system.**

8. Irene updated Cabinet on recent discussions regarding the Study Abroad Program. Cabinet reiterated our support for the program and emphasized the importance of adhering to the standards for the program agreed upon last year.

9. Cabinet reviewed a report ([attached](#)) produced by Jill Dolan, Director of Community Affairs, on how other California Community Colleges implement on-campus student housing. The Student Housing Task Force will meet again on Monday, November 17th.

10. James presented a revised draft of the EEO Plan ([attached](#)). Cabinet agreed that the plan now addresses the issues raised in our previous discussion.

11. Audrey presented a draft of the Student Equity budget:

Budget Line Item		Amount
Salaries and Benefits		1,540,217
<i>New FT: 6 faculty, 1 mgt, 5 classified</i>	545,655	
<i>New PT: 1 mgt, 3 classified</i>	132,777	
<i>Adjunct faculty</i>	435,713	
<i>Hourly</i>	425,982	
Instructional and administrative supplies		60,055
Professional development, conferences, training		15,000
Contracts, consulting agreements		40,000
Total		1,655,272

12. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Emergency Response Plan Implementation (Karen Saldana, 11/18)

- b. International Student Initiative-Support and Services (**Audrey, 11/18**)
- c. Adult Ed Partnerships (**Irene & Donna, 11/18**)
- d. Classroom Utilization Project (**Mike & Irene, 11/18**)
- e. AP 4255, Dismissal and Readmission (Audrey, 12/16)
- f. Methods to Reduce Student Accounts Receivable Debt (Mike, 11/25)
- g. AP 3560 - Alcoholic Beverages (Mike, 11/25)
- h. Wait Lists (Irene, 11/25)
- i. AP 6250—Budget Management (Mike, 11/25)
- j. Upgrade Radio Phone Communication System (Mike, 12/16)