



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*



May 26, 2015

1. Cabinet reviewed actions by the Senate and Assembly on the 2015-16 community college budget compared to the Governors May Revision. (See [attached LAO analysis](#) and [attached review from CCLC](#).) Just a few difference exist that will be dealt with in the Conference Committee. Note that overall the Legislature proposed spending more money as justified by a report of the Legislative Analyst Office which indicated \$3 billion more in revenue next year than identified in the May Revise.
 - Assembly adopted Governor's proposal for \$60 M (one time) to improve basic skills instruction. Senate rejected proposal.
 - Both approved \$500 M for Adult Ed, but Assembly gave it all to K-12 as part of the Maintenance of Effort and eliminated State Chancellor's Office certification on MOE.
 - Senate provided \$50 M (one time) for adult education data systems. Assembly rejected.
 - Assembly provided \$91 M to augment six existing categoricals and create a new one. Senate provided \$49 M to augment four existing categoricals and provide COLA for several others.
 - Senate provided \$150 M (one time) for mandates—\$25 M more than Assembly and Governor.
 - Senate provided \$125 M (one time) to fund deferred maintenance and equipment—\$25 M more than Assembly and Governor.
 - The Senate proposed \$17 M in startup money for the 15 pilot BA colleges.
 - The formula for the hiring obligation for full-time faculty with the \$75 M is in debate. The Senate language requires one faculty hire per \$40K; Assembly and Governor: \$70K.
2. Cabinet discussed the 2015-16 Basic Skills Fund proposal for projects with committee ratings for funding ([attached](#)). The major issue is declining funding which leaves most of the Basic Skills categorical fund just paying for ongoing staff positions. We should look at moving these into the General Fund as we consider New Resource Allocations this summer. It may also be possible to move some of these positions and projects into the Student Equity Fund.
3. Cabinet reviewed a report ([attached](#)) from Uyen Mai, Director of Marketing and Communication, on the impact of advertising and marketing to attract more students to Mt. SAC. We are getting huge increases in visits to our web site for Summer 2015.
4. Audrey provided comparison data ([attached](#)) on recent annual cost of medical insurance for international students and a comparison of such insurance programs at regional community colleges ([attached](#)).
5. Bill shared the state CEO Board's recommendations to ACCJC in 2014 ([attached](#)) and in 2015 ([attached](#)). Dialog has occurred, but progress is slow. Note that many of the 2014 recommendations were repeated in 2015. Major issues are ACCJC staffing levels and leadership, training both of visiting teams and colleges doing self-studies, and returning the

accreditation process to a standard of collegial improvement rather than sanctions and public disgrace.

6. Irene provided a report ([attached](#)) on recent and planned meetings on dual enrollment with school districts, high schools, and ROPs. These Spring/Summer meetings will lead to specific plans developed in the Fall and initial implementation of on-site dual enrolled classes beginning in Spring 2016. Pending issues are the passage of AB 288 and approaches to address potential union issues at the high schools.
7. Bill provided a report on employee evaluations still outstanding ([attached](#)). There are 62 that were due in 2013 and 120 from 2014. This lack of timely evaluation is a major concern. It was pointed out that HR compiles this report from documents provided by managers, and some of these evaluations may have taken place but not been recorded. The VPs will check with their management teams to resolve such oversights as well as to assess the extent to which these evaluations are underway. Cabinet discussed various means to improve the timeliness of employee evaluations. At a minimum, Cabinet will review this report quarterly. This will be a continuing discussion.
8. Cabinet reviewed the Senate discussion item regarding Faculty and Manager Recognition Ceremony ([attached](#)). It appears that this event will not take place again. Cabinet discussed ways in which manager recognition can continue. Late news: here's the plan:
 - Senate Outstanding Awards - Fall Flex Day, August 21
 - Debbie Borocho Developmental Education Award - Fall Flex Day, August 21
 - Years of Service Awards (mugs) - Fall Flex Day, August 21
 - Senate President's 10+1 Awards - Final Academic Senate meeting, June 4
9. Cabinet reviewed the original plan for dirt moving ([attached](#)) to accommodate construction of the Parking Structure, Solar Field, Stadium Rebuild, and Lot M Expansion. The legal delays with the Parking Structure will undoubtedly mean that the project will be pushed to the next facilities bond. Thus without the dirt from Lot A, the dirt moving scheme will need to be adjusted. Also, without the Parking Structure, Lot M Expansion becomes a priority to meet parking needs, so Lot M will need to be more complete in design and construction.
10. Cabinet discussed Noncredit SSSP funding as proposed to Consultation Council ([attached](#)).
 - Funding would be for Career Development and College Preparation (CDCP) areas:
 - English as a Second Language (ESL)
 - Elementary and Secondary Basic Skills
 - Short-Term Vocational
 - Workforce PreparationAnd only for approved programs:
 - Meet the definition of program: Title 5 55000(m)
 - Have at least two courses leading to certificate/diploma
 - Submit an annual noncredit SSSP funding certification
 - Proposed Funding Formula:
 - Base of 5% of total noncredit SSSP allocation divided by the number of programs **Plus**
 - 35 percent based on unduplicated head count
 - 60 percent based on core services:
 - 15% initial orientation
 - 15% initial assessment
 - 30% noncredit SEP
 - 20% counseling/advising
 - 20% follow-up and other services

Cabinet felt this was complicated and lots of work—but will be required for the money.

11. Bill and James shared ideas for recruitment process improvements ([attached](#)). Cabinet reviewed, revised, and approved the draft.
12. James presented an updated form ([attached](#)) to request that an adjunct hiring pool be formed. Cabinet reviewed, revised, and approved the form.
13. James provided an active search update ([attached](#)).
14. Irene reported progress on the Room Utilization Project. Mika is walking through classroom with each dean doing a “data verification” to assure that information about room size, number of student stations, and additional equipment is correct and complete and entered properly in Banner. The notes should reflect possible room changes or reconfigurations to maximize student stations while maintaining an effective teaching/learning environment. The room inventory should also be updated to properly reflect the primary use as lab or lecture as well as the optimal Taxonomy of Programs (TOP) Code.
15. Cabinet continued the discussion of improved administrative and staff support for work experience and internships. Timing is right to make such improvements given 1) the need to grow FTES, 2) the work of the BOG CTE Task Force to expand work-based learning, 3) Governor Brown’s continuing support for CTE funding, and 4) the opportunity to hire a new Career & Transfer Director.
16. Cabinet discussed the administrative process of employee evaluation documents, particularly the role of department/division offices vis a vis the HR Office. Cabinet agreed that there was no confidentiality issue with department/division staff processing documents. The basic department/division roles include completion of the evaluation form by the manager and support from the office staff to make appointments, garner signatures, and transmit forms. Completeness of the forms and timely submission of the documents is the responsibility of the evaluating manager.
17. The above discussion lead to the recognition that faculty evaluations are different in that timelines are not calendar driven but rather the logical outcome of each step determine that next step in the evaluation process. Cabinet recognized that the evaluation of adjunct am probationary faculty in particular created workload issues for some deans. It was agreed that a software utility might be helpful. James will call together an ad hoc group to discuss a software utility to ease the administrative processing of adjunct evaluation. The group will include Bob Hughes, Joumana McGowan, and Tom Mauch.
18. Bill shared discussed his recent meeting with the Sustainability Task Force members James Stone, Professor of History; and Kamran Golestaneh, Professor of Chemistry. The Task Force is functioning as the ACUPCC¹ Implementation Committee to, among other things, develop the Green House Gas Inventory Plan. Gary Nellesen has provided almost all the necessary information, just lacking data on unsurveyed ground sources. Bill agreed to provide support for student assistants, a faculty stipend, and any necessary supplies to complete the survey this summer. The Task Force is also preparing the Climate Action Plan as part of ACUPCC

¹ ACUPCC is the American College & University Presidents/ Climate Commitment ([link](#))

Commitment. Bill asked the Task Force to continue working on the Mt. SAC Campus Sustainability Plan, and the group talked about environmental impacts beyond reducing the college's carbon footprint. Bill offered to fund five student prizes for the best Earth Day projects next year, and the Task Force will work on implementing this idea.

19. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Emergency Response Plan Implementation (Karen Saldana, Fall 2015)
 - b. International Student Initiative (Audrey, Fall 2015)
 - c. Classroom Utilization Project (Mike & Irene, 6/23)
 - d. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, Fall 2015)
 - e. Pomona College Promise (Bill, Fall 2015)
 - f. Faculty Position Control Report (Irene, 6/23)
 - g. Administrative Processing of Employee Evaluation Documents (**Bill, 5/26**)
 - h. Update on Print and Copy Cost Savings (Mike & Dale, TBA)
 - i. Review of AP 6700—Campus Events & Use of Facilities (Mike & Bill Eastham, 6/16)
 - j. Staffing Work Experience (Irene & Audrey, 6/23)
 - k. Classified Retreat (**ALL, 6/2**)
 - l. Consider Moving Positions/Projects from Basic Skills to Student Equity Funding (All, Summer)
 - m. Timely Employee Evaluations & Quarterly Cabinet Review (ALL, 6/23)