



President's Cabinet

Action Notes

May 8, 2012

Bill Scroggins, President/CEO
Virginia Burley, VP of Instruction
Audrey Yamagata-Noji, VP of Student Services
Mike Gregoryk, VP of Administrative Services
Annette Loria, VP of Human Resources

Cabinet was joined by Linda Baldwin, Associate Vice President of Fiscal, representing Mike Gregoryk who was away at a conference.

1. Audrey updated Cabinet on progress with DegreeWorks, to be known on campus as MAP or Mountie Academic Plan. There are a couple of glitches in the counseling module, but these should be resolved soon. The educational planning and degree audit modules are in good shape. Audrey will arrange a demonstration of MAP for Cabinet next week and will present the system to the Board of Trustees at the July meeting.
2. Cabinet was joined by Lisa Sugimoto, Interim Executive Director of the Mt. SAC Foundation. The major topic was scholarships.
 - One issue has been the awarding of scholarships from dollars raised by programs outside of the official college scholarship process. This creates several potential problems. Such scholarships may not meet the equity requirements to which the college must adhere as a federal Title IV approved institution. Direct scholarships awarded by programs do not make the funds available to the widest range of qualified students. Such scholarship awardees, not being part of the college process, are not routinely recognized at the scholarship ceremony. Lisa will work with Audrey Yamagata-Noji and Linda Baldwin to meet with these program representatives and work out solutions on a case-by-case basis.
 - The second issue discussed was the challenge with scholarship qualifications and timelines. The eligibility criteria established by some scholarship donors are such that not enough qualified students apply for the available awards. Lisa will work with the donors to seek adjustments for these situations. The timelines are such that, even starting in January, some donors who fund their scholarships annually do not get the money in to the Foundation soon enough for the scholarships to be announced. Currently, we are reopening the scholarship process when this happens and even using paper applications for a last minute solution—not the best situation. It may be possible to establish a Fall scholarship window—especially given that the Osher Foundation plans to release half of the Mt. SAC scholarships funds each Fall. Another solution would be to encourage donors to endow scholarships. Even endowed scholarships have challenges in this environment of low interest earnings on the corpus of the gift. The Foundation needs a spending policy to address this endowment issue. Lisa will explore the possibility of a Fall scholarship award window and develop a scholarship spending policy for consideration by the Foundation Board.
 - The third topic was the Osher Scholarship Fund. The initial Osher gift endowed 32 annual scholarships of \$1,000 each that are awarded each spring. The matching fund period for the college to contribute to Osher ended June 15, 2011. The fund has been accruing

interest on the donations over the last year to build up a source of funds for distribution to colleges. ([See attached Osher detail.](#)) Mt. SAC's amount will be \$82,000 annually, again for \$1,000 scholarships. The pattern will be for this \$114,000 (the \$32 K and \$82 K mentioned above) to be sent to us as \$57,000 on 8/15 and \$57,000 on 1/15 each year. This will allow for both a Fall and Spring scholarship award window. The scholarships are renewable for a second year if the recipient continues to meet [Osher scholarship standards](#).

3. Cabinet discussed Academic Senate Resolution 2012-04 ([attached](#)). Bill reported discussions with the Senate leadership with an outcome that the college will refine the Strategic Objective on grant funding under [Goal 1 in our Strategic Plan](#) to give guidance on the types and areas that the college will prioritize each year in seeking grant funds.
4. Cabinet discussed Academic Senate Resolution 2012-03 ([attached](#)) and the related AP 3250 on Institutional Planning (attached to the Resolution). Bill related concerns of the Senate about using plans or plan models from other colleges, assuring that this was not happening. Further, Bill related concerns from the Senate about workload and pace of change regarding the work of the Institutional Effectiveness Committee. These concerns were coupled with some ambiguity about the planning role of the President's Advisory Council and the "super PAC" group referenced in AP 3250 in the section entitled Assessment of Integrated Planning. An offer has been extended to the Academic Senate Executive Committee to meet with Bill, Ginny, and Barbara McNiece-Stallard to address these concerns.
5. Cabinet discussed Academic Senate Resolution 2012-06 ([attached](#)). As mentioned in the notes from last week's Cabinet, an International Student Advisory Committee has been formed with the offer of appointees by the Senate. This group is in the process of establishing a mission and function statement to present to President's Advisory Council. Cabinet discussed the financial tracking of money paid by F-1 visa students. The Non-Resident Tuition monies paid by international students, beyond the amount collected in the base year of 2010-11 (see the attached report) will be placed in a designated revenue account, and expenditures of these funds will be separately reported. The facilities fee of \$30 dollars will continue to be deposited into the Capital Projects Fund and used to supplement state and local facilities funds on an as-needed basis. These funds will be tracked and reported along with the Non-Resident Tuition funds. The Enrollment Fee of \$46 per unit is also paid by F-1 visa students but is not tracked separately but rather just goes into the General Fund as do all Enrollment Fees. However, the narrative reports on the International Student Program will include a compilation of these funds. Progress on the draft International Student Program Plan is moving forward. **Audrey will present a draft of the plan at next week's Cabinet.**
6. During the meeting, Audrey received news that our Upward Bound Title V federal grant has been renewed for \$1.46 M over the next five years—that's \$292 K per year. Wow!
7. Annette discussed workload challenges in filling open positions given that one of the recruiters will be out on medical leave for eight weeks. ([See the attached vacancy list.](#)) At her suggestion, HR will be closed to the public on Fridays until we move to the summer 4/10s work schedule. This will enable staff—still working a regular schedule on Fridays—to give full attention to the hiring process.

8. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. [Draft BP and AP 6625 on District Fundraising](#) and [Cabinet Notes](#) (Mike, 5/22—with Lisa Sugimoto & Audrey Yamagata-Noji plus a revised BP and AP)
 - b. Centralized Printing and Copying (Mike, 5/22)
 - c. Facilities Use (Mike, 6/5—with Bill Eastham plus revised [BP/AP 6700](#))
 - d. Implementation of Degree Works (Audrey, **5/15-Demonstration**)
 - e. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, **5/15**—with Gary Nellesen plus a new Administrative Procedure on the process)
 - f. Expansion of International Student Program (Audrey, **5/15-Draft Plan**)
 - g. Collaborative Projects with Cal Poly Pomona (All, 6/5)
 - h. Initial Review of 2012-13 Tentative Budget (Mike & Linda, **6/5**)