



**President's Cabinet
Action Notes
February 5, 2013**

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

Associate Vice President Rosa Royce filled in for Mike Gregoryk who was at a conference.

1. Cabinet discussed topics for presentation at the March 2nd Board Study Session.
 - a. Update on Budget Assumptions made for 2012-13 and 2013-14 (Rosa).
 - Retiree Health Benefits: Trust Paid Current Year Expenses; No Trust Contribution
 - Zero Budget for Scheduled Maintenance, Instructional Equipment, and Computers
 - Reductions in Status Quo Budget Line Items
 - Cuts in Permanent Staff and Faculty
 - Other?
 - b. Budget and Program Implications of Faculty Vacancies and New Hires (Rosa & Ginny).
 - c. Budget Implications of Potential 3.26% Growth for 2013-14 (Rosa & Ginny).
 - d. User Presentations on Technology Innovations to Improve Effectiveness and Efficiency.
 - Degree Works (Heidi)
 - Virtual Computer Labs (Joumana & Faculty Member)
 - Smart Phone Schedule Feature in Mountie App (Eric & Student)
 - New Library System (Meghan & Librarian)
 - APEX Use for Facility Reservations (Bill E.)
 - APEX/BDMS Use for Electronic Case Management (Grace)
 - "What is Needed To Make It Work" (Vic, Bob, Eric)
 - e. Facility Construction and Renovation
 - Measure RR Bond Issuance (Rod Carter)
 - Facility Master Plan (Gary)
 - Facility Project List Funded by Bond (Gary)
 - f. Midterm Accreditation Report (Ginny)
 - g. Board Annual Self Evaluation
2. Cabinet discussed a directive from the Accrediting Commission for Community and Junior Colleges ([attached](#)). Noted in particular are the new requirements for reporting student achievement data. Quotes from the document:
 - Evaluation teams examine institution summary data on course completion rates, licensure pass rates where available, and job placement rates where available.
 - Data are examined in the context of the institution-set standards of satisfactory performance and goals for improvement of student success.
 - The evaluation team will examine student achievement data at the programmatic and institutional levels. The institution must set standards of satisfactory performance for student achievement, and evaluate itself against those standards, at the programmatic and institutional levels.

Cabinet noted that Mt. SAC does not routinely collect all the referenced data. Neither has the college set the performance standards and goals mentioned in the ACCJC directive. A platform that might be used to accomplish these tasks is the [Mt. SAC Strategic Plan](#). Ginny and Audrey will attend an upcoming President's Advisory Council meeting to discuss the implications of this change in accreditation requirements, and the Expanded PAC meeting this spring will discuss how the Strategic Plan could serve as the vehicle for this data collection and analysis process.

3. [AP 5142, Students with Disabilities—Accessibility of Multimedia Instructional Material: Captioning](#), was discussed. Cabinet has proposed that captioning be consistently turned on for all instructional videos, and the Academic Senate disagrees. Rather than pose a legal argument for the “on” position, Cabinet will seek to reengage the Academic Senate on the issue.

4. New State Chancellor Brice Harris has begun a monthly newsletter called “First Monday.” Cabinet discussed the issues raised in the report ([attached](#)):

Commission on Higher Education Attainment	California Competes Rulemaking Challenge
Governor’s January Budget	Transfer Degrees (SB 1440)
Student Success Task Force Update	Personal Note

5. Recommendations from AMAC for permanent faculty hires were discussed. Ginny summarized the current situation and the recommended disciplines for hiring:

Here are the faculty positions that I know we will lose this year:

- 7 retirements (forms have been signed and submitted)
- 4 positions from non-renewal of contracts
- 3 additional retirements that are certain but forms have not been submitted

These 14 positions are currently budgeted. We also included in our FON 5 faculty positions this year for late retirement notices. With these 5 additional positions, we will have 19 fewer faculty positions than we had last year. Since we declared 402.5 faculty positions for this year, that will take us to 383.5 for Fall 2013. This puts us at only 3.5 over the FON established through recalculation of enrollment for this year. And there could certainly be other faculty who declare retirement by the end of this year, so the number of faculty for next year could be getting very, very close to the reduced target.

Based on this information and the AMAC recommendations, Cabinet authorized seven faculty hires—with searches to begin immediately:

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|-------------------------------------|-----------------------------|
| 1. Kinesiology – Women’s Basketball | 5. Band Director |
| 2. Paramedic & EMT | 6. Mental Health Technology |
| 3. Photography | 7. Communication |
| 4. Nursing | |

6. Cabinet approved three budget augmentations:
 - [An Immediate Needs Request to resod the Athletic Practice Field](#) to prevent injuries.
 - [An Immediate Needs Request for supplies needed in science lab sections](#) just added to the Spring Schedule.
 - [A 50% Out-of-Class Assignment for a DSPS Alternate Media Specialist as a Programmer in the IT Department](#) to create the paperless system using APEX and BDMS.

7. Cabinet discussed recent and pending changes in federal and state student financial aid funding levels, reporting requirements, and eligibility standards. **It was agreed that Chao Dao, Director of Financial Aid, should in the near future make a report to the Board of Trustees on changes in financial aid.**
8. Cabinet discussed the leasing of classrooms to [Pacifica University](#). Rather than just going through a facility rental process, with educational entities like Pacifica the preferred process would be a MOU spelling out the particulars of the relationship. **Ginny will follow up to see if any additional steps might be beneficial in working with Pacifica U.**
9. The U.S. Department of Labor will begin accepting applications for Trade Adjustment Assistance Community College and Career Training (TAAACCT) third round grants at the end of April or early May. ([See the attached article.](#)) Cabinet discussed the possibility of our [CyberWatch West](#) consortium being the basis for a TAAACCT grant application. **Ginny will follow up on this grant possibility.**
10. Subsequent to the meeting, the schedule was approved for the Connect 4 Early Freshman Registration program to be held each day from Wednesday, July 10th, through Saturday, July 13th, from 8 am to 5 pm. Over 1800 graduating high school seniors are expected to participate. [The memo requesting this authorization is attached.](#)
11. Classified Professional Development Day will be Wednesday, February 20th. The Classified Spring Opening Meeting will be from 10:00 to 11:00 am in the Clarke Theatre and will be conducted in town hall style with current topics discussed. Following will be workshops on topics of interest to our Classified Staff developed by the Classified Professional Development Committee. [The schedule is attached.](#) The Faculty Spring Opening Meeting will be held at 3:00 pm on Friday, February 22nd, in the Clarke Theatre, and will also discuss current topics affecting the college. Faculty workshops will be held throughout the day on Friday. See the [POD Calendar](#) for specifics.
12. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Implementation of Degree Works (Audrey, 2/26)
 - b. Employee Wellness Program (Karen Saldana, 2/19)
 - c. Transit Pass Project (Audrey, 2/26)
 - d. Study Abroad Future Plans (Ginny, 3/19)
 - e. Chamber of Commerce Training Partnership (Ginny, 3/12)
 - f. Division/Program Orientation (Ginny, 3/26)
 - g. Emergency Response Communication System (Mike & Karen Saldana, 2/19)