



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 19, 2013

1. Cabinet discussed the November First Monday newsletter from Chancellor Brice Harris ([attached](#)). We discussed three items raised by the Chancellor.
 - The continuing dialog on performance-based funding—which the Chancellor opposes.
 - Newly enacted [SB 440](#) requires that before the commencement of the 2015 fall term, all community colleges must have in place approved associate degrees for transfer in each discipline offered by the college in which a statewide transfer model curriculum (TCM) has been established—a real challenge for Mt. SAC. The [attached](#) report from the Chancellor's Office indicates that of the 20 TCMs currently in force, we have 11 approved or in progress.
 - The Chancellor promoted a [recent report](#) by Nancy Shulock of CSU Sacramento that assumes low performance of California community colleges in occupational training, asserts that such low performance is due to underfunding, and promotes funding models used in other states such as higher per-FTES funding for CTE programs, higher fees for students in CTE programs, and other such models.
2. Cabinet discussed the Faculty Obligation Number (FON). Mt. SAC's FON report for Fall 2013 ([attached](#)) shows that we stand at 392.5 full-time equivalent faculty which is 26.6 above the FON of 365.9. The Board of Governor's at its latest meeting voted to increase the FON for Fall 2014 ([see link](#)). Our FON for Fall 2014 will be 371.9.
3. Cabinet agreed to expand the previously-approved Immediate Needs Request for DSPS to include services to vision impaired. The original approval was just for services to hearing impaired. The issue arose from the growing need to provide services for students participating in college activities beyond the classroom. [See the attached memo for details.](#)
4. Mike reported that his staff are evaluating vendors for payment plans for students to cover fees and to handle electronic distribution of financial aid payments. Our current vendor for this latter service is Higher One. In addition to Nelnet representatives with whom Cabinet met recently, we will be considering Heartland, our current provider for processing credit/debit card payments. Mike shared data ([attached](#)) which show that using Heartland has saved the college almost \$60,000 in reduced credit/debit card processing fees in just six months of operation. Interviews for providers will take place in December with a recommendation going to the Board of Trustees in January.
5. Cabinet was joined by Karen Saldana, Director of Safety, Health Benefits, and Risk Management, and K.C. Kranz, Health/Fitness Supervisor, to discuss the Employee Wellness Program. The task force is working with [Sodexo](#) in two areas: offering more nutritious food and supporting a walking program called [Mindful Mile](#). This would include establishing several walking tracks on campus with signs and markers. These walking tracks would also be advertised to the



community. The task force is also looking for a sponsor who might provide a pedometer-type device such as [FitBit](#). Also in the works is a Wellness Fair perhaps during Spring or Fall Convocation Day. Karen and K.C. shared a proposal for offering the Employee Wellness Program during Winter ([attached](#)). Cabinet agreed that the \$5,061 cost was worthwhile.

6. Karen was joined by Mark DiMaggio, Director of Public Safety, to discuss the use of closed circuit cameras on campus. Cabinet noted that this issue is a working condition and thus subject to bargaining with our employee unions. The purpose of the Cabinet discussion was to frame the issue as we plan to begin that bargaining. There are currently 26 such cameras active on campus ([list attached](#)) with video recording housed in Building 4 and managed by IT. Our practice is not to actively monitor these recordings which are kept for 48 hours. Two main uses are security for the Higher One ATM machines and security for Building 9B, Student Services. Karen and Mark prepared an analysis of the advantages and challenges regarding the use of cameras for security and law enforcement ([attached](#)). **Karen and Mark will assist James in presenting this to the Faculty Association and to CSEA 262 and 651.**
7. Bill reported that the Accrediting Commission for Community and Junior Colleges notified Mt. SAC that our Substantive Change Proposal was approved for 28 programs offered via distance education. [The letter from ACCJC is attached](#). Kudos to Meghan Chen, Dean of Library and Learning Resources, for all the work she and her staff put in to prepare these proposals—ACCJC called Mt. SAC's report "excellent."
8. The proposed revisions to the ACCJC Standards were discussed. A [PowerPoint](#) summarizes the changes, and a [memo from ACCJC gives both a rationale for the changes and draft language for the revised standards](#). While the simpler organization was a positive, Cabinet expressed concern about several issues.
 - The long list of mandated topics in General Education seemed inappropriate.
 - Specifying HOW colleges were to implement teaching and learning seemed to go beyond standards and to dictate matters that are within the scope of academic freedom.
 - The extensive use of the vague and undefined term "academic quality" seemed problematic. Indeed, the purpose of the ENTIRE accreditation process is academic quality. Relegating the term to individual standards seemed confusing and difficult to implement by visiting teams. A paper was produced last year ([attached](#)) by the American Council on Education that sheds some light on some of the national issues regarding accreditation and academic quality.
9. Cabinet discussed AP 4350-Student Travel Guidelines. The only remaining issue is the minimum age to drive college-owned vehicles. Should it be 18 or 21? Mike presented a letter from ASCIP ([attached](#)) advising that we raise the age to 21. [ASCIP \(Alliance of Schools for Cooperative Insurance Programs\)](#) handles our risk management and insurance needs. Based on this advice, Cabinet decided that an age of 21 for drivers of college vehicles is the prudent choice. Cabinet also included a requirement to successfully complete our online defensive driving course. [The revised version of AP 4350 is attached](#). Cabinet also discussed AP 6530—College Vehicles/Transportation ([attached](#)). It was agreed that this AP should also contain a requirement for our defensive driving course. The course takes 45 minutes and requires a 70% score to pass. The online results are directly available to Mt. SAC, and drivers can print out their own certificates. Further, the AP should refer to the current practice of using the ASCIP DMV pull notice system to identify when an approved driver's record

should be reviewed. Karen will bring a revised version of AP 6530 containing the defensive driving course and the DMV pull notice system.

10. Cabinet discussed future Board information items and revised the lists for the remainder of [2013-14](#) and proposed a list for [2014-15](#).

11. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):

- a. Degree Works Phase 2: Auto-Award, etc. (**Audrey, 11/26**)
- b. Employee Wellness Program (Karen Saldana, 1/14)
- c. Emergency Response System (Mark DiMaggio & Karen Saldana, 1/14)
- d. Update on International Student Initiative (Audrey & Irene, 1/21)
- e. Adult Ed Partnerships (Irene & Donna, 1/21)
- f. Processes to Support Timely Employee Evaluations (**James, 11/26**)
- g. Executive Information System (**Vic & Irene, 11/26**)
- h. EEO Plan Revision/Title 5 Change (**James, 11/26**)
- i. New Reading Compentency Assessment (Audrey, 12/3)
- j. Social Media Guidelines (CB Brown, 1/14)
- k. Student Payment Plan Options (Mike, 12/3)