President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Virginia Burley, *Interim VP of Instruction* • Audrey Yamagata Noji, *VP of Student Services*
Mike Gregoryk, *VP of Administrative Services* • Ibrahim "Abe" Ali, *VP of Human Resources*

April 23, 2019
Dale Vickers sat in for Mike Gregoryk

1. Cabinet reviewed and discussed the following information items:
   a. 2018 Educational & Facilities Master Plan Draft Environmental Impact Report is Available on our Website
      - **Mt. SAC's Overall Environmental Compliance Webpage is here:**
        https://www.mtsac.edu/construction/reports-and-publications/environmental-impact-reports.html
      - **Specifically, the 660-page 2018 EFMP DEIR (PDF) is here:**
        https://www.mtsac.edu/construction/reports-and-publications/images-pdfs/2018_efmp_eir/MtSAC_2018_EFMP_DEIR-April-2019.pdf
        Note that this PDF is bookmarked for easy navigation…
      - **The 2,300+-page Appendix is here and is broken down into smaller pieces:**
        https://www.mtsac.edu/construction/reports-and-publications/images-pdfs/2018_efmp_eir/2018_efmp_deir_appendices.html
   b. The 2019 Students & Educators of Distinction have been named (attached). The Awards Ceremony/Lunch will be Saturday, May 11, 2019 at 11:30 a.m.
   c. The Administrative Services Quarterly Report is attached. A few highlighted items:
      - The Athletics complex is 70% construction complete and on schedule for substantial completion in December 2019.
      - Design of the new Student Center is nearing completion and will be submitted to the State Architect in May 2019.
      - Parking Structure R is currently in the bid and award phase, and Parking Structure S is under review by the State Architect.
      - Construction of the new Transit Center will begin in late 2019.
      - Fiscal Services training continues for Banner Requisitions and P-Cards.
      - Fiscal Services Year-end Deadlines will be announced the first week of May.
      - New instructional equipment was deployed to Humanities, Arts, and Tech and Health at the start of the spring term.
      - Replacement of computers that are at least five years old is scheduled for Buildings 4 and 45.
      - The new version of Mountie App (link) now includes embedded links for students to register for classes and pay fees.
      - The College web site is compliant with Web Content Accessibility Guidelines (WCAG) 2.1.
      - IT offers web content training via Professional & Organizational Development with how to ensure content is accessible.
      - ProVerify, the Financial Aid automated tax verification software, will go live in April with Banner and OnBase integration.
      - The Wellness Committee was presented a Certificate of Achievement in worksite wellness from Kaiser Permanente.
      - Expanded rollout of 25Live (link) with the Office of Instruction will help with class and classroom scheduling on campus.
   d. The Mt. SAC Financial Aid Department is partnering with ProVerify to implement DocuSign, an electronic signature service which enables users to quickly and securely send and receive documents. More information is attached.
   e. Chancellor Eloy Oakley issued his *State of the System Report* (attached). Cabinet took note that Page 19 shows a decline in transfers to California private four-year institutions and all out of state four-year institutions from 69,978 in 15-16 to 53,028 in 16-17 to 40,196 in 18-10. None of us had an explanation for this huge drop.
   f. The Student Success Fair was well attended and had a huge impact. See a collection of display photos (attached) and results of surveys of students attending (attached). Cabinet took note of the overwhelming positive results:
      - Because I attended this event, I learned something new about the free tutoring services offered at Mt. SAC:
        Agree = 220 (91.2%) | Disagree = 0 | No response = 21 (9%)
      - Because I attended this event, I am more likely to use Mt. SAC's free tutoring services:
        Agree = 219 (90.9%) | Disagree = 1 (0.4%) | No response = 21 (9%)

2. The Community College League has done a cost analysis (attached) for AB 302 (attached). This bill would require a community college that has parking facilities on campus to grant overnight access to those facilities to any homeless student who is enrolled in coursework, has paid enrollment fees, and is in good standing.
   Security $39,217,800; Verification $2,430,000; Sanitation & Custodial $13,833,528; Restrooms $3,420,000; Liability $8,550,000

3. Colleges are required to submit an AB 705 Plan Submission Form by July 1, 2019. The Chancellor's Office has provided instructions (attached), the form (attached), a Guided and Self-Placement Method Submission Form (attached), and Guidance on Credit ESL Placement (attached).

4. The Chancellor's Office has provided a Categorical Programs Q&A ([attached](#)) on AB 19 Promise, Student Equity and Achievement Program, and CalWORKs.

5. Cabinet reviewed SEAP Personnel Budget Data and discussed general approaches to planning and budgeting for SEAP (Student Equity and Achievement Program).

6. A requirement of SEAP is to submit a new Student Equity Plan. Cabinet reviewed the 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program Executive Summary ([attached](#)), Chancellor's Office instructions for the new Student Equity Plan ([attached](#)), and noted that the Student Equity Plan template and data are now available in the NOVA system. ([See attached memo](#).)

7. The Los Angeles/Orange County Regional Consortium (link to [LAOCRC](#)), through its Governance Evaluation Workgroup, has produced final recommendations ([attached](#)) to improve communication, participation, collegiality, and transparency in the governance and decision making process.

8. Discussion continues on Student Centered Funding Formula potential changes. Recommendations have been made by CEOs—Chancellors and Presidents ([attached](#)) and Chancellor Oakley to the Consultation Council ([attached](#)). SCFF has also been discussed by Senate Budget and Fiscal Review Subcommittee No. 1 ([attached](#)) at which Legislative Analyst Office staffer Edgar Cabral commented about the apportionment shortfall:

   > On the one hand, the Legislature could cover the shortfall, thereby signaling support for the new funding formula, with its emphasis on improving community college student outcomes. On the other hand, the Legislature could choose not to the cover the shortfall. Were the shortfall not to be covered, current practice would result in each district having its apportionment amount prorated downward. Based on the current estimated shortfall, district apportionments would be reduced by about one percent.

9. Madelyn Arballo, Associate Vice President, School of Continuing Education, and Meghan Chen, Dean of Library and Learning Resources, presented the Academic Support Coordination Project Quarterly Report ([attached](#)). Highlights:

   - The report summarized the location, mission, and services of each of the Academic Success Centers:

Academic Support & Achievement Center	Language Learning Center/Language Lab	Speech and Sign Success Center
Accessible Technology Center	Library	Tech Education Resource Center
Adult Basic Education Learning Center	Math Activities Resource Center	Transfer Math Activities Resource Center
Business Division Computer Lab	Math Success Lab	Writing Center
Design Lab	Natural Sciences Computer Lab	
Health Careers Resource Center	STEM Center	

   - The report summarized the location, mission, and services of the Student Support Cohort Centers:

Accessibility Resource Center for Students (ACCESS)	Dream Program
Achieving in College, Ensuring Success Program (ACES)	Extended Opportunity Programs and Services
African American Student Program Inspiring Responsibility for Education (ASPIRE)	Honors Program
	International Student Center
Asian American and Pacific Islander Student Support Service Program (ARISE)	Pride Center 11
	Reaching, Empowering, Achieving, and Completing with
Cooperative Agencies Resources for Education/CalWORKs (EOPS/CARE/CalWORKs)	Heart Program (REACH)
	Veterans Resource Center (VRC)
Deaf and Hard of Hearing Center (DHH)	WIN Program

   - The charge to the Academic Support Coordination Team includes alignment for the two types of centers in standards for planning, budgeting, staffing, job descriptions, and facilities as well as mission and services. So the report includes each center's involvement with the PIE planning and budgeting process as well as outcomes data— what is being assessed and how—both now and as might be done going forward.

10. Cabinet was joined by Gary Nellesen, Director of Facilities Planning and Management, to present the Construction Project/Scheduled Maintenance Quarterly Report ([attached](#)) and a Project List ([attached](#)).

11. 2019-20 CalPERS Employer Contribution Rates have been announced plus updated out-year estimates.

CalPERS Employer Contribution Rates							
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Previous Rates	18.062%	20.700%	23.40%	24.50%	25.00%	25.50%	25.70%	25.50%
Revised Rates	18.062%	20.733%	23.60%	24.90%	25.70%	26.40%	26.60%	26.50%

12. The Annual Joint Board Open House and Dinner will be held on Tuesday, April 30 (agenda attached) and will begin with an open house with poster board presentations on construction projects (list attached).

13. Cabinet had an initial discussion of the Board Information Report Schedule for 2019-20 (draft attached).

14. Items for future agendas (items for the next Cabinet meeting are shown in BOLD:
    a. Finalize Board Information Schedule for 2019-20 (**All, 4/30**)
    b. AP 4225—Course Repetition and Withdrawals and Catalog pages on Grading Symbols (Audrey, 5/21)
    c. Multiple Measures Placement Workgroup (Audrey, Joumana & Team, 7/16)
    b. Revisions to AP 5200 Student Health Services (Audrey, 4/30)
    c. Independent Contractor Prequalification and Written Agreement (**Abe, 4/30**)
    d. Review of Holds Placed on Student Registration (Workgroup: Joumana, Tom, Doug, 7/16)
    e. Student Centered Funding Formula—Continued Follow Up
        A. Tracking Students in Support Cohorts (Student Support Workgroup (Dale, Antonio, Barbara, 5/7)
        B. Noncredit Support of SCFF & Multiple Measures (Madelyn, 6/25)
        C. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 6/18)
        D. Auto Award/Near Completion/Selection of Major (**Audrey, George, Francisco, Dale, 4/30**)
        E. Auto Award counselor-aided student assent system (**Audrey, George, Francisco, Dale, 4/30**)
        F. *EAB Navigate* Schedule Building & Data Analytics (**Student Support Workgroup--Dale, 4/30**)
        G. Increasing Financial Aid Awards: *ProVerify* software and Case Management (**Audrey, Chau, Dale, 4/30**)

15. Quarterly Reports to Cabinet
    a. Emergency Response Plan Quarterly Report (Duetta & Melonee, 6/25)
    b. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, Kevin Owen, 7/9)
    c. Faculty Position Control Quarterly Report (Joumana & Rosa, 7/16)
    d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 7/23)
    e. IT Projects Quarterly Report (Dale, 6/18)
    f. Grants Quarterly Update (Adrienne, 6/18)
    g. Dual Enrollment Offerings at Local High Schools Quarterly Report(Joumana, Joel & Francisco, 5/21)
    h. International Student Quarterly Update (Audrey & Darren, 7/9)
    i. Academic Support Coordination Project Quarterly Report (Madelyn, Meghan, 7/23)