



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*



August 19, 2014

1. Enrollment for Fall Semester is picking up. Today's report ([attached](#)) shows unduplicated headcount up 3.7% to 34,479 students. Projected FTES is also up 3.7%. The state will be funding 3.25% growth this year, so these numbers are encouraging. On Friday we will drop students for non-payment, so these gains may go down a bit.
2. We are entering the third and last semester of our pilot project of the [Foothill Transit Class Pass](#). (See the original MOU [attached](#).) This no-cost pilot has resulted in 6,480 active bus passes for our students. To continue the program, students will vote November 17-20 on a mandatory transit fee. Foothill Transit has done an analysis of the net cost of continuing the program as the basis of beginning the discussion on what the semester fee would be to Mt. SAC credit students.
 - Two options have been presented by Foothill Transit ([attached](#)). First, a \$10 per semester fee for full-time credit students and \$9 for part-time credit students. The Fall Class Pass would be good through the beginning of Spring Semester, and the Spring Class Pass would be good through the beginning of the following Fall Semester. The second option would be \$9 and \$8 which would exclude summer. Cabinet concluded that including summer would be much preferable.
 - Cabinet's initial reaction to the proposed cost structure was that it was higher than expected. Audrey will talk to student leaders about the matter. There may be some negotiating room with Foothill Transit. Cabinet noted that other college provides some subsidy to their student bus pass programs.
 - Note that adult passes are \$70 per month and senior passes are \$35 per month. ([See the Foothill Transit Fares and Discounts web page](#).)
3. As announced previously, Mt. SAC has been accepted for participation in the state funded [Online Education Initiative](#), one of 24 colleges in the pilot. The colleges are in three pilot groups: Full Launch, Student Readiness, and Tutoring. We are in the latter group. Pat James, Executive Director of the initiative, provided Irene with some preliminary information ([attached](#)), but it is not yet clear what our full responsibilities will be. Stay tuned. For more information on OEI and the other two major system technology initiatives, read the latest online newsletter, [CCC Technology for Student Success News](#).
4. Cabinet reviewed a draft of the activities being planned for Emergency Preparedness Week, September 15-19 ([attached](#)). Cabinet members will share this information with their teams and promote the events.
5. Cabinet reviewed the professional development workshops planned for Convocation Day this Friday ([attached](#)). At the request of the Classified Senate, this Friday will NOT be a Classified Professional Development Day, but rather the [Classified Professional Development Committee](#) will plan workshops throughout the year.

6. Cabinet reviewed a summary of campus committees ([attached](#)) which are part of the PAC annual review of committee goals, outcomes, purpose, and function. Cabinet members will come back next week with 1) corrections, 2) groups that may not need to be part of this PAC annual review, and 3) updates on information that may have been provided but is not reflected on the summary document.
7. Cabinet was joined by Rosa Royce, Associate Vice President of Fiscal Services, to review the 2014-15 Adopted Budget to be recommended to the Board of Trustees next month.
 - First reviewed was the fund balance for 2013-14 ([attached](#)). Our current estimate for the 2013-14 ending fund balance (reserves) is \$30,236,185 or 20.64%.
 - Next was the 2014-15 adopted budget which will go to the Board next month ([attached](#)). This file also includes the actual revenues and expenditures from the last three years and presents three scenarios for 2014-15. The three scenario ending balances are: Conservative: 9.14%, Moderate: 10.58%, Optimistic: 12.91%. Cabinet accepted the Conservative budget with a change of the deficit factor from 1% to 0.5% which should bring the ending balance to 10.1%.
8. Cabinet reviewed the following Board Policies and Administrative Procedures recommended for update by the Community College League of California.
 - AP 2105 - Election of Student Member ([Mt. SAC](#) and [CCLC](#) versions). Audrey will integrate the new requirement into existing practice.
 - [BP 2330](#) - Quorum and Voting: CCLC wording added to existing AP. Sent to PAC
 - [BP 3200](#) - Accreditation – Title 5 change only; no further review.
 - [BP 3410/AP 3410](#) – Nondiscrimination – added protected classes (pregnancy, military, and veteran status). CCLC wording added to existing BP and AP. Sent to PAC.
 - [BP 3430/AP 3430](#) - Prohibition of Harassment – added protected classes (military and veteran status). CCLC wording added to existing BP and AP. Sent to PAC.
 - [AP 3560](#) - Alcoholic Beverages. CCLC wording added to existing AP. Mike will review the changes and return with a recommendation to Cabinet.
 - [BP 6250](#) - Budget Management – Added legal requirement to specify a Board designated unrestricted general fund reserve (10% for Mt. SAC). Sent to PAC.
9. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Emergency Response Plan Implementation (**Karen Saldana, 8/26**)
 - b. International Student Initiative (SEVIS & AmLa - Audrey & Irene, 9/9)
 - c. Adult Ed Partnerships (**Irene & Donna, 8/26**)
 - d. Reading Competency Assessment (**Audrey, 8/26**)
 - e. Classroom Utilization Project (Mike & Irene, 9/30)
 - f. AP 4255, Dismissal and Readmission (**Audrey, 8/26**)
 - g. New Report Tracking FT Faculty Position Turnover (Irene, 9/2)
 - h. Financial Literacy follow up (Bill & Tom Mauch, 9/16)
 - i. Follow up on time-to-hire reduction (James, 9/16)
 - j. Methods to Reduce Student Accounts Receivable Debt (Mike, 9/23)
 - k. Expansion Plan for EEO Rep Training (James, 9/23)
 - l. POD Process for Dispersing Travel & Conference Funds (James, 9/23)
 - m. Possible revisions to AP 7125 Verification of Eligibility for Employment – Immigration Status (James, 9/23)

- n. AP 2105 - Election of Student Member (Audrey, 9/23)
- o. AP 3560 - Alcoholic Beverages (Mike, 9/23)
- p. Feedback on committee summary report (**ALL, 8/26**)