



## 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* • Ibrahim "Abe" Ali, *VP of Human Resources*



**March 21, 2017**

### **Mike Gregoryk continues to be out on sick leave.**

1. Cabinet reviewed a *Chronicle of Higher Education* article, "The Hazards and Opportunities Presented by Title IX" ([attached](#)). As we are hiring the new Manager, Title IX/Equal Employment Opportunity Investigations, commentary from the article was of interest in these areas:
  - *Effective reporting and supervision*: Title IX coordinator reports directly to senior leadership
  - *Proper first responses*: reporting concerns, access for victims and respondents to confidential resources
  - *Appropriate levels of response*: Title IX coordinators, not presidents, should perform operational duties
  - *Widespread training*: of faculty, staff, students about Title IX—AND leaders, including board members
  - *Nimble preparation*: Senior leaders must prepare for significantly altered future requirements
  - *Forward thinking*: senior leaders can guide broad academic conversations toward what needs to be taught and learned to reduce, or even eliminate, sexual violence and discrimination
2. Trustee Dr. David Hall returned from the State Capital in Sacramento with photos ([attached](#)) of "ICanAffordCollege" banners celebrating the State's Assembly Members and Senators who have attended or served on the board of one of California's Community College.
3. In a recent memo ([attached](#)) Vice Chancellor Pam Walker announced a policy change that allows the inclusion of courses that have been submitted to and are under C-ID review (rather than formally approved) to be included in an ADT submission to the Chancellor's Office.
4. With President Trump's proposed budget recommending deep cuts to the Department of Education, Cabinet reviewed recent articles both on overall cuts ([attached](#)) and to DE ([attached](#)). Several of the proposed cuts would severely hurt Mt. SAC and our students:
  - Severe reductions in Federal work-study funds that help students work their way through college
  - Cancellation of \$3.9 billion in Pell reserves..would have been used to help students take summer classes
  - Millions in cuts to federal TRiO programs—known as ACES ([link](#)) at Mt. SAC
  - \$445 million Corporation for Public Broadcasting (supports NPR, etc.)—eliminates all federal funding
  - \$148 million National Endowment for the Arts—eliminates all federal funding
  - \$148 million for National Endowment for the Humanities—eliminates all federal funding
5. Cabinet looks forward to the Annual Joint Board dinner ([agenda](#)) and having our Mt. SAC trustees join us in telling the Mt. SAC story to almost 40 local K-12 superintendents and board members.
6. Cabinet reviewed the 2017-18 Chancellor's Office Capital Spending Plan ([attached](#)) in which Mt. SAC is slated to receive \$3,280,000 for plans and drawings for our new Physical Education Complex (gym and aquatics complex). This project was on the Chancellor's Office funding list for the \$2 billion community college portion of the November 2016 Proposition 51. However, Governor Brown has included only three small facility projects in his proposed 2017-18 budget, so we are lobbying hard in the Legislature to have all 29 approved projects funded this year.

7. A recent PowerPoint ([attached](#)) provides an update on the Multiple Measure Assessment Project (MMAP). For background on the MMAP project, follow this [link](#). Our Student Success and Support Program Advisory Committee ([link](#)) is working on improving the use of multiple measures, particularly high school data, to improve the placement of Mt. SAC students in math and English courses. The MMAP initiative is producing many useful tools and resources to assist in this project—as described in the PowerPoint. However, progress on the initiative has been slow. As reported in the attachment, the first 12 pilots will have MMAP models included in their platform starting in winter 2018. We hope these pilots will prove successful and that this system will be available to all colleges soon thereafter.
8. Cabinet continued its work on developing the 2017-18 Mt. SAC Tentative Budget. Cabinet first confirmed last week’s work on the Faculty Control Report ([attached](#)) the outcome of which was 2.3 growth faculty positions needing about \$146,842 (after netting the hourly faculty backfill \$253,895 less \$107,052) in ongoing Unrestricted General Fund dollars for 2017-18. Cabinet also received a detailed report ([attached](#)) showing that the transition of Steve Shull and Jaimie Hirsch from faculty to management was cost neutral.
9. The second area of attention was budget policy and practice.
  - a. Cabinet discussed policy and practice issues that can stabilize the use of ongoing Unrestricted General Fund dollars. The college’s long-standing practice has been to approve New Resource Allocation dollars ([see form](#)) as one-time only in the first year—even when hiring personnel—and then reevaluate whether or not to convert to ongoing funding in the second year. This practice has meant that the college must have available ongoing resources in the second year or lay off those who are supported only through prior year one-time funds. Cabinet agreed that this practice is not in the best interest of the college and will not be continued.
  - b. That said, today’s reality is that the college has limited new ongoing funds in 2017-18 but considerable commitments to already hired employees supported only by one-time funds in the 2016-17 Adopted Budget. Cabinet began taking steps to resolve this situation.
  - c. The source that Cabinet had anticipated as new ongoing Unrestricted General Fund dollars was the overcap FTES funding from 2015-16, so the announcement by the state that the entire 317 FTES was funded during the “recalculation” last month was a relief. (See Cabinet Notes, 3/7/17 [link](#).) This provided \$1,626,347 in additional 2015-16 ongoing apportionment. However, in an action that frankly did not draw my attention at the time, the 2016-17 Budget as adopted last September ([attached](#)) contained as revenue \$988,994 of that yet-to-be-realized “recalc” overcap FTES—leaving only \$637,353 (\$1,626,347 minus \$988,994) as unspent. This was particularly disturbing as the college has a hard-and-fast rule not to spend money before it is received. As president, I take responsibility for not realizing the implication of this September 2016 budget action.
10. Cabinet continued its work on developing the 2017-18 Mt. SAC Tentative Budget. The third area of attention was previously approved positions approved with one-time funds but still vacant ([original 3/7/17 report attached](#)). Of the 15 positions in the report, 4 positions were cancelled and removed from funding, 2 line budget items have been removed, 1 was completely funded with existing ongoing budget, 1 was reduced to just 25% ongoing unrestricted funds with other sources tapped for the remainder, 1 was partially funded by eliminating a half-time positions when the full-time position is filled, and 1 will be covered with ongoing Unrestricted General Fund dollars in 2017-18. Total new ongoing Unrestricted General Fund requirement going forward is \$129,357. ([See attached Summary Decisions.](#))

11. Cabinet continued its work on developing the 2017-18 Mt. SAC Tentative Budget. The fourth area of attention was Phase 6 ongoing funding that was approved by Cabinet on 11/1/16 ([attached](#)). These results were mistakenly booked by Fiscal Services as one-time allocations and now must be either rescinded or funded as ongoing Unrestricted General Fund. Cabinet reviewed its decisions and made some modifications which are reflected in the attachment. The need for ongoing Unrestricted General Fund dollars in 2017-18 is now \$269,922 for these items.

12. At the conclusion of the first two Cabinet meetings devoted to 2017-18 budget development, the approved additional ongoing Unrestricted General Fund amounts are:

\$146,842	New Fulltime Faculty
\$129,357	Vacant Positions, Funding Moving from One-Time to Ongoing
\$269,922	Ongoing Funding Approved 11/1/17 and Revised 3/21/16
<b>\$546,121</b>	<b>Total</b>

As mentioned in #9 above, \$637,353 remain unallocated from the 3.83% overcap FTES funded for 2015-16. Consequently, the remaining positive balance is \$91,232.

13. However, Cabinet's work is not done. Next week we will continue budget development. Two additional reviews will be done. First, all vice presidents have received data on line item budgets in all their reporting departments for the last five years. Each VP will report on line item budgets to be considered for roll back beginning in the next fiscal year, 2017-18. Second, Cabinet will review the list of authorized and budgeted positions which are still vacant but in various states of the Request to Fill process ([list attached](#)). Cancellation of any of these active searches would make that ongoing funding available to meet the above ongoing budget shortfall.

14. One final issue was discussed, relevant to the 2018-19 fiscal budget. The 3.83% FTES growth in 2015-16 will require an increase in FON of 16-17 new fulltime faculty at an ongoing cost of something like \$1.8 million. Next week Cabinet will be reviewing our projected number of fulltime faculty for Fall 2017 which must at least meet the Faculty Obligation Number of 433.1 ([see attached](#)).

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

- a. Implementing BP 6530— Networked Video Cameras (Dave, Dale, Bill, 4/11)
- b. Preparation for New Resource Allocation (**All, Myeshia, Rosa, 3/20**)
- c. Review Progress of AP 5011 (**Audrey, Irene, 3/28**)

16. Quarterly Reports to Cabinet

- a. Emergency Response Plan Quarterly Report (Dave Wilson & Melonee Cruse, 4/11)  
\*\*\*\*Margolis Healy Executive Training\*\*\*\*
- b. Classroom Utilization Project (Joumana & Mika, 5/9)
- c. Faculty Position Control Quarterly Report (Irene & Rosa, 6/13)
- d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 5/16)
- e. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 6/6)
- f. IT Projects Quarterly Report (Dale, 6/13)
- g. Grants Quarterly Update (Irene & Adrienne, 4/4)
- h. Dual Enrollment Offerings at Local High Schools (Joumana & Francisco, 4/18)