



## President's Cabinet

### Action Notes

September 25, 2012

Bill Scroggins, President/CEO

Virginia Burley, VP of Instruction

Audrey Yamagata-Noji, VP of Student Services

Mike Gregoryk, VP of Administrative Services

Tom Mauch, Dean of Counseling, stood in for Audrey Yamagata-Noji.

1. Cabinet provided input to update the Mt. SAC organizational chart ([attached](#)).
2. Ginny discussed plans for the Educational Master Plan Summit to be held on Friday, October 26<sup>th</sup> ([details attached](#)). Typically, about 70 attend—so involvement and impact of the discussion are high. The outcome of each EMP Summit is a set of strategic objectives and outcomes that are organized around the college goals in the Mt. SAC Strategic Plan. The EMP Summit complements the Planning for Institutional Effectiveness (PIE) process in that the Summit looks at big picture academic issues at the college and program level that have strong influences on one another: basic skills, CTE, transfer, general education, and technology for example. Individual programs may incorporate these integrated ideas into their own annual PIE reports. This year, the Summit will use as a resource document the [Analysis of Academic Programs for 2011-12](#) that was recently prepared by the Instruction Team. The input from Summit participants will be particularly significant as the Instruction Team moves into Phase 2 of the work described in the Analysis of Academic Programs document.
3. Jim Ocampo, Director of Assessment and Matriculation, joined Cabinet for an update on the progress of the work group grappling with hiring and employment practices for short-term, seasonal, on-call workers, professional experts, and student workers. Jim, Sarah Daum, and Bailey Smith have been working on a [draft revision of AP 7236 now to be called Substitute, Short-Term, and Related Employees](#). Cabinet suggested that an introduction would be helpful to point out that in most cases the optimum staffing solution is a permanent, full-time employee, but in certain circumstances the college would benefit from other employment options to meet needs such as limited resources, availability of specialized skills, irregular hours of work, seasonal variation in workload, quick response to absences, and delayed hiring of replacement staff. Cabinet also suggested a change to specify that the status of the categories of staff as being part of the classified services is defined by [Education Code 88003](#). However, use of employee categories described in this AP is negotiable with CSEA in some cases. Finally, Cabinet suggested that the last section on students summarize the three categories of student work and refer to the APs covering them: [AP 7270 addresses Student Workers](#) while [AP 4103 covers Work Experience](#) and [AP 5130 includes Work Study Students](#).



4. Tom Mauch reported on three Board Policies that have been under review by the Student Services Team: BP 5010—Admissions, BP 5130—Financial Aid, BP 5040—Student Records and Directory Information. The Student Services team was fine with [BP 5130](#) which will now be advanced to President’s Advisory Council. Cabinet accepted the suggested revisions of [BP 5040 now entitled Student Records, Directory Information, and Privacy](#) which will also be advanced to PAC. The Student Services Team is still working on [BP 5010](#).
  
5. Mike reported that discussions are continuing on improving the process of having HR enter data on new employees into Banner. Just to provide some background on this issue, [a summary of a discussion between HR and Payroll is attached](#). **Mike will bring a proposal to Cabinet in about three weeks.**
  
6. Mike presented an updated version of Possible Budget Scenarios for 2013-14 and 2014-15. Two scenarios are analyzed: 1) Proposition 30 passes and 2) Proposition 30 fails. **Mike will share this information with the Budget Committee at its next meeting.** It is important to note that ***these are initial concepts and numbers*** that will be discussed both at the Budget Committee on October 3<sup>rd</sup> and at the Budget Summit on October 5<sup>th</sup>. Many of these budget adjustments require negotiations with our exclusive representatives in both the Faculty Association and CSEA. The most extreme of these actions would be needed ONLY IF AND WHEN Proposition 30 does not pass. Having made these points, Cabinet went on to discuss potential savings from entirely shutting down the college—except for essential services—during a period of between one and four weeks either in the summer or winter. The potential savings are in the hundreds of thousands of dollars per week in staffing costs alone. **Mike will also look into potential utility savings from such a shutdown.**
  
7. Cabinet also discussed the possibility of a Parcel Tax initiative to be taken to District voters. Parcel taxes are a form of property tax which must be paid by the owners of parcels of real estate. However, unlike standard property taxes which are based on the value of the property, a Parcel Tax is an assessment based on the characteristics of the parcel. Parcel taxes can be defined as a flat amount per parcel (typical), as an amount per parcel lot square footage, or as an amount per building square foot. Parcel taxes require two-thirds of the voters to approve. The law does not specifically limit how the Parcel Tax proceeds may be spent, but the Board can impose any limits it wants in the ballot measure. This lack of limitation is unlike Proposition 39 bonds, like our Measure RR funds, which may be expended only for the construction, remodeling, or replacement of facilities—including equipment. Over the last 25 years, 308 of 571 parcel tax votes have passed (54%). Below is the history of parcel taxes in California Community Colleges:

Jun 2010	San Mateo CCD	\$34/yr for 4 years = \$6M/yr	Passed, 67.1%
Nov 2010	Foothill-DeAnza CCD	\$69/yr for 6 years = \$7M/yr	Failed, 58.0%
Jun 2012	Peralta CCD	\$48/yr for 8 years = \$8M/yr	Passed, 72.9%
Nov 2012	Chabot-Las Positas CCD	\$28/yr for 6 years = \$5.6M/yr	Pending
Nov 2012	Contra Costa CCD	\$11/yr for 6 years = \$3.9M/yr	Pending
Nov 2012	City College of San Francisco	\$79/yr for 8 years = \$15M/yr	Pending

8. Mike brought forward an [Immediate Needs request to improve server capacity](#) from 27 terabytes to 54 terabytes. The implementation of DegreeWorks, expanded use of Banner, and incorporation of many paperless processes have pushed our storage capacity nearly to its limit. The doubling of capacity is recommended in part because of price breaks available at this level of capacity. Cabinet approved \$61,166.
9. Cabinet discussed the May 25, 2012 [“Findings and Recommendations on the 2012-13 Budget”](#) produced by the Legislative Analyst’s Office (LAO). This LAO paper does a good job of listing the many issues that make California’s budget future uncertain **even with the passage of Proposition 30**: uncertain property tax distributions from former redevelopment agencies, excess assumptions about cap-and-trade auction revenues, large maintenance factor obligations in future years, and overestimation of revenues and underestimation of expenditures by the state. Even with many estimates about these uncertain factors and assuming that Prop 30 passes, the LAO forecasts are not glowing:
  - an operating deficit of \$1.6 billion during 2013-14,
  - a minimal \$24 million operating surplus in 2014-15, and
  - a \$385 million General Fund operating surplus in 2015-16.

Mike will also share this document with the Budget Committee.

10. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Implementation of Degree Works (Audrey, **10/2**)
  - b. [AP 5075—Course Adds and Drops](#) revision of drop date (Audrey & George, **10/2**)
  - c. Employee Wellness Program Ideas (Karen Saldana, 11/20)
  - d. Analysis of Usage of Student Workers (Mike, **10/2**)
  - e. Classified Staff as Adjunct Faculty (Terri Long, 10/9 for contract language)
  - f. Short-term, Seasonal, On-Call Workers and Professional Experts (Jim Ocampo, 10/23)  
Revision of AP 7236 and CSEA contract language based on the [8/31/11 legal opinion letter on employment practices](#): for use of Short-Term Workers meet the a) to g) requirements listed at the top of page 5 in the legal opinion and for hiring Professional Experts put in place the 1) to 6) requirements listed on page 7 of the legal opinion under “Steps to Take When Hiring Professional Experts.”
  - g. Budget Scenarios (Mike, 10/23)
  - h. Transit Pass Project (Audrey, 10/30)
  - i. [BP 5130—Financial Aid](#) (Audrey, 10/9)
  - j. Study Abroad Future Plans (Jim Jenkins, 10/9)
  - k. Employee Data Loading into Banner (Mike, 10/23)
  - l. Implementation of the [Student Success Plan](#) (10/23)