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*

MT. SAC
Mt. San Antonio College

November 1, 2016

1. The Accrediting Commission has notified us that Dr. Sunita Cooke, President of MiraCosta College, has been appointed as team chair for the External Evaluation Visit to Mt. SAC scheduled for Monday, March 6, through Thursday, March 9, 2017.

2. This year's state K-12 budget contains $200 million in state grants as part of an effort to prepare more high school students for college. This College Readiness Block Grant Program will pay for students' Advanced Placement and International Baccalaureate examination fees, expand counseling services, expand the number of college preparation courses and purchase instructional materials that support college readiness. The grants range from $75,000 for small districts to $16.9 million awarded to Los Angeles Unified School District.

3. Data from the University of California (attached) show that in Fall 2015 community college transfers to UC stood at 15,657, an increase of 25% over the last decade. With 412 UC transfers, Mt. SAC was 8th out of the 113 California community colleges. This is up from 402 in Fall 2014 and 276 in 2005.

4. Cabinet was joined by Joumana McGowan, Associate Vice President of Instruction; George Bradshaw, Dean of Enrollment Management; and Bob Hughes, Director of Enterprise Applications Systems, to discuss student holds—the college process of restricting student access to registration and other college processes when a financial or other college requirement is not met by the student. The Student Holds Work Group presented the attached report.
   - The report cited 20 categories of student holds as the major types in operation.
   - Of those students applying over the last three years, 55% had holds, 32% did not have holds and enrolled, and 13% had no holds and did not enroll.
   - Two types of holds dominated: orientation holds (62%) and Past Due Fee Holds (21%). (Because orientation is required before registration, this high number is expected—and readily removed since orientation is available online.)
   - During 2015-16, 11.3% of holds were released in 7 days, 26.2% within 4 weeks, and 46.2% were not released. (Many of those not released may be students who applied to several colleges.)
   - 72.2% of financial holds were $100 and above; only 8.6% were $50 or below. In addition, over half of students with holds have accumulated more than one (indicating serial behavior in this regard).

   The Work Group and Cabinet agreed on four follow up actions:
   1) Improve the "View Holds" screen to give clear instructions to students and to provide direct links to screens that enable students to clear the hold. (See examples in the attachment.)
   2) Right at the time students have their registration appointment, send those with holds a text message with links that enable them to clear the holds.
   3) Release fiscal holds immediately upon payment. (Currently, holds are cleared in about 15 minutes.)
   4) Activate the "Authorized Users" feature in Touchnet and publish instructions to students on how to invite parents or others to create a payment profile on Touchnet. See the attached note.

5. America's College Promise (link) is a growing national initiative. California is backing this innovation with $15 million in competitive grants available to community colleges in this year's state budget. (See requirements in [attached AB 1741.](link)) Notable is the success of the Long Beach Promise (link). For many colleges, Mt. SAC included, the AB 1741 requirements are challenging as quoted below:
    - Partner with one or more school districts and one or more California State University or University of California campuses (Cal Poly has not been part of Mt. SAC/K-12 discussions yet.)
    - Provide K–12 students and families assistance that includes...taking and completing college preparatory courses. (Mt. SAC is piloting an English 1A dual enrollment class at Diamond Ranch HS and working the several other K-12 districts to expand dual enrollment.)
    - Utilizing...student assessment indicators...that include multiple measures…including grades in high school courses, overall grade point averages, results from common assessments, and input from counselors. (Mt. SAC's Student Success and Support Program Advisory Committee is working on revising our use of multiple measures in assessment and placement.)
    - Providing students...access to courses, including, but not limited to, priority registration, and allowing them to register for a full academic year of courses at once. (Both these practices are currently prohibited by Education Code and Title 5 of the California Code of Regulations.)

    The [attached article](link) calls for more research on ensuring these Promise initiatives are successful and sustainable. In laying out the issues, Martha Kanter, former U.S. education undersecretary (and former Chancellor of the Foothill-DeAnza CCD), cited five areas for further discussion:
    - Why and where is the Promise movement growing and what are its impacts?
    - How should Promise programs be defined?
    - What can be learned from the research and evidence?
    - How are the programs designed and what sort of infrastructure is needed to support them?
    - How should Promise programs be funded, how can they be sustained and how should they

6. Cabinet began the review and approval of New Resource Allocation Requests prioritized through the PIE process. These are for one-time funds set aside in the 2016-17 budget plus a very few on-going allocations predicated on additional FTES growth funding earned in 2015-16 and anticipated to be approved by the Chancellor's Office in February 2017. At today's Cabinet, review and approval was completed for Instruction ([attached](link)) and President's Office ([attached](link)). New resource allocations for Student Services ([attached](link)), Administrative Services ([attached](link)), and Human Resources (no request) were discussed in a special Cabinet meeting Tuesday, 11/8, at 5:00 pm.

7. The Chancellor's Office, through its Institutional Effectiveness Partnership Initiative, will be holding two Guided Pathways Workshops, December 7-8 in Sacramento and January 26-27 in Costa Mesa. A rough draft agenda is [attached](link). In large part due to Mt. SAC's involvement with the national AACC Pathways Project (link), three of the workshop presentations will include Mt. SAC folks: Barbara McNiece-Stallard, Jeff Archibald, and myself.

8. Congratulations to the Radiologic Technology Program for receiving an eight year accreditation approval ([letter attached](link)) from the Joint Review Committee on Education in Radiologic Technology.

9. Abe presented a strategy designed to expedite the college hiring process. Cabinet provided input to finalize the strategy. The resulting modifications to administration of the recruitment and screening processes where shared by Abe with a memo ([attached](link)) to managers on November 3rd.

10. Cabinet approved several Request to Hire positions ([attached](link)).

11. Following up on the last Quarterly Report on Timely Employee Evaluations, the attached list of Evaluations to be Completed (run 10/28/16) shows progress, but there are still 70 evaluations more than three months delinquent, 43 for custodians. ==Cabinet members will check on the information over the next week== at which point managers will get individual notices from the President's Office.

12. Last week's Cabinet featured a discussion and prioritization of the use of Measure RR funds—particularly for renovation and maintenance projects originating in PIE requests. An updated list showing project funding status (attached as pdf and also attached as an Excel spreadsheet) has been provided by Gary Nellesen, Director of Facilities Planning and Management. A smaller extract of this rather large Excel file showing the list of funded Measure RR projects is also attached. Just $743 K remains unallocated of the $352 million RR bond money.

13. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**:
    a. Dual Enrollment Offerings at Local High Schools (**Irene & Audrey, 11/15**)
    b. Next Steps on the Foothill Transit Center (Mike, 12/13)
    c. Student Holds: Establishing, Communicating, Clearing (Joumana, 12/13)
    d. AP 5130—Financial Aid (Revision/Addressing Loss of BOG Fee Waiver (Audrey, 11/29)
    e. Implementing BP 6530—Closed-Circuit Surveillance Systems (**Dave, Vic, Bill, 11/15**)
    f. Child Development Center: Budget and Productivity (Irene & Fawaz, 11/29)
    g. Progress on Expansion of Summer Bridge Program (**Audrey & Irene, 11/15**)
    h. New Resource Allocation for 2016-17 **SUMMARY (All, 11/15)**
    i. State of the College Presentations at K-12 Districts? (Audrey, 11/22)

14. Quarterly Reports to Cabinet
    a. Emergency Response Plan Implementation (Dave Wilson & Melonee Cruse, 1/10)
        Executive Policy Group Training
    b. Classroom Utilization Project (Joumana & Mika, 12/13)
    c. Faculty Position Control Report (**Irene, 11/15**)
    d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 12/6)
    e. Construction Project/Scheduled Maintenance Quarterly Report (Mike & Gary, 12/6)
    f. IT Projects Quarterly Report (Mike & Vic, 12/13)
    g. Grants Quarterly Update (Irene & Adrienne, 1/17)
    j. Text Messaging (Yen & Vic, 11/29)