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* • **Peter Parra**, *Interim VP of Human Resources*

MT. SAC
Mt. San Antonio College

August 30, 2016

Joumana McGowan filled in for Irene Malmgren who was at Accreditation Team Training

1. Bill shared that Mt. SAC has volunteered to be part of the Chancellor's Office health careers video project. See attached memo.

2. Cabinet reviewed the Enrollment Comparison Report for 8/28/16 (attached). The report compares data for the Sunday before the first day of class this year (8/28/16) with the Sunday before the first day of class last year (8/23/15). Some observations:
   • Headcount is up 593 students or 1.68%. We have almost 36,000 student enrolled.
   • Credit headcount is up 775 or 2.8%.
   • Projected FTES is up 76 or 0.7%.
   • Most of the headcount growth is in part-time students: up 977 or 5.6%. We are working hard to encourage students to add a class or two.
   • Almost all of the headcount growth is in returning students (up 481) and transfer students (up 305). (Returning students are former Mt. SAC students who have skipped one or more semesters. Transfer students have attended another college or university but have never attended Mt. SAC.)
   • Full-time males are down 200 but part-time males are up 400. Full-time female attendance is flat but part-time females are up almost 600.
   • We have 176 more class sections offered this year than last--an increase of 5.6%. We are allowing classes to remain with fewer students instead of cancelling.
   • Evening enrollment continues a trend of modest decline--down 800. However, this will be a major area for late adds.
   • We still have 7600 open seats--1000 more than last year. But students on waitlists are down to under 12,000 or 2,000 less than last year--a decline of 15%.

3. Educational Results Partnership (link), whose work is improving schools through data analytics, has requested (attached email) to visit Mt. SAC and discuss with our faculty and staff their work on their Young Men of Color Investigation (attached project summary). The President's Office is handling the logistics of the meeting.

4. Yen Mai, Director of Marketing and Communication, and Vic Belinski, Chief Technology Officer, met with Cabinet to discuss text messaging to students. The system has worked well for communicating financial aid information and enrollment information. Students are given the choice to opt out of receiving text messages, but—fortunately—few are doing so. In July, of 23,280 text messages only 1.6% opted out. Of the 3,100 last week, just 0.3% opted out. There are 22 messages scheduled for this academic year. Our "text messaging team" oversees the process and agrees on the wording of the messages. Going forward, we need to make two upgrades. First, install technology that will allow us to have separate opt out lists for financial aid and enrollment messages. (The text messaging list for emergency notifications is already on a separate server.)

Second, track click-through results from links embedded in the text messages to "auto redirect" pages so that we can measure the impact of text messaging.

5. Dave Wilson, Chief of Public Safety; Vic Belinski, Chief Technology Officer; and Bill Eastham, Director of Technical Services, met with Cabinet to discuss modifications of Board Policy 6530— Closed-Circuit Television Surveillance (attached). Bill Eastham provided a list (attached) of the 132 cameras now on campus. The list classifies cameras as:
    - Instructional Support for particular programs (Child Development Center, POD Innovation Room, Architecture Lab/Design Studio, Culinary Arts Kitchen, HVAC SIM Lab, Vet Tech Surgery)
    - Operational Support to assist with the administrative use of particular spaces (Board Room, Clarke Theater, Assessment Test Center, Fiscal Services, Emergency Operations Center)
    - Asset Protection to inhibit theft or vandalism (Bookstore, Cadaver Room, Chem Storage, HR, Music, Prime Stop, Student Services, Warehouse)

    There are several improvements and safeguards under consideration. Revisions to the BP are needed as well as an Administrative Procedure to codify these principles and practices.
    - Signage is needed wherever cameras are in use. This is for risk management rather than as a legal requirement.
    - As a practical as well as strategic approach, we will not provide for real-time monitoring. Rather, camera images will be recorded and stored.
    - The recordings will be stored in dispersed locations around campus but managed centrally. Bosch (link) and similar security systems are under consideration and interoperability is a requirement. A campus standard will be adopted and enforced.
    - We need to establish a defined period of time that recordings will be retained. Access will be to authorized personnel only and a log kept.
    - Recordings must be forensically compliant (date stamp, chain of custody, etc.)

    Once policy and procedure issues are decided through our participatory governance process, work can begin in two phases.
    - Existing cameras can be networked and managed centrally. With a campus standard in place, units on campus can be added to the network by submitting requests through the PIE process. As most cameras on campus are capable of being networked, cost should not be prohibitive.
    - Expansion of the system for forensic surveillance of public areas (same definition of public areas as in AP 3710 and 3900) will be a large project that would need funding, perhaps through the next facilities bond.

    Again, the purpose of public camera surveillance is inhibiting theft and other illegal activity. Recorded video will be valuable in identifying details of a crime including identifying suspects and will be invaluable in managing emergency situations.

6. Cabinet discussed the Mt. SAC Honors Program (link). Roles of the Director, Faculty Coordinator, Phi Theta Kappa Club Advisor, and Honors Counselor were discussed. There is a need for both definition of roles and coordination among those holding these positions. Cabinet recommended that Honors Seminars be a component of student involvement, with seminars in focus areas that would assist in expansion to areas such as the sciences.

7. Cabinet discussed the current features and uses of our wait list system. Improvements could be made for the wait list system to be more useful in enrollment management. Cabinet formed a work group to study and make recommendations on changes in the Mt. SAC wait list system. Included are Joumana McGowan (lead), Vic Belinski, Bob Hughes, and George Bradshaw. The workgroup will join us at next week's meeting. Cabinet last discussed this topic in February of 2015. See "Current Waitlist Rules" (attached).

8. Audrey reported ([attached](#)) that implementation of the Common Assessment Initiative ([link](#)) for Fall 2016 has been delayed for the first round of pilot colleges. Mt. SAC is scheduled to implement Common Assessment in Spring 2017, but the attached message indicates that, "a revised timeline" will be provided.

9. Peter provided an update ([attached](#)) on the status of active searches to fill vacant positions and on positions approved for hire ([attached](#)) at this Cabinet meeting.

10. 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, 10/18)
    c. Student Holds: Establishing, Communicating, Clearing (Joumana, 9/13)
    d. Update on Classroom Technology Standards (Mike, Vic, Bill Eastham, 10/25)
    e. BP and AP on Loss of BOG Fee Waiver (Audrey, 9/13)
    f. Implementing *BP 6530* Closed-Circuit Television Surveillance Systems (Dave, Vic, Bill, 9/20)
    g. Child Development Center: Budget and Productivity (Irene, 10/18)
    h. Review and Revise Wait List Process (**Joumana, Bob, Vic, George, 9/6**)
    i. 2016-17 Adopted Budget (**Mike & Rosa, 9/6**)
    j. Formation of a College CTE Advisory Committee, C-TEAC (**Bill, 9/6**)
    k. Consider Expansion of Summer Bridge Program (Bill, 9/20)

11. Quarterly Reports to Cabinet
    a. Emergency Response Plan Implementation (Dave Wilson & Melonee Cruse, 11/15)
    b. Classroom Utilization Project (Joumana & Mika, 10/25)
    c. Faculty Position Control Report (Irene, 11/15)
    d. Timely Employee Evaluations & Quarterly Cabinet Review (All, 9/27)
    e. Construction Project/Scheduled Maintenance Quarterly Report (**Mike & Gary, 9/6**)
    f. IT Projects Quarterly Report (Mike & Vic, 9/20)
    g. Grants Quarterly Update (Irene & Adrienne, 9/27)
    h. Expansion of Work Experience (**Irene & Audrey, 9/6**)
    l. Text Messaging (Yen & Vic, 11/1)