



# CHANCELLOR'S CABINET UPDATE



## MEMBERSHIP

Constance M. Carroll, Ph.D.  
Chancellor

Terry Burgess, Ph.D.  
President,  
San Diego City College

Pamela Luster, Ed.D.  
President,  
San Diego Mesa College

Patricia Hsieh, Ed.D.  
President,  
San Diego Miramar College

Anthony Beebe, Ed.D.  
President,  
Continuing Education

Otto Lee, Ed.D.  
Vice Chancellor,  
Instructional Services

Will Surbrook  
Vice Chancellor,  
Human Resources

Lynn Neault  
Vice Chancellor,  
Student Services

David Umstot, P.E.  
Vice Chancellor,  
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Bonnie Ann Dowd, Ed.D.  
Executive Vice Chancellor,  
Business Services

Rich Dittbenner, J.D.  
Director,  
Public Information &  
Government Relations

Margaret Lamb  
Executive Assistant  
to the Chancellor

**FEBRUARY 2012**

## SPRING 2012 ENROLLMENT AND SUMMER 2012 UPDATE

Enrollment for the colleges this spring continues to be very strong with very high demand for classes across all three colleges. The college class fill rate as of census is 94%. As a result of state budget and workload reductions, the District is offering 515 fewer classes than were offered last spring for the colleges and Continuing Education. College enrollment is currently 3% lower compared to last spring. However, the projected total FTES for 2011-12 for the three colleges is about 6% over the state-funded enrollment targets for the year.

The state-mandated workload reduction and state budget outlook for 2012-2013 has led the Cabinet to endorse the recommendation of the Presidents that the 2012 summer session be limited to year-round classes, contractual obligations with SDSU, grant-funded classes, pre-season training classes for the Intercollegiate sports teams competing in the fall, prior commitments to the U.S. Marine Corps Air Station at Miramar, and mandated public safety in-service training classes.

## BUDGET UPDATE

The Governor's proposed budget for 2012-13 identifies a deficit of \$9.2 billion, which includes an estimated deficit 2011-12 carryover of \$4.1 billion. The Governor proposes to address this state budget deficit through a combination of deep programmatic cuts and increased state revenues in the form of a temporary increase to the state sales tax rate and personal income taxes on individuals reporting greater than \$250,000 a year in taxable earnings. The temporary tax increases require voter approval in the November 6, 2012, general election. If the temporary taxes are approved by the voters, the Governor intends to pay down debt to the community colleges for revenue previously earned but not paid to the colleges, in the amount of \$218 million. For SDCCD this would result in approximately \$7.5 million, which is not additional revenue but rather represents a reduction of debt owed to SDCCD for previously provided and earned services. If the tax initiatives are not approved by the voters, there would be additional revenue cuts to K-12 and community colleges of \$2.4 billion. For SDCCD this would represent approximately a \$9.1 million or 5.56% additional reduction in current apportionment revenues, which would reduce state funding provided for class offerings and support services throughout the District beginning with 2012-13.

## EMERGENCY PLANNING UPDATE

The Cabinet heard an interim report on the status of power generation within the District when power is no longer available from the SDG&E grid during emergencies, and is assessing future needs for the colleges, CE, and central District operations.

## CAMPUS FOUNDATION PLANNING

Mesa College President Pam Luster will be taking the lead with college and CE Presidents to outline the next steps in strengthening campus foundations with additional resources from the District Auxiliary. Among the issues to be considered will be funding, administrative functions, student databases, deferred/planned giving, and legal/fiscal management.

### **STUDENT SUCCESS TASK FORCE UPDATE**

Chancellor Carroll gave the Cabinet an update on the status of matters associated with the statewide Student Success Task Force on which she served, along with Mesa College Academic Senate representative Cynthia Rico Bravo. The California Community Colleges Chancellor's Office plans to sponsor legislation incorporating the main provisions of the recommendations with subsequent regulations to be developed by the State Chancellor's Office.

### **SB 1440 – UPDATE**

The Student Transfer Achievement Reform Act (SB 1440) enables the California Community Colleges and California State University to collaborate on the creation of Associate in Arts Degree (AA) and Associate in Science (AS) Degree transfer programs. The law requires community colleges to grant an associate degree for transfer once the student has met specified general education and major requirements for the degree. Upon completion of the associate degree, the student is eligible for transfer with junior standing into the CSU system. Students are given guaranteed admission into the CSU system, and further are given priority consideration when applying to a particular program that is similar to the student's community college major.

CSU and community college faculty from the same discipline have collaborated across the state to develop standardized associate degree transfer programs. Community colleges and their "local" CSU campus can adopt the standardized degrees or develop their own local degrees for a particular major. SDCCCD is working with San Diego State University (SDSU) to establish transfer degrees that address the most popular majors and identifies the best course pattern for SDCCCD students planning to transfer to SDSU. At this time the transfer degrees for the following majors are under consideration or in development: Administration of Justice (Criminal Justice); Art History; History; Mathematics (emphasis in science); Physics; Sociology; Political Science, and Theatre Arts (emphasis in youth theatre). These degrees have limitations so students should consult a counselor and [www.assist.org](http://www.assist.org) for specific details on transfer.

### **EXPIRED SDCCD PARKING PERMITS – UPDATE**

In order to save thousands of dollars, the use of recently expired regular SDCCD faculty and staff parking permits will be extended for an additional year. Permits that expired September 1, 2011, will be honored until September 1, 2012, and permits that expired January 1, 2012, will be honored until January 1, 2013. These recently expired permits will be honored within the SDCCCD, and at Palomar, MiraCosta, Grossmont, Cuyamaca, and Southwestern colleges.

### **CHANCELLOR'S OPEN OFFICE HOURS – SPRING SEMESTER 2012**

As in the past, Chancellor Carroll wants to afford an opportunity for input throughout the District. In order to do this, Chancellor's Open Office Hours have been scheduled at various locations in the District. Please call in advance for a short appointment (this will prevent people from having to wait) by contacting the Chancellor's Office (ext 6957).

The open office hours for the Spring 2012 semester have been scheduled as follows:

<b>Chancellor's Open Office Hours</b>			
<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Location</i></b>	<b><i>Room</i></b>
February 29 (Wed)	3:00-4:00 p.m.	City College	E. Bldg., President's Conf. Rm.
March 19 (Mon)	2:00-3:00 p.m.	Miramar College	Room A102, President's Conf. Rm.
April 16 (Mon)	3:00-4:00 p.m.	Mesa College	Room A104, President's Conf. Rm.
April 30 (Mon)	2:00-3:00 p.m.	Continuing Ed, ECC	Room 121
May 25 (Fri)	2:00-3:00 p.m.	District Office	Room 300



# CHANCELLOR'S CABINET UPDATE



**MARCH 2012**

## **MEMBERSHIP**

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## **IMPACT OF CLASSIFIED HIRING FREEZE/CORRECTIVE ACTIONS**

The Chancellor's Cabinet is actively working on an analysis provided by Vice Chancellor of Human Resources Will Surbrook to ascertain the impact of the three-year hiring freeze upon classified staffing throughout the District. The base line for this review is the 2005 staffing study, which was not an ideal formula, but did provide a factual basis for assessing positions. Since the start of California's fiscal crisis in 2008-09, over one hundred classified positions have been left vacant in the SDCCD hiring freeze as an alternative to layoffs. Reductions in positions are being reviewed by the campuses, the District departments, and the District Governance Council. The final results will be presented to the Board of Trustees on March 29 and will be posted online. The next step will be to determine critical needs and how to address them, e.g., by transfers within the position category, by releasing a position vacancy from the freeze, or by some other method.

## **PROPOSITIONS S AND N – FINAL PLANNING**

Vice Chancellor Dave Umstot and the Cabinet have reviewed and are making final determinations regarding the completion of Propositions S and N. All approved projects are budgeted, but some campuses hoped to expand beyond the present plan. Although there are balances or contingencies after expenditures for the various projects, it is considered unwise to dedicate these dollars to new or expanded projects until full funding for active projects is confirmed. Recent adjustments have strained flexibility to expand funding, especially the following projects: completion of the districtwide software/hardware project, the Public Safety Training Institute and secondary effects at Miramar College, several project realignments at Mesa College affecting languages and the arts, and the required parking structure for CE's new Cesar Chavez Campus. Projects and needs will be closely monitored as this building program enters its final five years.

## **SCHEDULE/ENROLLMENT PLANNING**

The Cabinet continues to discuss and plan for adjustments in the schedule of classes based upon state funding and policy. In accordance with the current state workload reduction, City, Mesa, and Miramar Colleges, and CE have reduced class sections significantly, and are once again planning on a very small summer session, much like the 2011 summer session. Even with the reductions that have been made, the District through Vice Chancellor Lynn Neault is still projecting a 4.7% increase in students, including 1,813.4 FTES over-cap (for which the state will not provide any funding). Before finalizing the fall 2012 schedule of classes, the Cabinet is waiting to see what direction the state is going to take regarding enrollment funding and policy.

## **STRENGTHENING CAMPUS FOUNDATIONS**

Since the District's Endowment fund has been moved to a community foundation, more flexibility is anticipated in interest funding that accrues through the Auxiliary Organization to the four campuses and selected District functions. Accordingly, the College/CE presidents have been meeting to develop a joint plan that will allow for each foundation to retain its 501(c)(3) tax status and maintain its own individual

### **STRENGTHENING CAMPUS FOUNDATIONS** (Continued)

features while centralizing some services in the District Office. Presented by President Pam Luster, the plan has four recommended components that are currently being researched for implementation:

- Development of a software system and program to provide alumni information to assist each foundation in contacting alumni or even forming an alumni organization. The District Student Services Office would maintain and secure these files in accordance with FERPA requirements.
- Development of legal and financial materials needed for planned or deferred giving and bequests. Board policy would need to be updated to accommodate these kinds of gifts. Business Services would be responsible for developing and maintaining this information for potential donors who wish to bequeath gifts to the specific Colleges or CE.
- Allocation of fund balances in the Auxiliary in 2011-12 to the Colleges and CE in equal amounts, with a factor for an allocated percentage to the District Office. In future years, more specific allocations would be made, subject to approval by the San Diego Community College Auxiliary Organization Board of Directors.
- Establishment of a regular, quarterly meeting schedule of the 4 campus foundations, with the inclusion of District Office representation as well, for the purpose of planning and coordinating efforts, especially in the area of community outreach.

### **BUDGET ADJUSTMENT/RESERVES**

Chancellor Constance Carroll sent a thorough message to the districtwide community regarding the state budget situation, particularly noting the “February surprise,” which was a mid-year cut of another \$149 million statewide plus the January mid-year trigger cut of \$30 million. While the latter had been handled, the new cut, \$5,158,000, needed to be addressed prior to June 30. In order to avoid destabilizing classes or operations, it was the Cabinet’s determination that the reserves should be used for this purpose. The reserves will need to be “paid back” in this amount for 2012-13. Chancellor Carroll will be meeting with officials in Sacramento on March 27 to pursue getting this cut backfilled, since it was caused by an underprojection of both student fees and property taxes.

### **ASSOCIATE DEGREE FOR TRANSFER UPDATE**

When SB 1440 (Padilla) passed, it called for the CSU system and community colleges to develop transfer degrees that were precise in focusing the first 60 units on completing pre-major and elective requirements at community colleges and the remaining 60 units at the CSU, in the hope that graduates would not need more than 120 total for a baccalaureate degree. The Statewide Academic Senate and local faculty groups have been steadily working on these degrees. Challenges of two types have emerged: a number San Diego State University departments favor a variant over the statewide major template; and some community college majors (pre-majors) require many more units resulting in a higher than 60-unit completion than the 18-unit pre-major/42-unit related courses/general education package being sought. Vice Chancellor Otto Lee, the presidents and vice presidents, and others are working with faculty to find ways to resolve these issues for the benefit of our students.

### **CHANCELLOR’S OPEN OFFICE HOURS – SPRING SEMESTER 2012**

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**APRIL 2012**

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## **IMPACT OF THE HIRING FREEZE ON GENERAL FUND CLASSIFIED STAFFING**

The Cabinet discussed the districtwide impacts of classified staff reductions in response to state funding reductions. In general, the reduction in staffing has been evenly distributed across the District within a one percent variance. The Presidents and Vice Chancellors will be reviewing the status of staff needs throughout the District in relation to realignment or changes in staffing patterns.

## **CE CAMPUSES BECOME NON-SMOKING ZONES**

CE President Beebe reported that CE had become a non-smoking organization at the request of the students and staff. CE joins City and Mesa colleges which have already become non-smoking campuses. Efforts will be undertaken through a staff survey at Miramar College, the District Office, and the District Service Center in the near future to determine the extent of interest in adopting a non-smoking policy throughout the rest of the District.

## **BUDGET UPDATE**

The Cabinet observed that the State's ongoing fiscal and structural budgetary problems require the District to remain cautious with regard to budget planning for 2012-13. The District continues to navigate through the challenges being imposed by the State, which resulted in temporary and permanent impacts on the cash received from the State. Due to the responsible cash management processes that are in place, the District has been able to manage the cash flow problems without having to borrow cash and incur additional costs. Additionally, the District has been able to address the apportionment revenue reductions by partially using its reserves.

If the Governor's tax initiative is not approved by the voters in November, the Cabinet anticipates that the District's share of the cuts for 2012-13 will be \$9.1 million. Districts are required to adopt a final 2012-13 budget by September 15. The SDCCD will be adopting a budget for 2012-13 prior to the outcome of the November elections being known. The Cabinet will continue to monitor the State budget process and plan for next year's budget with caution.

### **BUDGET UPDATE (CONTINUED)**

Chancellor Carroll and Executive Vice Chancellor Bonnie Dowd will be conducting a series of districtwide budget forums following the Governor's May Revise when more detail will be known about the budget for 2012-13. The schedule is:

Mon., May 21	2:00 p.m.	Mesa College, G-101
Wed., May 23	2:00 p.m.	City College, D-121-A/B
Tues., May 29	2:00 p.m.	Continuing Education, ECC Room 169
Thurs., May 31	2:00 p.m.	Miramar College, J-224/225
Mon., June 4	2:00 p.m.	District Office, 235-255

### **ENROLLMENT UPDATE**

The Chancellor's Cabinet continues to monitor enrollment closely as the District plans for a third consecutive year of reductions in funded enrollment (workload) from the State. The District is projected to finish the current academic year with more than 1500 FTES over the District-funded level, even after reducing more than 800 class sections for fall, spring and most of the summer session. As the Cabinet plans for 2012-13, enrollment management strategies are in place to ensure that we protect our core programs for students.

### **ANNUAL STRATEGIC PLAN UPDATE**

Vice Chancellor Otto Lee reviewed with the Cabinet the District Strategic Plan draft update for 2011-2012, prepared by the Strategic Planning Committee. The Plan reflects the most current strategic priorities established at the individual colleges and Continuing Education and ensures that the strategic goals and objectives identified in the District Strategic Plan are still applicable and reflective of the campus planning outcomes. The Planning Committee examined research data relevant to the performance indicators for each strategic objective. The draft update is being presented to the shared governance groups for further refinement and discussion. The update will be published at the end of the academic year.

### **EMERGENCY PLANNING UPDATE**

Vice Chancellor Umstot reported on the preliminary plan to place power generation equipment throughout the District for use during a power emergency. He also indicated that emergency AM-FM radios were distributed to offices throughout the District during the week preceding Spring Break. In addition, efforts to expand emergency communication to non-District e-mail addresses (particularly for hourly and adjunct staff members) are being explored by Human Resources.

### **CHANCELLOR'S OPEN OFFICE HOURS – SPRING SEMESTER 2012**

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May 25 (Fri)	2:00-3:00 p.m.	District Office	Room 300



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SEPTEMBER 2012

### MESSAGE TO THE DISTRICTWIDE COMMUNITY

The Chancellor's Cabinet welcomes everyone to the 2012-2013 academic year. The major challenge for all of us will be the continuing financial crisis in the state, which has required all public organizations, including the SDCCD, to make difficult funding decisions for the coming year. Even though we are constrained by the financial situation, we hope that 2012-2013 will be a year of planning, development, and innovation for us, as well as a year of continuing support for existing programs. We encourage all members of the faculty, staff, administration, and student leadership to be active and to participate in governance. We also welcome your critical analyses and suggestions. Welcome back!

### FALL 2012 ENROLLMENT

The Chancellor's Cabinet reviewed fall 2012 enrollment information for the colleges after the first week of classes. As part of an enrollment reduction required by the State, enrollment is down about 1% compared to last fall, which is in line with the District's enrollment management planning for the year. While enrollment is down slightly, it is still tracking higher than the enrollment targets due to high student demand, which is good news for students. There were almost 25,000 waitlisted seats as of opening day, and 70% of classes had wait lists. In addition, 97% of classes are full districtwide.

Continuing Education classes will begin on September 4. Similar enrollment patterns are anticipated for Continuing Education given the high demand and planned workload reductions for the year.

The Chancellor's Cabinet will continue to carefully monitor student enrollment throughout the year as a top strategic goal.

### TESTING EMERGENCY NOTIFICATION SYSTEM

The Chancellor's Cabinet reviewed a plan to conduct a routine test of the District's emergency notification system.

The test will include text messages and email notices to all students and employees who have emergency contact information on file. Test messages will also be temporarily posted to the District/college websites. The test will be conducted in late September.

Employees who have not already done so are encouraged to go online to WebAdvisor ([webadvisor2.sdccd.edu](http://webadvisor2.sdccd.edu)) and provide emergency contact information.

### HIGH SCHOOL TO COLLEGE PIPELINE RESEARCH REPORT

Research findings regarding the preparation and class completion of entering high school students during 2011-2012 were presented to the Cabinet for discussion. Among the noteworthy findings were the following:

- Fifty-eight percent of high school graduates enrolling directly in college had between a 2.0 and 3.0 grade point average.
- Thirty-one percent of the high school graduates entering college were the first generation in their family to attend college.
- Forty-one percent of the first-time to college high school graduates who tested in reading placed at basic skills.
- Sixty-seven percent of the first-time to college high school graduates who tested in writing placed at basic skills.
- Sixty-four percent of the first-time to college high school graduates who tested in math placed at basic skills.
- Over half of the high school graduates who tested in English as a Second Language, placed four to five levels below transfer-level in English.

### **HIGH SCHOOL TO COLLEGE PIPELINE RESEARCH REPORT** *(Continued)*

The Cabinet discussed the implications of the California High School Exit Examination (CAHSEE) on the number of remedial classes that the District needs to offer to prepare recent high school graduates for success in college transfer-level coursework. The CAHSEE English section tests students at a 10th-grade level, and requires a score of 60% to pass; the mathematics section tests students at an 8th-grade level, and requires a score of 55% to pass. It was noted that many high school graduates wrongly believe that a high school diploma by itself certifies that they are ready for college transfer-level coursework.

### **STUDENT VOTER REGISTRATION AND BALLOT COMMUNICATIONS**

The Cabinet heard an update on the districtwide approach to encourage students and staff members to register to vote. The Cabinet will be considering a communications plan in mid-September to disseminate information regarding ballot propositions that impact students. It was noted that in conformity with election laws, these communications would be informational and not political advocacy.

### **BOARD OF GOVERNORS MEETING AT CITY COLLEGE**

Preparations for the upcoming meeting of the California Community Colleges Board of Governors, to be held at City College's Saville Theater on September 10-11, 2012, were discussed by the Cabinet. It is anticipated that administrators, faculty and staff members from the District and other community colleges will attend this meeting.

### **BUDGET/LEGISLATIVE UPDATE**

The Cabinet continues to monitor fiscal and political developments in Sacramento. The broad outlines of the state budget situation have remained unchanged for the past three months. Senate Bill 1456, the Student Success Act of 2012, having unanimously passed through the Assembly and Senate is on its way to the Governor for his signature.

### **VISIT OF GOVERNOR BROWN TO CITY COLLEGE**

The Chancellor, and several members of the Board of Trustees and Chancellor's Cabinet met with Governor Brown for over an hour during his recent visit to City College to promote passage of Proposition 30, the tax initiative he has promoted to stabilize the state budget. He expressed his support for the importance of California's community colleges to the state's economy. He was interested to learn that if the Proposition passes, the SDCCD will be in a position to add about 150 classes, but if it fails, the District will be forced to cut at least 700 classes from the current level of class offerings. The impacts of the cuts in categorical student services programs were of concern to him, also noting that if the people of California do not support his tax initiative, there is no alternative but to make further cuts in the state's budget.

### **PRESENTATION TO THE SAN DIEGO COUNTY GRAND JURY**

The Cabinet heard a report from the Vice Chancellor of Student Services and the Director of Public Information and Government Relations regarding the presentation about the SDCCD requested by the San Diego County Grand Jury. The Grand Jury sought to learn more about the mission and activities of the SDCCD, its colleges, Continuing Education, and budgetary and policy challenges facing the organization.

### **CHANCELLOR'S FORUMS**

Chancellor Carroll will conduct a series of State of the District Forums in order to discuss District progress and plans and provide an opportunity for interaction with faculty and staff. The following Chancellor's Forums have been scheduled:

<b>Chancellor's Forums</b>			
<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Location</i></b>	<b><i>Room</i></b>
August 29 (Wed)	(as part of Convocation)	Continuing Ed.	ECC – Theatre
September 17 (Mon)	2:00-3:00 p.m.	Mesa College	G-101
September 18 (Tues)	2:00-3:00 p.m.	City College	D-121 A/B
September 24 (Mon)	2:00-3:00 p.m.	Miramar College	LLRC – Room L-105
September 25 (Tues)	2:00-3:00 p.m.	District Office	245

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<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Location</i></b>	<b><i>Room</i></b>
September 26 (Wed)	3:00-4:00 p.m.	City College	E. Bldg., President's Conf. Rm.
October 16 (Tues)	3:00-4:00 p.m.	Continuing Ed, ECC	Room 121
October 31 (Wed)	3:00-4:00 p.m.	Miramar College	Room A102, President's Conf. Rm.
November 28 (Wed)	3:00-4:00 p.m.	Mesa College	Room A104, President's Conf. Rm.
December 10 (Mon)	3:00-4:00 p.m.	District Office	Room 300, Chancellor's Office





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OCTOBER 2012

## FALL 2012 ENROLLMENT

The Chancellor's Cabinet reviewed the most recent fall enrollment projections. Following the census, all three colleges continue to show projected enrollment levels above their funded FTES, and Continuing Education enrollment is tracking at its funded level. Student demand continues to be extraordinarily high; classes are 96% full across the District and productivity continues to increase. Student headcount is down about 5% overall due to downsizing in funded FTES levels from the state.

## PROPOSITION 30 CONTINGENCY PLANNING

Cabinet members continue to discuss the likely impacts on the SDCCD whether Proposition 30 passes or is rejected by the voters on November 6. Cumulative reductions in state funding for the San Diego Community College District since 2008 have totaled \$34.7 million. That has resulted in a reduction of 4,147 FTES impacting 30,000 individual students, and a reduction of 235 faculty, staff, and administrative positions.

Passage of Proposition 30 in November would result in the SDCCD receiving an *increase* of \$7.3 million with \$5.6 million of that amount credited to the District as a "deferral buy-down." The remaining \$1.7 million would be allocated for an increase in 365 FTES, serving 4,000-5,000 individual students.

Rejection of Proposition 30 would result in an \$11.9 million state apportionment reduction, bringing the District's cumulative state funding reduction to \$46.6 million. The reduction would be in apportionment revenue via a Workload (Enrollment) Reduction. It would reduce FTES by another 2,600, impacting 20,000 individual students.

## SB 1440 UPDATE

The Chancellor's Cabinet reviewed a plan to inform potential CSU transfer students of the new Associate in Arts-Transfer (AA-T) and Associate in Science-Transfer (AS-T) degrees scheduled for approval this fall. The plan includes:

- Identification of potential students who are close to being transfer-ready.
- E-mail communication to students who may be planning to transfer to a CSU, fall 2013.
- Invitation to students to meet with a counselor to review their academic record to determine if they qualify for an AA-T, AS-T.
- Early degree evaluation for AA-T, AS-T degree-seeking students.

The college and District leadership are working on the details of the outreach effort which will begin in early October.

### **FLYING FLAGS AT HALF-STAFF**

The Cabinet reviewed policy and procedures for displaying American and California flags at campuses and the District Office/District Service Center. Unless there is a legal proclamation/directive, the determination to fly campus flags at half-staff is the purview of the presidents (carried out through their chief administrative officer) and the determination to fly District flags (District Office and District Service Center) at half-staff is the purview of the chancellor (carried out through the chief facilities management officer).

### **FOUNDATIONS PLANNING UPDATE**

The Chancellor's Cabinet has been discussing a combination of decentralized and centralized organizational and programmatic structures for the college and CE Foundations' advancement activities. Student alumni database software options are currently being evaluated. The database would be maintained by the District with discrete student segments made available to the colleges and CE for their Alumni Associations to conduct fundraising. The San Diego Community College Auxiliary Organization (SDCCAO) intends to distribute \$40,000 from Auxiliary investment income to each of the college and CE Foundations to support their efforts during 2012-13. The Chancellor's Cabinet is also in the process of engaging legal assistance to evaluate existing District Board policy for the colleges and CE to recruit and accept planned gift giving.

### **EMERGENCY COMMUNICATIONS TEST**

The District successfully conducted a test of its emergency communication procedures on September 12, 2012. The test included an e-mail and text message sent out to all students enrolled for the fall 2012 semester. All District employees who provided an emergency e-mail and/or cellular telephone number in the District's HR system were also contacted. Of the 56,222 e-mails that were sent, two e-mail addresses were invalid with 100% of the remaining e-mails confirmed as having been successfully delivered by the end of the test period. A total of 31,392 text messages were sent, with delivery of 86% of them successfully confirmed by the emergency system by the end of the one-hour test period. Also, a mock emergency message was posted on the District website, which automatically posted to the CE and college websites. In the event of an actual emergency, the e-mail and text messages will refer students and employees to the college, Continuing Education and District websites for the latest information.

### **SMOKE-FREE DISTRICT**

The Cabinet discussed the steps to be taken now that all District institutions: City, Mesa, and Miramar Colleges, Continuing Education, and the District Office/District Service Center, have become smoke-free. Draft policies and procedures are being developed and will be reviewed through the participatory governance process.

### **GROUND LEASING OF SURPLUS DISTRICT PROPERTY**

The Cabinet heard a report on the status of District efforts to lease surplus property to generate revenue in support of maintenance expenses of new buildings constructed with Propositions S and N funds. Under current law, maintenance expenses are viewed as the obligation of the District's general fund. Revenue from the ground leases would be dedicated to relieving the District general fund of part of this obligation.

### **CHANCELLOR'S OPEN OFFICE HOURS – FALL SEMESTER 2012**

As in the past, Chancellor Carroll wants to afford an opportunity for input throughout the District. In order to do this, Chancellor's Open Office Hours have been scheduled at various locations throughout the District. Please call in advance for a short appointment (this will prevent people from having to wait) by contacting the Chancellor's Office (ext 6957). The remaining Open Office Hours for the fall have been scheduled as follows:

<b>Chancellor's Open Office Hours</b>			
<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Location</i></b>	<b><i>Room</i></b>
October 16 (Tues)	3:00-4:00 p.m.	Continuing Ed, ECC	Room 121
October 31 (Wed)	3:00-4:00 p.m.	Miramar College	Room A102, President's Conf. Rm.
November 28 (Wed)	3:00-4:00 p.m.	Mesa College	Room A104, President's Conf. Rm.
December 10 (Mon)	3:00-4:00 p.m.	District Office	Room 300, Chancellor's Office



# CHANCELLOR'S CABINET UPDATE



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Chancellor

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Executive Assistant  
to the Chancellor

NOVEMBER 2012

## **SB 1440 DEGREES UPDATE**

The Cabinet heard a report on developments in implementing SB 1440 degrees within the SDCCD colleges. The Board of Trustees approved seven additional associate degrees for transfer. The approved degrees for City College are Math, History, Political Science, and Physics. At Miramar College the approved degrees are History, Administration of Justice, and Physics. These new degrees have been submitted to the State Chancellor's Office for its approval. These degrees are all in majors which have been accepted by SDSU and in which the admission priorities established by this legislation are in effect for Fall 2013.

Upon Board approval, additional degrees will be submitted to the State Chancellor's Office. These are transfer degrees in Sociology (Mesa, Miramar); Communication Studies (City, Miramar); and Psychology (City, Mesa).

## **BUDGET UPDATE**

The previous SDCCD budget scenarios remain unchanged from prior Chancellor communications. The Cabinet continues to monitor the polling for Proposition 30, the Governor's tax initiative upon which the District's budget is based. Passage of the measure will stabilize funding and allow for additional classes. Failure will cause a \$12 million budget reduction and the elimination of 700 class sections. All current public higher education state budget allocations are based upon the passage of Proposition 30.

## **CIVILITY POLICY**

The Cabinet reviewed the proposed District Civility Policy. This policy seeks to establish the minimum standards of civil discourse and conduct expected of all SDCCD employees, Board members, students, and others who participate in SDCCD activities.

## **NO SMOKING POLICY**

Enforcement elements of a proposed SDCCD No Smoking Policy were discussed, including notification to campus and District Office stakeholders, signage and penalties for violating the policy.

## **EMERGENCY POWER GENERATORS STUDY**

An emergency power generation needs assessment was reviewed by the Cabinet. After an extended discussion, it was agreed that further study regarding the financing and possible phased-in implementation framework for the District was needed.

**FOUNDATION PLANNING UPDATE**

The Cabinet heard a report that initial disbursements to the college campuses and their foundations have been made, and that Continuing Education’s disbursement will be completed upon IRS approval of the CE Foundation.

**ALUMNI PROJECT PLANNING**

The status of alumni project planning was discussed. The Presidents and the Vice Chancellor of Student Services will continue to work toward the development of an implementation plan for presentation at a future Cabinet meeting.

**STUDENT HEALTH FEE**

The Cabinet received a report on the student government-supported \$1.00 increase in the student health fee, which will be in effect starting in the Spring 2013 semester subject to Board approval. College health services are supported by the collection of student health fees.

**GRANTS REPORT AND UPDATE**

The Cabinet heard a report on the status of grant activity by the campuses to date, as well as plans for future grant applications. The grants support, review, and approval processes are under review.

**CLERY ACT COMPLIANCE UPDATE**

The status of District compliance with the Clery Act was reviewed. A recent audit by the State was discussed and the results reviewed with an eye toward increasing the entire District’s vigilance in compliance with the Act.

**CHANCELLOR’S OPEN OFFICE HOURS – FALL SEMESTER 2012**

As in the past, Chancellor Carroll wants to afford an opportunity for input throughout the District. In order to do this, Chancellor’s Open Office Hours have been scheduled at various locations throughout the District. Please call in advance for a short appointment (this will prevent people from having to wait) by contacting the Chancellor’s Office (ext 6957). The remaining Open Office Hours for the fall have been scheduled as follows:

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October 31 (Wed)	3:00-4:00 p.m.	Miramar College	Room A102, President’s Conf. Rm.
November 26 (Mon)	3:00-4:00 p.m.	Mesa College	Room A101, President’s Conf. Rm.
December 10 (Mon)	3:00-4:00 p.m.	District Office	Room 300, Chancellor’s Office



# CHANCELLOR'S CABINET UPDATE



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NOVEMBER 2012

## ENROLLMENT UPDATE & PRIORITIES

The Cabinet reviewed a draft of the new enrollment priorities planned for fall 2014 implementation. The new priority enrollment construct has been established in accordance with the state-level framework recently approved by the California Community Colleges Board of Governors.

The proposed structure includes three primary enrollment priority groups: fully matriculated (received assessment, orientation and education plan on file) active duty military/veteran students, foster youth, DSPS and EOPS students; fully matriculated continuing and new students; and students who are not fully matriculated. Within each group, students will be prioritized based upon total units completed. In addition, students who have earned a degree, multiple associate degrees, multiple certificates of achievement (as reflected on official transcripts) and who are concurrently enrolled at a four-year institution or high school will receive lower priority. State regulations also require that students who are on academic or progress probation for two consecutive semesters lose enrollment priority as well as their eligibility for a Board of Governors Waiver. The proposed structure is currently under review by the governance groups and will go to the Board of Trustees for final approval in Spring 2013.

## STATE BUDGET UPDATE

The Cabinet has been discussing long-term budget considerations in light of optimistic state revenue reports. The Legislative Analyst's Office (LAO) annual budget evaluation projected a future surplus in the coming several years, even though in the current year the state must find approximately \$2 billion to balance the budget. The LAO anticipates that the Proposition 98 guarantee has increased to approximately \$200 million greater than what is currently budgeted. That would mean the state would need to increase funding to community colleges by approximately \$21 million in the current year. It is expected that the Governor will propose allocating that increase to buying down the deferral. The LAO projects that the Proposition 98 guarantee will increase over the next five years, beginning with a \$2 billion increase next year.

## PROPOSITION 30 UPDATE

The Cabinet reviewed SDCCD enrollment planning following the passage of Proposition 30. For the SDCCD, passage of Proposition 30 will mean \$5.6 million credited to buying-down deferred compensation from the state and \$1.7 million in restoration funds for offering more classes and related improvements. The SDCCD will add 150 class sections to the Spring 2013 schedule of college classes, which may benefit up to 5,000 students.

**SB 1440 TRANSFER DEGREES**

The Cabinet reviewed the status of approval of associate degrees for transfer that comply with the Student Transfer Achievement Reform Act (SB 1440). The degrees are: City College – Theater Arts; Mesa College – Communication Studies, History, Math, Physics, and Political Science. The new degrees are in the process of being submitted to the State Chancellor’s Office for approval. These degrees are all in majors which have been accepted by SDSU and in which the admission priorities established by this legislation will be in effect for Fall 2013. Currently offered transfer degrees in Administration of Justice (Miramar); Communication Studies (City, Miramar); Math (City); Psychology (City, Mesa) and Sociology (Mesa, Miramar); also comply with this legislation.

**FOUNDATION PLANNING**

The Cabinet received an update on the foundation planning efforts to identify approaches to fund solicitation, alumni development, and deferred giving.

**CLASSIFIED STAFFING STUDY**

The Cabinet reviewed a Classified Staffing Study that revealed a 10.61% reduction in the number of general funded classified positions across the District due to the hiring freeze. The variance between campuses was approximately 1% when looking at the change in the number of classified positions at each campus and work units when compared to the 2005 staffing study level prior to the hiring freeze. As a result, it does not appear that transfers between campuses or operations units will be necessary.

**SPRING BREAK PREFERENCE SURVEY**

The Cabinet received a research report sampling staff and student preference for an alignment of the SDCCD spring break with either San Diego State University (SDSU) or San Diego Unified School District (SDUSD). Forty-one percent of students had no preference while 30% of students preferred alignment with the SDSU and 30% of students preferred alignment with the SDUSD. Forty-four percent of SDCCD employees preferred alignment with the SDUSD and 33% had no preference while 23% preferred alignment with SDSU.

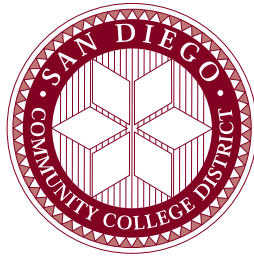
**SMOKE-FREE DISTRICT POLICY AND PROCEDURES**

In light of all campuses and units of the SDCCD becoming Smoke/Tobacco-Free, the Cabinet reviewed proposed revisions to District Policy 0505 and the related Administrative Procedure on the matter.

**CHANCELLOR’S OPEN OFFICE HOURS – FALL SEMESTER 2012**

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<b>Chancellor’s Open Office Hours</b>			
<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Location</i></b>	<b><i>Room</i></b>
December 10 (Mon)	4:00-5:00 p.m.	District Office	Room 300, Chancellor’s Office



# CHANCELLOR'S CABINET UPDATE

**DECEMBER 2012**

## **MEMBERSHIP**

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Chancellor

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## **SUMMER SESSION UPDATE**

With the passage of Proposition 30, the Cabinet has endorsed moving forward with planning for a Summer 2013 session of similar size as the Summer 2012 session. Given some continuing uncertainties with regard to state income between now and the issuance of the Governor's signed budget late in the Spring 2013 semester, the strategy is to restore classes to the fall and spring semesters where they are most needed by local students.

## **STRATEGIC PLAN UPDATE**

The Chancellor's Cabinet received a draft outline of suggestions for the 2012-13 Strategic Plan Update from the District's Strategic Plan Committee. The key components are the Mission & Vision and modified Strategic Goals.

## **VOLUNTARY LONG-TERM CARE OPTION**

The Cabinet heard a report regarding the possibility of offering a voluntary long-term care option for SDCCD employees. Employees choosing to participate will find the plan is a fully portable benefit and that does not change if an employee leaves SDCCD. Preparations are being made to bring information to each of the campuses and more details about the option will be sent to employees some time at the start of the new year.

## **AB 1434 – MANDATORY REPORTING OF CHILD ABUSE BY ALL SDCCD EMPLOYEES**

AB 1434 was passed in response to the multiple child abuse incidents that took place at Penn State University. The Cabinet has endorsed plans to move forward in meeting the compliance requirements of AB 1434, which changes the current mandatory reporting law and now makes it applicable to all community college employees. Employees can expect to receive information on the provisions of the Act and their responsibility to comply with it.

## **SB 1440 DEGREE UPDATE**

Vice Chancellor Lee reported that 11 new (modified) degrees have been authorized for submission as acceptable CSU transfer degrees. For Mesa College, the degrees are Anthropology, Art-Fine Art, Business Administration, Dramatic Arts, Geography, Journalism, and Physical Education. For Miramar College, the degrees are Mathematics, and Social and Behavioral Sciences. For City College, Physical Education has been authorized.

### **SDCCD AUDIT REPORT**

Once again, the Cabinet learned that all of the fiscal accounts of the SDCCD have received unqualified audits with no findings related to state compliance; and, no significant deficiencies relating to the SDCCD financial statements, its federal programs, Auxiliary Organization, Social Security Alternative Plan, or Propositions S and N. As in previous years, the SDCCD has been determined to be a low risk auditee.

### **PROPOSITION 30 FUNDING UPDATE**

The Cabinet heard an update regarding discussions within State fiscal departments regarding the mechanisms that will be deployed to release the funds authorized by Proposition 30, as well as the state-mandated tracking mechanisms that will be necessary to ensure community college district compliance.

### **FOUNDATION PLANNING UPDATE**

The Cabinet received a status report on the selection of alumni database software. It is anticipated that a final decision will be made shortly, and consultations and software training at the campuses will begin early in the Spring 2013 semester.

### **PARKING PERMITS**

The Cabinet received information regarding the new SDCCD parking permits that will be effective January 1, 2013, until June 30, 2016. Facilities Management is in the process of distributing the new passes to District employees.