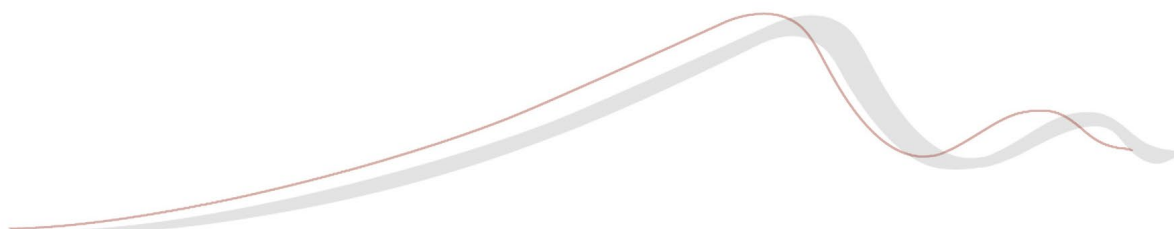


President's Cabinet Action Notes **March 26, 2024**

1. Cabinet reviewed and commented on the following standing items:
 - a. Cabinet approved the following Emergency Funding Requests:
 - [Administrative Services](#) – \$65,000 one-time funds for a Bond survey.
 - [Administrative Services/Maintenance and Operations](#) – \$275,000 one-time funds for costs related to student transportation services.
 - [President's Office](#) – \$150,000 one-time funds for legal services.
 - [President's Office](#) (Instruction and Human Resources) – \$5,562.54 one-time funds for overtime expenses related to one of the Accreditation Core inquiries.
 - b. Cabinet received the following diversity, equity, inclusion, social justice, anti-racism, and accessibility updates:
 - The School of Continuing Education Advisory Committee met to evaluate accreditation, planning, and school-wide outcomes. Achievements and outcomes were shared with the group.
 - The School of Continuing Education WASC Accreditation Site Visit is scheduled for the week of April 22nd.
 - The Expanded Instructional Leadership Team (ILT) continues to leverage *The Book of Joy* by highlighting the third pillar of humor, which underscores the importance of finding lightness and laughter in the face of adversity. The ILT will also be attending the Rise, Resist, and Empower training in April. The next DEISA+ topic for the Team will focus on LGBTQ+.
 - The Inspiring Women of Mt. SAC Luncheon, focused on women who advocate for equity, diversity, and inclusion is scheduled for today.
 - c. Cabinet received the following enrollment updates:
 - School of Continuing Education enrollment is strong and the headcount reflects an increase of 670 FTS in comparison to the same time last year. It is anticipated that the P1 projection is accurate and should reflect approximately 9,100 FTES for the current year.
 - Credit enrollment for Spring 2024 has increased about 6.8% when compared to Spring 2023, an FTES increase of 9.7% when compared to Spring 2023. It is important to remember that the Term Length Multiplier of 17.5 is being factored in real time this semester; for Spring 2023 semester, it was factored in at the end of the term.
 - Five of the eight instructional divisions are at or above their FTES target for Spring 2024, with an overall 98% of the instructional/student services divisions' targets being met.



2. Cabinet discussed the changes in AP 7400 - Conference and Travel related to per diem rates and reimbursement of hotel costs. The current GSA rates for Los Angeles County were considered when determining the appropriate reimbursements limits. Cabinet agreed on the following per diem rates: Dinner-\$45.00; Lunch-\$30.00; Breakfast-\$20.00, inclusive of any taxes or tipping. Reimbursement for hotel costs is the conference rate or not to exceed \$250.00/night, not including taxes or resort fees. These rates will be effective July 1, 2024, to enable Fiscal Services to disseminate the changes to the campus.
3. Melba reported that the planning for Commencement 2024 is in full swing. The Committee received a request from Southern Illinois University (SIU) related to their Bachelor's Degree conferral ceremony. Cabinet made a determination to keep the ceremony as streamlined as possible and that SIU integrates their Bachelor's diplomas within the regular Mt. SAC ceremony.
4. Student Services and Instruction worked on a clarification for the term "last day of instruction." The term is regularly used in the language for students to withdraw or request a Pass/No Pass option for grading; however, the regulatory language is not clear on definition. Cabinet approved the following proposed clarification, which was supported by the Academic Senate: "The last day of instruction for full-term classes is the last day of the term. Last day of instruction for classes not scheduled as full-term is the end date assigned to each section (or CRN)."