



September 28, 2021

Alexis sat in for Sokha

1. Cabinet reviewed and commented on the following information items:
 - a. President's Advisory Council (PAC) reviewed the annual [Planning for 2021-22 Memo](#) that is sent around this time each year to campus committees to update their Purpose and Function Statement and Committee Goals.
 - b. The LA Metro Board recently approved a [free transit pilot program for students](#) in Los Angeles County. This 23-month pilot program for K-12 and community college students begins on November 1 and allows students to ride Metro fare-free, regardless of income. Much of this pilot program is funded by the Federal American Rescue Plan and the hope is that there will be resources to continue the program with the passage of the Federal infrastructure bill.
 - c. As part of our continued communication with the residents surrounding the campus, a [letter](#) will be hand-delivered to those that live along the edge of Mt. SAC's 37-acre West Parcel notifying them of the preservation and restoration work being completed in that area. Work will take place from January 2022 through June 2022. Jill Dolan provided comment from Mt. SAC at the last Walnut City Council meeting on this project.
2. There has been continued discussion at PAC on [AP 3565--Smoking on Campus](#). The Chancellor's Office recently issued a Resolution for 100% Smoke and Tobacco Free California Community Colleges and a scorecard for college campuses related to their smoking policies, which has reinvigorated the discussion at PAC.
3. The Academic Senate is looking at [AP 3900 - Freedom of Expression](#) for some possible revisions. AMAC will continue this discussion.
4. An article from School Services of California, [Governor Signs the Postsecondary Education Budget Cleanup Trailer Bill](#), announces the signing of [SB 169](#), which includes the details of the State's \$2B Higher Education Student Housing Grant Program. The provisions of SB 169 went into effect immediately upon the Governor's signature.
5. An editorial from School Services of California, [Putting Square Pegs into Round Holes](#), outlines the details of AB 438, in which the authors of the Bill look to provide community college classified employees with layoff parity to employees, i.e., faculty. The editorial notes the drastic differences between academic and classified employees and the challenge for "parity" in these groups. This Bill is currently on the Governor's desk for signature.
6. Cabinet continued discussion on implementation of the Board Resolution. A [notice](#) to students who have never been compliant or attempted to be compliant went out on Friday notifying them of the October 1 due date to comply. Vaccinated students on campus students now total 14,208 total, with 373 within the two-week period after their second shot.

A workgroup has been addressing Board Resolution compliance processes for students and visitors in non-classroom areas like the Library and Tutoring Centers. Because students have been able to find a work around from being compliant while visiting these areas, the group is looking an alternative check in method. There was consensus in Cabinet that, upon check in, a visitor would be asked to verify their

vaccination status (e.g., with a photo of their vaccination card) or a negative test within the last 7 days, along with their photo ID.

7. The Fall Board Study Session is scheduled for Saturday, October 16 in the Business and Computer Technology Complex, Building 77, Room 1000. An almost-final [draft schedule](#) was reviewed.
8. Cabinet was joined by Francisco Dorame, Dean of Counseling; Monica Cantu, Director of Project Implementation/Fiscal Integration; George Bradshaw, Dean of Enrollment Management; Antonio Bangloy, Director of Enterprise Application Systems; and Caron Gomes, Systems Analyst/Programmer, for an [EAB Navigate Schedule Building](#) update. Highlights:
 - The team has been working on gaps and the prioritization of the implementation.
 - The mobile app notification push is going out to 7,600 first time college students by October 1.
 - The mobile app provides a To-Do list for students so that they are aware of what they need to complete.
 - The team is working on getting the student planner ready, which is anticipated to be launched in the Summer.
 - The Early Alert System was presented at Flex Day on August 20. The system is ready to go. There will be multiple referral options, including nudges.
 - The student planner is being formatted to meet multiple expectations including Guided Pathways, AB705, and SCFF.
 - The waitlist function is being tested for one-click registration.
 - Cohort pilot groups with EOPS and Arise will be launching soon.
9. Cabinet was joined by George Bradshaw, Dean of Enrollment Management; Paty Montoya, Assistant Director of Admissions and Records; and Christopher Dickson, Director of International Students, for an [International Student Quarterly](#) update. Highlights:
 - COVID policy guidance is still in effect through 2021-22 where international students may still count online/hybrid courses toward full course of study. New international students are not permitted to have all online courses.
 - The SEVP recertification has been submitted.
 - Citizenship and Immigration Services has moved some of their forms online.
 - LowerMark, the new vendor for student insurance, and is currently working one-on-one and in groups with students for enrollment.
 - Spring 2022 enrollment has started and it low at the moment.
 - There have been some virtual education fairs this Fall and the team will continue to have recruitment events scheduled for later in the Fall.
 - Keystone Academic Solutions reports 13,600 impressions, 423 clicks, and 92 leads from August-September 2021.
10. Cabinet was joined by Mika Klein, Senior Facilities Project Manager; Kevin Owen, Director of Technical Services; Brandin Bowman, Assistant Director of Technical Services; Meghan Chen, Associate Vice President of Instruction, for a Room Utilization/Cap Load Ratio update. Highlights:
 - The master room list has been worked on, with 110 classrooms complete. Class labs and other instructional spaces are a little more challenging with work continuing. The team is looking at processes to have better accountability and control over changes to areas without a formal vetting process.
 - The Instruction Division admin team has been looking at restricted rooms. These rooms are held until a time certain with requests coming in from study groups and supplemental instruction for room use after scheduling these rooms for instruction is complete.
 - CRNs are scheduled in Banner, and these calendared schedules are pulled over into 25Live automatically. The searchable 25Live room calendar schedule enables our service providers (SI study groups, clubs, etc., etc.) to be able to have access to the information to plan their meeting rooms and times much more quickly.

- The X25 analytics has been helpful in returning to campus with both scheduling and the ability to determine student counts during certain periods of time for scheduling of vaccination/testing clinics.

11. Cabinet reviewed and approved the following revised job description:

- [Grants Specialist](#)

12. Cabinet approved the [Requests to Fill Log](#) for the following positions:

- [Administrative Specialist I](#) (English as a Second Language)
- [Administrative Specialist II](#) (SCE/Community Education)
- [Administrative Specialist III](#) (SCE/Short-term Vocational)
- [Administrative Specialist IV](#) (Human Resources)
- [Director, Short-term Vocational](#)
- [Grants Specialist](#)
- [Manager, Noncredit Workforce](#)
- [Public Safety Officer II](#)

13. Cabinet approved an [Immediate Need Request](#) for Facilities Planning and Management for a study/evaluation of the Automated Logic Controls (ALC) system for \$75,500 one-time.

14. Cabinet approved an [Immediate Need Request](#) for Mail Services for a replacement of the electric mail vehicle for \$18,750 one-time.

15. Morris reported:

- The annual fiscal audit is under way. We chose to extend our contract with our current auditors who have also been working with us on the distribution of HEERF funds.
- The new Maintenance and Operations Director started on Monday.
- Chief Mike Williams is holding a mental health crisis training for officers and other front line workers.

16. Alexis reported:

- HR is working on streamlining the PeopleAdmin application process for recruitments. Instructions were sent out yesterday to managers.
- Classified units have agreed to working conditions related to the Board Resolution.

17. Kelly reported:

- To increase communication, there will be upcoming communication sessions with each division and herself, including additional Deans' office hours every week. These sessions will be open to all faculty (full-time and part-time), classified professionals, and administrators.
- The updated STEM Center Strategic Plan focuses on access, success, and diversity, equity, inclusion, social justice, and antiracism (DEISA). The goals of the plan are in review with the STEM Center team and division leadership.
- Planning is under way for the Instructional Leadership Team retreat on October 15 focusing on DEISA, Guided Pathways, and Enrollment management.
- In preparation for the Faculty Prioritization process, informational meetings hosted by Kelly and the Academic Senate President, Chisa Uyeki, in providing information about the submission process.
- The Director of Research and Institutional Effectiveness is finalizing the Winter 2022 and Spring 2022 Student Survey to be released soon to students to inform enrollment trends for winter and fall.

18. Audrey reported:

- She provided a [HEERF proposed distribution plan for 2021-22](#). There are some placeholder estimates.
- The first football game in the Stadium was on Saturday evening. There were a couple of logistical issues that need to be resolved.

19. Madelyn reported:

- SCE has been reaffirmed for WASC mid-cycle accreditation report.

20. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)

- a. Multiple Measures Placement Workgroup (George and Team, TBD)
- b. Student Centered Funding Formula—Continued Follow Up
 1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 11/23)
 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 12/21)
- c. AB30 (Dual Enrollment, A&R, and IT, 11/9)

21. Quarterly Reports to Cabinet

- a. Emergency Response Plan Quarterly Report (Duetta, 10/26)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Mika, and Kevin, 12/21)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 10/12)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 12/7)
- e. IT Projects Quarterly Report (Anthony, 12/14)
- f. Grants Quarterly Update (Adrienne, 10/26)
- g. International Student Quarterly Report (Chris, George, and Paty 12/21)
- h. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 12/14)
- i. Guided Pathways Reporting (Meghan, Shiloh, and Sarah, 11/9)
- j. Dual Enrollment at Local High Schools Quarterly Report (Meghan, Joel, Marlyn, and Lina, 11/23)
- k. Title V Quarterly Report (Lianne and Lisa, 10/19)