

President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Kelly Fowler, *VP of Instruction* • Audrey Yamagata Noji, *VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Sokha Song, *VP of Human Resources* • Madelyn Arballo, *Provost of SCE*



April 19, 2022

1. Cabinet reviewed and commented on the following information items:
 - a. President's Advisory Council has established [four weaving teams](#): Standard IA1-4 (Mission), IVA1-7 (Decision-Making Roles and Responsibilities), IVB1-6 (Chief Executive Officer), and IVC1-13 (Governing Board). All weaving teams are in motion, have their resource packets, and are moving along.
 - b. Earth Week is next week and [activities](#) are planned for the campus.
 - c. The Chancellor's Office issued a Memo, [Intent to Award Notification for Rising Scholars Network Request for Application \(RGA\)](#), which is the notification of disbursement of grant funds for the Rising Scholars program. It is not a whole lot of money, but we will put it to good use. We are still waiting on the LA County grant to see if it will continue. We are positioned well, just waiting to see if the funding will be reauthorized from the County.
 - d. The Community College League of California reports in [The Great Resignation of California Community College CEOs](#) that California community colleges are experiencing a higher-than-normal exit of CEOs in the last two years. Bill notes that this happened about 5 years ago, too, in all levels of community college executive management. This is a really challenging time, and a lot of experienced CEOs are leaving earlier than they had planned.
 - e. As reported at a previous Cabinet meeting, a Mt. SAC team will be presenting to five colleges on [Institutional Practices to Increase Student Centered Formula Performance Outcomes](#). The hope is that this is a sign of the Chancellor's Office looking to the field for good guidance and expertise. Morris reported that he will be on a panel at the CCLC Trustee Conference and a presentation at the RP Group Conference on budget-related items, too.
 - f. The [Request to Fill in Process](#) log was reviewed by Cabinet.
2. Cabinet reviewed recommended revisions to [BP 3900](#) and [AP 3900](#) – Freedom of Expression (Speech: Time, Place, and Manner) that were as a result of a PAC workgroup. Cabinet noted that the workgroup made changes that do not necessarily align with the CCLC recommendations nor does this revision include several important items. Cabinet would like the workgroup reestablished and expanded to include Audrey and Mike Williams to restore key elements of the AP and to work on definitions of public and non-public areas. Cabinet direction that the group includes outcomes from a legal review of the AP.
3. Morris and Sokha have been working on [budget information presentations](#) to the union groups to help understanding of the budget and to present revenue scenarios. These have been really good, collaborative discussions.
4. Cabinet reviewed [AB 1187](#) which recommends revisions to Ed Code 84757 related to community college tutoring. The changes as written are very positive. **Madelyn will do some research for possible support of the bill.**
5. Following the College legislative priorities, [support and opposition letters](#) were sent on a variety of legislation: SB 20 (Dodd); SB 641 (Skinner); AB 288 (Calderon); AB 1187 (Irwin); AB 1232 (McCarty); A 1505 (Rodriguez); AB 1602 (McCarty); AB 1707 (Irwin); AB 1752 (Santiago); AB 1856 (Medina). We are continuing to work with the Board subcommittee to establish an enhanced lobbying and governmental relations contract with Nossaman.

6. The College will be requesting the assistance of a Partnership Resource Team (PRT) through the Institutional Effectiveness Initiative. The PRT will support College advancement of outcomes and assessment. A [proposal letter of interest](#) has been drafted.
7. Cabinet approved the following revised management job description:
 - [Manager, Regional Adult Consortium](#)
8. Cabinet was joined by Duetta Wasson, Director of Safety and Risk Management, and Sayeed Wadud, Manager of Environmental Safety and Emergency Management, to provide an [Emergency Response Quarterly](#) update. Highlights:
 - Emergency Response 101 training is continuing through both face-to-face and Zoom.
 - There is a training that will be happening beginning May 1 for active assailant incident training through a vendor which will help Building Marshals identify possible threats.
 - There will be comprehensive building evacuation training for all Marshals and Floor Captains.
 - The Universal Waste Program and Chemical Hygiene Plan have been finalized and are now posted on the Risk Management website. The final draft of the Fire Protection and Prevention Program is under review.
 - Regular walkthroughs are continuing and, a couple of hazardous situations have been addressed and eliminated.
 - The disposal of old chemicals is continuing with approximately 65 55-gallon drums disposed of.
 - The state is no longer distributing PPE supplies at this time, however, there is an abundant supply of all PPE in our warehouse.
9. Cabinet was joined by Adrienne Price, Director of Grants, to provide a [Grants Quarterly](#) update. Highlights:

New Grant Applications

 - US Department of Education, Upward Bound, is a 5-year grant with a total request amount of \$1.6M. This grant will continue the existing Upward Bound Program serving La Puente and Ganesha High schools.
 - U.S. Economic Development Administration, Good Jobs Challenge, is a three-year grant with a total requested amount of \$19M. The lead agency is Los Angeles County and Mt. SAC will serve as a “backbone organization.” This project focuses on two areas within the creative economy, (1) film, television, and unscripted video production and (2) animation, gaming, and emerging digital media.
 - California Department of Health Care Services, Behavioral Health Mentored Internship, is a \$4,698 request over an 18-month project period. The project will offer a mentored internship program with two facilities in the District.
 - California Community Colleges Chancellor’s Office, Invention and Inclusive Innovation (i3), is a 15-month project period with a total request of \$125,000. The project will engage faculty from Engineering, English, and Business in the creation of student experiential learning opportunities.
 - National Science Foundation, Scholarships in STEM, is a six-year grant with a total requested amount of \$1.5M. The project would create a scholarship cohort experience for engineering technology students.
 - National Science Foundation, Scholarships in STEM, is a six-year grant period with a total request of \$750,000. The lead agency is Cal Poly Pomona and the project would create a pipeline for students for advanced degrees in STEM.
 - California Department of Healthcare Access and Information, Health Careers Exploration Program, is a \$12,000 request over a one-year project period. The project would offset the cost of Mt. SAC’s Health Professions Conference for students.
 - Governor’s Office of Planning and Research, Learning Lab, Seeding Strategies to Close the Calculus Equity Gap, is a two-year grant period with a total request of \$100,000. The project will develop, pilot, and measure the impact of strategies to improve student access to and success in calculus.

- Lumina Foundation, The Million Dollar Community College Challenge, is in the first stage of a two-part process. If invited to participate in the second phase, Mt. SAC would be eligible to receive up to \$1M over a two-year period. This project would develop actionable brand building and strategic marketing efforts.
 - California Community Colleges Chancellor's Office, Rising Scholars Network, is an annual allocated amount for three years for \$154,000. The project will expand the number of justice-involved students participating in community colleges.
 - National Science Foundation, Improving Undergraduate STEM Education at HSIs, is a four-year grant period with a total request of \$160,000. Cal Poly Pomona is the lead applicant. The project would finalize a pathway program and admission process that incentivizes the completion of major engineering preparation coursework.
 - National Science Foundation, Improving Undergraduate STEM Education at HSIs, is a five-year grant with a total request of \$99,000. The project would support Biology courses with a field component.
 - U.S. Department of Defense, STEM Community College Consortium, is a three-year grant period with a total request of \$554,928. UCLA is the lead applicant. The project would improve transfer pathways to Cal State Dominguez Hills and UCLA.
 - Foundation for California Community Colleges, Nursing Education Investment Grants, is a two-year grant with a total request of \$195,764. The project would implement DEI-focused faculty development for the Nursing department.
 - The Grants Office is also working on or exploring eight new grant application opportunities.
10. Cabinet was joined by Meghan Chen, Associate Vice President of Instruction, and Rosa Royce, Chief Compliance and College Budget Officer, to provide a [Faculty Position Control Report](#) update. Highlights:
- There are 7 additional retirements or resignations since the last update. The attached presentation provides specifics.
11. Cabinet approved the [Request to Fill Log](#) for the following positions:
- [Associate Vice President, Administrative Services](#)
 - [Lab Technician I, Chemistry](#)
 - [Senior Systems Analyst/Programmer](#)
12. Sokha reported:
- Negotiations are continuing as scheduled. There have been a few tentative agreements (TAs) signed with the Faculty Association.
 - He met with a representative management group regarding the non-instructional faculty remote pilot program. The group is going to continue additional data collection and monthly meetings. He will continue to work with the Faculty Association on this issue.
 - There has been discussion about expanded FLEX days on campus. He is doing some research on the inception of the existing FLEX days at Mt. SAC.
13. Morris reported:
- The Board Meeting went well, and it was a good team effort.
 - He took a group over to Cal Poly to tour their student housing. Their dorms are reasonably priced for what students would get. He is going to develop a joint list of students that would benefit from the arrangement, and they will look at an MOU between Mt. SAC and Cal Poly, if needed. We currently have about 30-40 Mt. SAC students who live in Cal Poly dorms.
14. Audrey reported:
- The Commencement Planning Team is hard at work, and Audrey presented a draft 2022 Commencement Ceremony outline.
 - A Student Services division-wide retreat is scheduled on May 5.

- Student Services has a calendar of end-of-year events.
- Cal Works is establishing a Children's Reading Corner to promote early literacy among the children of our student parents. Anyone who would like to make a donation to purchase children's and young adult books should visit <https://mtsacfoundation.org/donation-pages/student-services> by Friday, May 6.
- The Mt. SAC Parent Institute was scheduled for April 8 with various workshops and an alumni panel scheduled.

15. Kelly reported:

- She thanks the Accreditation Core Team (the ACT) for all of their hard work! As part of this work, the ACT has worked closely with IT in utilizing Office 365 for all things accreditation!
- The next Accreditation Forum (virtual) is scheduled for Friday, May 13, at 3:00 p.m.
- Expanded-PAC is scheduled for next week followed by the Instruction and Student Services Joint Planning Summit scheduled on Friday, May 13.
- Many thanks to Student Services and Marketing in getting the word out about late-start classes. There are nearly 200 late-start (mostly 2nd eight-week) class sessions beginning this week with strong enrollment. Half of these sections are from the Humanities and Social Science Division. In addition, the division offices in collaboration with department chairs, coordinators, and faculty have created a robust schedule for Summer registration that begins on May 4.
- As a participant in the Bachelor's Degree Program (BDP) Workgroup, she will be representing the California Community College Curriculum Committee where she serves as the co-chair. The purpose of the BDP Workgroup is to support the implementation of the new requirements of AB 927. The BDP Workgroup will coordinate with the Chancellor's Office to provide guidance and support for the implementation and expansion of the BDP.
- The California Community College Curriculum Committee (5C) in 2020 created a set of recommended priorities focusing on championing equity-minded curriculum and practices for credit and noncredit instruction. As the co-chair of 5C, Kelly co-presented a pre-conference session at the CCCCIO Spring Conference, *DEI (Diversity, Equity, and Inclusion) in Curriculum Model Principles and Practices*, framework created in response to the 5C priorities.
- It was exciting that a Mt. SAC team presented an opening session at the CCCCIO Spring Conference on DEISA best practices being implemented at Mt. SAC.

16. Madelyn reported:

- SCE completed three Congressional Earmark appropriation requests, with strong partner letters of support.
- Starting in May, the Student Equity Committee is partnering with SCE's Older Adult Program to focus on ageism. Campus announcements will be sent out for "Mounties Against Ageism," with a great deal of activities throughout the month.

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

- a. Return and Recover Initiative:
 1. Reconnect and Reengage (**Leads: Tannia Robles, Shannon Rider, Matt Judd, Assistant Director, Academic Technology, 4/26**)
 2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (**Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 4/26**)
 3. Student Center Coordination (**Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 4/26**)
 4. Laptop Loaner Program (**Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 4/26**)
- b. Multiple Measures Placement Workgroup (Madelyn, George, Ned, Elizabeth, Maria, and Jimmy, 5/17)
- c. Student Centered Funding Formula—Continued Follow Up:
 1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 7/5)
 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 5/3)

18. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 7/19)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 5/3)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 7/19)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 5/17)
- e. IT Projects Quarterly Report (Anthony, 5/17)
- f. Grants Quarterly Update (Adrienne, 7/19)
- g. International Student Quarterly Report (Chris, George, and Paty 5/3)
- h. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 5/24)
- i. Guided Pathways Quarterly Report (Meghan, Shiloh, and Sarah, 6/14)
- j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 5/24)
- k. Title V Quarterly Report (Lianne and Lisa, 5/10)
- l. AB 30 (Dual Enrollment, A&R, and IT, 5/3)