



September 13, 2022

1. Cabinet reviewed and commented on the following information items:
  - a. Bill shared a very thorough [2022-23 Adopted Budget President's Message](#). It includes a lot of good background information on what we are achieving with this budget and why these investments are important. In an unprecedented year of State budget allocations in many, many different pots of money, Mt. SAC's adopted budget for 2022-23 required many structured, well-researched, well-planned decisions.
  - b. A report published by PPIC, [Community College English in California's New Era of Student Access](#), is a study of AB705 and the implications resulting from that legislation for California community colleges, including impacts from the pandemic. This report focuses on the outcomes of students taking English courses for the first time and the effects on those students' outcomes. The [Brief](#) of the study is positive in that there is nearly universal access to college composition. Racial and ethnic gaps in access to college composition are disappearing, however, there are still gaps in successful completion for certain groups. Locally, here at Mt. SAC, there is frustration because there are many students who will not be able to pass transfer-level math and English, and neither of these new legislative bills, prior AB705 or new AB1705, address the reality that none of these students will ever earn an associate degree or transfer to a four-year college.
  - c. We received a [rejection notification](#) and [evaluative feedback](#) on our submission of the Federal Strengthening Community Colleges 2 Training Grant. This was very disappointing as we felt this was a really strong grant application. We have learned that there may be a third issuance of this grant opportunity next year.
  - d. The [Vacant Positions Under Active Search log](#) was reviewed.
2. An article from Atkinson, Andelson, Loya, Ruud & Romo, [2022-2023 Requirements of NCAA Policy on Campus Sexual Violence and Disclosure of Student Information](#), is a result of an update of the Policy related to the annual disclosure by college athletes of any conduct that resulted in discipline through a Title IX proceeding or a criminal conviction for sexual violence, dating and domestic violence, or other violent crimes. Bill received an update on this work from the CCCAA (California Community College Athletic Association) CEO meeting last week. These changes have been recently approved for the NCAA, but are dependent on a trial period. This is something we will need to do as part of our athletic program.
3. The Chancellor's Office notified us of [provisional approval](#) of our Histotechnology Baccalaureate Degree program submission. Included in the provisional approval was our [scoring rubric](#). A Resolution approving the Baccalaureate Degree will be on the Board Agenda on Wednesday. Kelly is working on submitting a substantive change application to the ACCJC. Final approval by the Board of Governors is scheduled for next week, Wednesday and Thursday, September 20 and 21.
4. Cabinet was joined by Michelle Sampat, Acting Dean of Arts; Lianne Greenlee, Assistant Dean of Instruction; Allie Frickert, Accreditation Co-Chair; and Barbara Mezaki, Accreditation Co-Chair, to provide an update on [Accreditation](#). Highlights:
  - There is now a two-part process, a self-reflection (formative) and a full process (summative).
  - The Institutional Self Evaluation Report is shorter and more succinct than we have seen in the past.
  - Next Fall the visiting team will be reading our narrative, checking the evidence, and ensuring that we have met the standard. If the evidence does not match up, they will follow up.
  - The site visit will be very small.
  - The writing is very different and succinct, so the Weaving Teams' submissions are being edited and amended by the Core team.

- Next up are Finishing Teams, which will be teams who will be reviewing the Weaving Teams' draft submissions. There have been preparations and recruitments for these Teams at CPD-Day, FLEX Day, and in consultation with all constituent groups.
  - The Finishing Teams' work should be finished around Thanksgiving.
  - Committees and Councils will have the option to review the standards and evidence related to their committee work. This will allow for a robust review of the information provided.
  - The final Accreditation Report will go for first reading for June Board Meeting and second reading for July Board Meeting.
  - The Accreditation website continues to be updated and documents the process of the team.
5. Cabinet approved the [Request to Fill Log](#) for the following positions:
- [Administrative Specialist II](#) (School of Continuing Education)
  - [Coordinator, Project/Program](#) (Basic Needs Resource Center)
  - [Plumber](#)
  - [Tutorial Services Assistant](#) (Adult Basic Education)
6. Sokha reported:
- State CSEA has a class action lawsuit regarding Juneteenth with a scope such that any college that has not agreed to the Juneteenth holiday is part of this action. Mt. SAC has negotiated this holiday with CSEA.
  - The HR team is working with CSEA 262 on including DEISA language in job descriptions.
  - HR is working on revamping the Instructional Dean-level job descriptions to be more consistent with current job duties.
  - HR has been working on revising a couple of BP/APs.
  - Human Resources is already planning its job fairs that will include recruitment of faculty, staff, and management positions. One job fair is in Los Angeles and one is in the Bay area.
7. Morris reported:
- The Technology Plan Survey went out for review, and he encourages all to respond to the survey.
  - The AC system has been challenged on campus during the recent heat wave.
  - The newly state developed Block Grant Fund spreadsheet was sent out for Cabinet response. There will be a process similar to NRA for the allocation of these funds scheduled for October 11 Cabinet.
8. Audrey reported:
- The Student Services Team is working on increasing Fall enrollment. They have been personally following up with students who were dropped for nonpayment; 49% of these students have reenrolled. They have been assisting these students on how to add classes and get financial aid.
  - The student job fair was held last week for work study positions on campus. There is a large interest from students in working on campus.
  - The Student Center group met to discuss vinyl graphics, which will be wall graphics that can be easily changed out.
  - Carpeting and painting are going on in Building 9B.
9. Madelyn reported:
- The College and SCE completed the process to receive funding for the 2022 Federal Appropriations earmarked award which totals \$500,000. The process to earn this award was rigorous and hugely competitive. The official title of the project is Health Careers Pre-apprenticeship and Apprenticeship Development. We have already started with the project and are in the application process to officially become a registered federal apprenticeship program in Emergency Medical Technician.

- Adult Education and Family Literacy Week is September 18-22. The flyer went out yesterday in Announce-C. There are two panels: “Students Speak,” including Trustee Dr. Manual Baca, and “The Truth about Noncredit Faculty.” A book donation drive and book giveaway is ongoing with collection boxes around campus.
- Congratulations to two former ESL students, Jun Shi and Yunting Li, who have been recognized and listed on the California Department of Education Students’ Succeed website. The program honors outstanding adult learners with significant life responsibilities who have made positive contributions to the community and have overcome difficult circumstances.

10. Kelly reported:

- Fall 2022 Enrollment: face-to-face, 55%; hybrid, 7%; online, 38%. Comparison of FTES from 2021 to 2021: up 2.4%. Comparison of FTES from 2019: down 17.3%.
- The Instructional Leadership Team actively engages in enrollment strategies connecting scheduling to enrollment trends, guided pathways, department/faculty input, and student demand. They are leveraging this data and feedback in finalizing the Winter 2023 schedule.
- The Accreditation Forum on Friday, September 16 will focus on training Finishing Team members regarding the accreditation work and timeline for this semester.
- The Instructional Leadership Team will support the Basic Needs Committee regarding Hunger and Homelessness Awareness Week (November 14 – November 18) in collecting cooking tools. Hunger and Homelessness Awareness Week is a national program to raise awareness about issues related to hunger and homelessness. The Basic Needs Committee student survey indicated that students need cooking tools to prepare meals.
- The Educational and Facilities Master Plan (EFMP) will begin with RFP process and includes the formation of a review committee to determine the criteria for selecting the vendor. Altogether, we should be ready to start the EMFP process with the chosen vendor in early 2023.

11. 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, Pedro Suarez, 10/25)
  2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 10/25)
  3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 10/25)
  4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 10/25)
- b. Multiple Measures Placement Workgroup (Madelyn, George, Ned, Elizabeth, Maria, and Jimmy, TBD)
- c. Student Centered Funding Formula—Continued Follow-Up:
  1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 9/27)
  2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 11/23)

12. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 10/18)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 11/1)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 10/11)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/16)
- e. IT Projects Quarterly Report (Anthony, 11/16)
- f. Grants Quarterly Update (Adrienne, 10/18)
- g. International Student Quarterly Report (Chris, George, and Paty 11/1)
- h. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 9/27)
- i. Guided Pathways Quarterly Report (Meghan, Shiloh, and Sarah, TBD)
- j. Dual Enrollment Quarterly Report (**Meghan, Marlyn, and Lina, 9/20**)
- k. Title V Quarterly Report (Lisa and Lizette, 11/8)
- l. AB 30 (**Dual Enrollment, A&R, and IT, 9/20**)
- m. Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 12/13)