

President's Cabinet Action Notes

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



November 9, 2021

Tom sat in for Audrey

1. Cabinet reviewed and commented on the following information items:
 - a. Federal requirements for vaccines continue to be an issue. Mt. SAC has contributed to an article published in the San Gabriel Valley Tribune, [GI bill benefits may be lost for college students who do not comply with vaccination](#), thanks to the media outreach work of Jill Dolan. We work with our vets to keep them qualified. Although Veterans Affairs comes on campus with an orientation process, there are still some who have no interest in getting vaccinated which may affect their GI Bill. Veterans are not afraid to say what they think. We are hoping that offering vaccinations on campus will change their minds, and connecting on an individual basis may help as well.
 - b. The recent EdSource article, [How six California community college districts became targets for scammers](#), seemed to focus on how much Mt. SAC has paid out to fraudulent students. We recently received requests from people asking to have their personal data be removed from our system. It looks like they are coming from sites that process these types of requests and may be legitimate. We consulted our auditor and attorney on what is an official record (once the grade has been received), but more research is needed. We will continue to track and monitor as we go through the verification process to identify the fraudulent FAFSA or HEERF claims.
 - c. The [Mt SAC Hall of Fame 2022 Induction Class](#) is quite impressive and includes national collegiate record holders, professional athletes, and Olympians.
2. A useful report from the Chancellor's Office on [Chaptered Legislation](#) was distributed and much of this is still playing out on the impact of these bills. Nothing much has come out of the Chancellor's Office or Consultation Council on implementing this new legislation.
3. As mentioned in Cabinet last week, Kelly provided the list of six [Strategic Planning Goals](#) and a [crosswalk](#) between the Strategic Plan and EFMP. To ensure oversight of progress of each goal, each goal has been assigned to a Cabinet member. Expanded PAC, PAC, and IEC will assist in finalizing the Strategic Plan with identifying objectives, activities, metrics/KPIs, committees, and timelines.
4. The Education and Facilities Master Plan (EFMP) is a robust document with goals from all campus divisions and units. Because significant changes have happened in the last three years, there may be a need for an update for the EFMP. Cabinet noted that the EFMP is a "targeted plan" to guide facility development and not as comprehensive as the College Strategic Plan, and the two plans complement each other. Cabinet agreed that the EFMP is ready for an update, but not a redo. A review of the 2018 EFMP would be a refresher, in particular as we use the remainder of Measure GO.
5. Cabinet was joined by Meghan Chen, Associate Vice President of Instruction; George Bradshaw, Dean of Enrollment Management; Antonio Bangloy, Assistant Director of Academic Technology and Infrastructure; and Marlyn Holt, Acting Director of Dual Enrollment, to provide an [AB30 update](#).
Highlights:
 - A detailed flowchart shows the route students are directed based on the information they provide when answering guiding questions about their educational goals.

- The application for Dual Enrollment is a one-term application pilot program for Winter 2022. Although there are glitches that appear each time the process is used, this online format will eliminate all paper packets for the future. No more wet signatures and multiple routing methods will be needed.
 - Students will need to qualify for dual enrollment status only once every academic year, with registration being the best time to identify them as C-CAP students. This is a great method to capture student information which is beneficial for research.
 - Jill Dolan will provide the Board an update on Dual Enrollment at tomorrow's Board meeting. Also, Jill Dolan, Marlyn Holt, and Trustee Gary Chow will provide a presentation on Mt. SAC dual enrollment at the West Covina Rotary and will extend an invitation to Trustee Laura Santos to join this presentation.
6. Cabinet was joined by Meghan Chen, Associate Vice President of Instruction; Shiloh Blacksher, Professor of Psychology, and Sarah Mestas, Professor of Counseling to provide a [Guided Pathways update](#). Highlights:
- The grant will end by the end of Spring, with money needing to be spent by the end of June.
 - The memo states that we would not need to ask for an extension if funds are not spent by June.
 - All expected expenditures are to be submitted by December 17, 2021.
 - A new \$50M state budget bill will mean \$300K for Mt. SAC each year through 2026.
 - Guided Pathways can determine what areas need attention thus increasing transfer rates.
 - A small team of counselors and transfer center staff wrote a mini grant that will help make our campus a transfer culture center. The grant will help support the Guided Pathways success model in professional development opportunities, including some Mountie Podcast recordings and work on the websites.
 - Work is ongoing to increase transfer awareness among faculty, staff, and administrators to support students and their transfer needs. A "Transfer Campaign" was implemented and included posting banners on campus.
 - There was a lot of collaboration between Guided Pathways and SEAP.
 - RISE (Reimagine the Student Experience) allows all programs access to 15 hours of non-instructional pay to assist with student success, provide and create great resources, and collaborate with others on campus.
 - The departments are doing an excellent job helping students understand career majors and milestones. This changes the culture at Mt. SAC and what areas need attention, such as the Nursing Program.
 - Helping students stay on their pathways will improve student retention.
 - Faculty collaborating with other professors in other disciplines will help fill the gap and build an equity bridge across classrooms and improve their programs.
 - A key element of Guided Pathways is getting students ON a path and enabling them to explore different courses and concepts.
 - Faculty were surveyed and asked to identify which of their courses was introductory into the discipline and gave students an idea of what this major may be like.
7. Cabinet approved the following job descriptions:
- [Director, Student Health Services](#) (Revised)
 - [Warehouse Worker](#) (Revised)
8. Cabinet approved the [Requests to Fill Log](#) for the following positions:
- [Administrative Specialist III](#) (Technical Services)
 - [Computer Facilities Assistant](#) (ESL)
 - [Computer Facilities Assistant](#) (IT)
 - [Custodian I](#)
 - [Custodian I](#)
 - [Custodian I](#)
 - [Director, Deaf and Hard of Hearing Services](#)
 - [Director, Dual Enrollment](#)

- [Grounds and Horticulture Technician](#)
- [Lead Grounds and Horticulture Technician](#)

9. Morris reported:

- Shield T3 saliva testing pilot is underway. Pools of testing candidates keeps the cost down. Morris will meet with Angelic Davis to ensure integration is correct, although we are not ready for a full roll-out at this time. It is the goal to possibly wind down to this one saliva testing solution for all COVID testing.
- Students are encouraged to upload their vaccination or exemption information in Cleared4 before they register. If registered students do not upload their vaccine information or exemption request by December 10, they will be dropped from all on campus classes. Technical Services will work with Human Resources to determine if registration triggers an auto-message. For students who register after December 10, subsequent drop dates are being discussed. The workgroup is looking into this as well.
- This information will be included in the President's "A Path to Recovery" message that will be sent out.

10. Sokha reported:

- Human Resources staff is checking on the implementation of verifying employee vaccination cards.
- The approval process for temporary leaves and remote work is being incorrectly approved by some managers who are not following the signed side letter agreements. All leave approval must go through Human Resources.

11. Tom reported:

- There have been a lot of events on campus lately such as the Food Pantry. We plan to serve over 600 turkey meals to students and 100 meals to equity students. International Students will be hosting their annual "Friendsgiving" as well.
- We honored our Veterans with a Veterans Salute today at 5 p.m.
- MMI will have Open Mic Night.
- Academic support will be offered before finals such as tutoring and developing good study habits.
- The Holiday Boutique will be a virtual event.
- He will connect with a representative from the A.C. Green Program that does work in Pomona. Our MMI students could be mentors to these K-8th grade kids.

12. Kelly reported:

- As a result of the dual enrollment discussion earlier in the meeting, Kelly suggested discussion of AP 5011 to the next AMAC meeting agenda.
- We are down 5.6% in FTES from Winter 2021 to Winter 2022. Modality totals were shared as we transition from Winter and going face-to-face in Spring. Division Offices will continue to transition modalities of Winter courses based on enrollment trends such as student demand.
- In the discussion of Winter and Spring 2022 scheduling, she suggested to also address the adjunct hiring process with the Faculty Hiring Work Group.
- Congratulations to the new Associate Dean of Humanities and Social Sciences, Lance Heard.
- The U.S. Department of State's Bureau of Educational and Cultural Affairs, Benjamin A. Gilman International Scholarship Program, recognized Mt. SAC as a "Gilman Program Top Producing Institution" as part of the Gilman Program's 20th Anniversary celebration. The top 20 institutions were honored across four categories – Mt. SAC was honored as an associate degree granting institution. Cassie Rubio in our Study Abroad Program has done a wonderful job. Part of the reason so many of our students are awarded Gilman Scholarships is faculty support writing their essays.
- Culturama, a celebration of creative writing and the visual arts, brings together artists, writers, poets, editors, and agents to work with our students, to take them and their ideas seriously. This is a free event held over Zoom every weekend of November. This event is put on by the English Department and the Art Department.

- The Aeronautics Department partnered with Claremont College to help biologists at the 85-acre Robert J Bernard Biological Field Station to identify large sources of standing water. Students flew a *Wingtra* fixed wing unmanned aircraft and shared the raw data with Claremont College. Feedback from Claremont college biology faculty about a month later was they used the raw data to create a standing water map for mosquito abatement.
- The Paramedic Program saw 34 students who graduated; 100% passed the National Registry Exam on first attempt; and 100% of graduates are employed as paramedics.
- The following are new Mt. SAC Business Division Programs recommended by Consortium--A.S. Degree in Artificial Intelligence for Business; A.S. Degree in Big Data Analytics for Business; and Social Media Marketing Certificate.
- The Arts Division, working with the Career Education Office, has raised the funding to support two innovative regional projects: the Creative Economy Labor Market Report and the Entertainment Assistant Training Program. Both projects will provide essential information in support of program completion and job placement in a range of disciplines. Moreover, the Creative Economy Labor Market Report will support four divisions at Mt. SAC including the Arts, Business, Technology and Health and Kinesiology and Dance divisions. The Entertainment Assistant Training Program will provide first-in-the-nation training for the fastest-growing job category in the entertainment industry.
- The Arts Division held its first enrollment summit on October 27. Working with department chairs and program coordinators, the Division began the important planning process to implement measures across all departments to positively impact enrollment in response to the impact of the pandemic. The second summit meeting will be held on November 17.
- The Journalism Program nearly swept the recently held California College Media Awards competition with 15 awards including 10 first-place winners.
- We are preparing to announce the 2022 Mt. SAC Athletics Hall of Fame Induction Class! The event is scheduled for February 26, 2022, in the new Heritage Hall! Gary Gidcumb assures us that we'll be ready to host this year's class.

13. Madelyn reported:

- Ashley Walker of Nossaman provided support to the College in the AB 540 Chancellor's Office governmental relations group. It was a very intense meeting with discussion of changing the number of years required. We expressed our needs. We need a legislature to support us that is in Southern California.
- Baldwin Park Unified School District came to us asking that we offer older adult programs due to a financial factor. We even hired their faculty who met minimum qualifications. This is a great partnership with the possibility of expanding to an adults with disabilities program.
- Tami Pearson was on a Department of Education Panel last week.
- Faculty and counselors seem to be the best way to tell students how things are going to change with vaccine.
- A noncredit faculty member is very active with an organization called Parents Place, a support group for parents that have children with disabilities. She will be speaking at a San Gabriel/Pomona conference on the services Mt. SAC offers in transitioning into higher education.

14. 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, 1/25)
 2. Center for Black and African American Studies, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 1/25)
 3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 1/25)
 4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 1/25)
- b. Multiple Measures Placement Workgroup (George and Team, TBD)
- c. Student Centered Funding Formula—Continued Follow Up:
 1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 1/11)

2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 12/21)

15. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (Duetta, 1/18)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Mika, and Kevin, 12/21)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 1/11)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 12/7)
- e. IT Projects Quarterly Report (Anthony, 12/14)
- f. Grants Quarterly Update (Adrienne, 1/18)
- g. International Student Quarterly Report (Chris, George, and Paty 12/21)
- h. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 2/8)
- i. Guided Pathways Quarterly Report (Meghan, Shiloh, and Sarah, 2/8)
- j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 11/23)
- k. Title V Quarterly Report (Lianne and Lisa, 1/18)
- l. AB 30 (Dual Enrollment, A&R, and IT, 2/8)