



January 18, 2022

Bill was not in attendance

1. Morris reported that arriving today are the antigen tests that the College has purchased for employees and students to use to return to campus after an infection. More are expected in a couple of weeks. Cal/OSHA requires a negative antigen test for employees to return to work after a modified quarantine (after 5 days). There will be hourly staff hired to observe the testing for employees and coordination with Contact Tracing. The testing tent will be set up outside of Building 4 near the west side visitor parking area.
2. Cabinet was joined by Duetta Langevin, Director of Risk Management, and Sayeed Wadud, Manager of Environmental Safety and Emergency Services, to provide the [Emergency Management](#) quarterly report.
Highlights:
 - Emergency Response 101 Manager training has been completed. Continued training is happening both in person and via Zoom.
 - The bomb threat incident response earlier in the month went well overall. Police and Campus Safety has scheduled a debriefing to assess lessons learned.
 - The universal hazardous waste management program is in place and appropriate storage containers have been distributed.
 - There has been training for the warehouse employees related to chemical safety.
 - Emergency radios have been distributed to most areas on campus with additional radios on order. Building Marshal and Floor Captain training will be happening soon so that all know their roles and responsibilities.
 - There is still a good stock of PPE. There is some confusion about changing masking requirements. The current requirement is to wear at least a surgical grade mask.
3. Cabinet was joined by Adrienne Price, Director of Grants, to provide the [Grants](#) quarterly report.
Highlights:
 - Song-Brown RN Education Program, newly named California Department of Health Care Access & Information, is a grant we've had for 12 years. The request is for \$200,000 over a two-year period. It is an annual grant that is competitive and has a two-year cycle. There were some changes this year. The application is based on our metrics, not about how good our proposal is. The grant has increased some standards, so we are not sure how we are going to fare this year.
 - The Certified Nursing Assistant Program Grant through the Arthur Rupe Foundation provides for tutors to help students in test prep and supplemental instruction as well as scholarships to students. The request is for \$24,780. It is a competitive process, but we have had this funding for 6-7 years.
 - US Department of Education Title III/Title V Designation makes us eligible to receive Hispanic Serving Institutions (HIS) and Asian Native American Pacific Islander Serving Institutions (AANAPISI) grants. It also provides a waiver for some other Department of Education grant program. There are two criteria that make us eligible—needy students and core expenses. We have always met both criteria, but we are getting closer to not meeting the core expense criteria.
 - The General Childcare & Development Program Expansion Grant through the California Department of Social Services. The request is for \$550,000. The grant would allow the Mt. SAC Child Development Center to be able to serve 24 additional infants and toddlers. The scoring criteria includes some points based on our zip code location. We do, however, explain that we serve students from additional high need locations.

- Several new grant projects started in the past quarter including the Hispanic-Serving Institutions STEM & Articulated Programs: Student Success and Transfer Articulation through Research and Support Services; and Prioritizing Adult Community College Enrollment.
 - Some new grants that are being worked on include Upward Bound; Seeding Strategies to Close the Calculus Equity Gap; Good Jobs Challenge; Invention and Inclusive Innovation Initiative; Scholarships in Science, Technology, Engineering, and Mathematics; Upward Bound Math-Science; and Undergraduate International Students and Foreign Language Program.
4. Cabinet approved a reorganization of Human Resources to include reclassified positions for Deputy Director, Human Resources and Manager, Title IX Investigations.
 5. Cabinet reviewed and approved the following job descriptions:
 - [Associate Vice President, Human Resources](#) (revised)
 - [Director, Equal Employment Opportunity, Title IX, and Leaves Administration](#) (revised)
 6. Cabinet approved a New Resource Allocation related to the changes from Deputy Director HR to Associate Vice President, Human Resources and Manager Title IX Investigations Director to Equal Employment Opportunity, Title IX, and Leaves Administration.
 7. Cabinet approved the Request to Fill for the newly revised Associate Vice President, Human Resources, to proceed with recruitment.
 8. Cabinet approved the Request to Fill log for the following positions:
 - [Administrative Specialist I](#) (Kinesiology, Athletics, and Dance)
 - [Professor, Nursing](#)
 - [Professor, Psychiatric Technician](#)
 9. Morris reported:
 - There appears to be a lot of HEERF funding that has been allocated but not unexpended. Fiscal Services is calling managers to follow up on their remaining HEERF allocations because these funds need to be reallocate for other items and/or those managers must submit requests for extension of their HEERF allocation.
 10. Kelly reported:
 - She thanked Morris's team for all of their hard work in completing the 320 report for the Chancellor's Office.
 - She received confirmation from the Chancellor's Office regarding the successful submission of the Mt. SAC Baccalaureate Degree Application.
 - The Instructional Leadership Team continues to meet regularly with Denise Lindholm and Sokha Song in providing updates about the Contact Tracing process.
 - The Office of Instruction is excited to announce Marisa Fierro as the current acting Associate Director of Dual Enrollment.
 - Sylvia Ruano will be joining the Instructional Leadership Team on February 7 as the new Dean of Instruction in the Office of Instruction.
 11. Madelyn reported:
 - Continuing Education sections are 52% online, which is 6% less than last week. They are at 48% in person, which is growing.
 - SCE is participating in a Rutgers study funded by Lumina for adult basic education pathways. They're taking two programs, Vocational ESL and Short-term Vocational programs, and will do a case study and focus on pathways. They have applied to be presenters at the Innovation Conference in March.

- She is meeting today with the State Assembly Speaker's Office about Adult Ed Carryover Bill AB 1491. We are opposed to this Bill.

12. 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 Cultural and Student Success, 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, 2/15)
- c. Student Centered Funding Formula—Continued Follow Up:
 1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 4/5)
 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 2/1)

13. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 4/19)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 5/3)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 4/12)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/15)
- e. IT Projects Quarterly Report (Anthony, 2/15)
- f. Grants Quarterly Update (Adrienne, 4/19)
- g. International Student Quarterly Report (Chris, George, and Paty 2/1)
- 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, 2/22)
- k. Title V Quarterly Report (Lianne and Lisa, 2/8)
- l. AB 30 (Dual Enrollment, A&R, and IT, 2/8)