

From: [Campus Announcements](#) on behalf of [Scroggins, Bill](#)
To: Announce-C@LISTSERV.MTSAC.EDU
Subject: [ANNOUNCE] Cabinet Notes from January 10, 2023
Date: Friday, January 20, 2023 2:45:37 PM

Colleagues:

Notes from the January 10th meeting are posted and may be reached through [President's page](#) or by following this [Direct Link](#). Topics:

- City of Industry Business Center Project.
- SanFACC Mentor Program.
- K12 Strong Workforce Program 2022-2023 funding announcement.
- Vacant positions under active search.
- AB 1705 implementation.
- Draft IT Master Plan 2023-2028.
- Approval of the Request to Fill log.
- Approval of revised management position title.
- Approval of Division name change and establishment of a new department name.
- Approval of a new job description for Director, Library and Learning Services.
- Faculty Position Control Report.
- Financial Aid Quarterly Update.
- Organization updates from the Vice Presidents and Provost.



Bill Scroggins

President & CEO
President's Office

✉ bscroggins@mtsac.edu

☎ [\(909\) 274-4250](tel:(909)274-4250)

📠 [\(909\) 274-2990](tel:(909)274-2990)

📍 Building: Founders Hall

Mt. San Antonio College

1100 N. Grand Ave.,
Walnut CA 91789

www.mtsac.edu



January 10, 2023
Tika sat in for Sokha

1. Cabinet reviewed and commented on the following information items:
 - a. The Successor Agency to the Industry Urban-Development Agency issued a [Progress Report for the 1st District Consolidated Oversight Board](#) for the City of Industry Business Center Project. The presentation includes overview photos of the project showing development along Grand at the 60 freeway. This project was originally the location of the proposed football stadium.
 - b. The [SanFACC Mentor Program is Back](#). The program is a collaboration between Mt. SAC, Chaffey College, Rio Hondo College, Cerritos College, Pasadena City College, and Glendale College, and provides leadership and mentoring opportunities to interested community college employees. Mentees receive one-on-one mentorship guidance, have the opportunity to job shadow, and gain an understanding of management roles.
 - c. A Memo from the Chancellor's Office regarding [K12 Strong Workforce Program 2022-2023 Intent to Award](#) announces the funding awards for the K12 Strong Workforce Program, and some of our local school districts got quite a bit of money. The six highlighted are awards within the Mt. SAC service area—Charter Oak USD, East San Gabriel Valley ROP, Rowland USD, Hacienda-La Puente USD, Covina Valley USD, and Rowland USD.
 - d. The [Vacant Positions Under Active Search](#) log was reviewed.
2. The Chancellor's Office issued a Memo, [Assembly Bill 1705 Implementation](#), addressing the beneficial impact of AB705 and the progress and implementation of AB 1705, including key provisions of the law, action items, and implementation resources. A lot of what is included in the Memo is taking the legislative intent that is being implemented as a requirement. Much of this is not what the law says. In particular, the law does not mandate that students enroll in transfer-level math and English as is indicated in the Chancellor's Office memo.
3. Cabinet reviewed a draft of the [Information Technology Master Plan 2023-2028](#). The Master Plan is organized into four strategic pillars: 1) operational efficiency and effectiveness; 2) modern and reliable technology to support student success; 3) IT as a strategic partner; and 4) IT security and risk Management. **Morris asked that Cabinet review and provide him with additional comments.** Cabinet feedback:
 - ITAC is a key element of planning and budgeting related to IT, but there is no reference to it in the Master Plan.
 - IT's role in technology training for the campus was not specifically called out.
 - The qualitative measures need to have more definitions so that it is clear to the reader how the assessment is going to be made.
 - There needs to be the inclusion of how IT is going to close the loop on the data used to support actions.
4. Cabinet approved the [Request to Fill Log](#) for the following positions:
 - [Administrative Specialist IV](#) (Office of Instruction)
 - [Coordinator, Project/Program](#) (Child/Family Support)
 - [Coordinator, Project/Program](#) (School of Continuing Education)
 - [Early Child Development Specialist I](#)
 - [Early Child Development Specialist I](#)
 - [Project/Program Specialist](#) (Child Development Center)
 - [Project/Program Specialist](#) (Child Development Center)

5. Cabinet approved the following revised management position title:
 - From: Dean of Library and Learning Resources To: Dean of Library, Learning Resources, and Distance Learning
6. Cabinet approved the following Division name change and establishment of a new Department name:
 - Division From: Library and Learning Resources To: Library, Learning Resources, and Distance Learning
 - Department (NEW): Distance Learning and Instructional Technology
7. Cabinet approved the new job description for the [Director, Library and Learning Resources Services](#).
8. Cabinet was joined by Rosa Royce, Chief Compliance and College Budget Officer, for a quarterly update on [Faculty Position Control](#). Highlights:
 - There have been two additional separating faculty since October's update.
 - There are a total of 35 separating faculty positions, with 34 funded from the Unrestricted General Fund and one with Categorical SEAP funding.
 - There are a total of 35 authorized hires, with three already hired and three pending Request to Fill forms.
 - The estimated FON for 2023-24 is 472.
9. Cabinet was joined by Manuel Cerda, Director of Financial Aid, for a quarterly update on [Financial Aid](#). Highlights:
 - There has been a significant overhaul to the FAFSA due to the FAFSA Simplification Act. While this is good for students, there is a concern that it may limit our availability of some data. There is continuing work on the implementation of this Act.
 - Financial aid is continuing targeted efforts to help students maximize the ability to receive Federal Pell Grants and CCPG Fee Waivers. Targets have been set to increase in each category by 5%.
 - They are working closely with the High School Outreach team to be able to provide a financial aid liaison to local high schools.
 - Federal aid is challenging for Competency-Based Education. The administration of federal and state aid for these courses is very complex.
 - The Agreement for the Learning-Aligned Employment Program (LAEP) with the California Student Aid Commission was signed. This is a flexible program that is closely aligned with the Federal Work Study program in terms of funding and eligibility.
 - They have been working on automation of the California Virtual Campus Course Exchange related to financial aid processing.
 - They continue to assess technological needs to improve operational efficiency.
10. Tika reported:
 - CCC Registry job fairs are coming up this month, and there is good support from staff and faculty.
11. Morris reported:
 - The State budget proposal is out. The proposal is to fully fund 8.13% COLA and also 8.13% "for select categorical and adult education programs." They are proposing \$200M one-time in student retention and enrollment; \$14M one-time in workforce training grants; \$275K for a CBO mentorship program; and a reduction of \$213M for previous year's deferred maintenance.
12. Tom reported:
 - The new Director of Promise Plus begins next week.
 - The NextUp Grant, which supports foster youth, commitment letter is forthcoming, and the team is excited to begin utilizing this funding.
 - A \$2.5M AANAPISI Collaborative Grant with Cal Poly planning meeting is occurring on Friday.

13. Madelyn reported:

- She attended a community event hosted by state Senator Anthony Portantino, 25th Senate District, who chairs Senate appropriations. He has been an advocate for adult education and represents some cities in the Mt. SAC district. She shared adult education legislative priorities.
- Noncredit enrollment is up for Winter, but it is too soon to know how much actual growth will result. ESL and VESL's in-person headcount has grown by 598 students when comparing Winter 2022 as of week 2.

14. Kelly reported:

- Enrollment is trending 63% online, 3% hybrid, and 34% face-to-face. In addition, FTES are down (3.6%) from Winter 2020 and up 11.4% from Winter 2022. \Fill rate for online are 80%, hybrid at 67%, and face-to-face at 67%.
- The Mt. SAC Enrollment Management Academy will be held on January 30-January 31 at Pacific Palms Resort. If you're interested in attending, please connect with Meghan Chen.
- The Instructional Leadership Team is excited to talk about communication, enrollment, and strategic planning during the study session this week, including a special, all-day, DEISA workshop on Friday hosted by Dr. Regina Stanback-Stroud.

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

- a. Return and Recover Initiative:
 - 1. Student Retention and Enrollment Outreach (Leads: Tannia Robles, Laura Sherwood, Denise Bailey, Pedro Suarez, and Sylvia Ruano 1/24)
 - 2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, Lina Soto, and Aida Cuenza, 1/24)
 - 3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 1/24)
 - 4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 1/24)
- 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 (Tami and Shannon, 1/31)
 - 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 2/28)

16. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (**Duetta and Sayeed, 1/17**)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 2/7)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 4/11)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/28)
- e. IT Projects Quarterly Report (Anthony, 2/28)
- f. Grants Quarterly Update (**Adrienne, 1/17**)
- g. International Student Quarterly Report (Chris, George, and Paty 2/7)
- h. Academic Support Coordination Project Quarterly Report (Romelia, 4/11)
- i. Guided Pathways Quarterly Report (Meghan, Elmer Rodriguez, and Michelle Nava, TBD)
- j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 3/21)
- k. Title V Quarterly Report (Lisa and Lizette, 3/21)
- l. AB 30 (Dual Enrollment, A&R, and IT, 3/21)
- m. Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 3/21)
- n. Financial Aid Update (Manuel, 4/11)
- o. [MESA Program Implementation](#) (Pending, TBD)
- p. [Research on Enrollment: Wait Lists, Evening Student Loss](#) (Quinones, TBD)
- q. [Apple Resources: App Design, Apple eBooks Online](#) (Pending, TBD)
- r. Student Equity Plan (Pending, TBD)