

# 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*

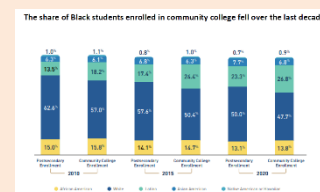


**September 27, 2022**

Cabinet will be on hiatus next week

1. Cabinet reviewed and commented on the following information items:

- a. In preparation for a campus visit by the regional Department of Labor-VETS division, [Mt. SAC Veteran's Center Information](#) was gathered. One of the items which the Mt. SAC team is interested in discussing is Federal support for the alignment of military training with college credit. Related to this request, Bill did some digging on [Army MOS trainings that are aligned with College majors](#) and there is some good overlap. The way it currently works is that those with military training can download a transcript and then take that document to a college to request credit for a course that covers the same topics. Mt. SAC works with our veterans to get college credit based on this review process. However, a Federal system to create articulation for transfer credit would be much more effective.
- b. An article from Inside Higher Ed, [Black Enrollment Declines, Gaps Increase](#), is a worthwhile read. The article notes the impact of COVID and the resulting economic impact on Black and African Americans in community colleges from a [research brief](#) completed by the Joint Center for Political and Economic Studies. It does show a longer trend than just in recent times—from 2010 to 2020 there is an overall 44% decline in Black and African American enrollment in community colleges during that period. Of that decline, 18% was during the two years of COVID. The data reports define the nature of the problem but did not explore why that decline has taken place.
- c. The Campaign for College Opportunity selected Mt. SAC as a [2022 Champion of Higher Education](#) for our Associate Degree for Transfer (ADT). The Campaign for College Opportunity sponsored the original legislation for the ADT, SB1456 in 2012. The virtual event is scheduled for Tuesday, November 1, and **Kelly will have a member of the Instructional Leadership Team attend and accept the award on our behalf.**
- d. An article from K-12DIVE, [Federal policy adjustments needed to support newcomer students](#), addresses the important need for K-12 support for serving new immigrants, particularly the new arrival of unaccompanied minors. A report from Next 100 calls on lawmakers to adjust Federal policies and financial support to address this need. They are urging a formal definition for immigrant students across the states.
- e. Metro announces [LA County community college students can now ride Metro for free with GoPass Student Fareless Program](#). For the 2022-23 academic year, students at all 21 community colleges in LA County will be able to ride Metro buses and trains and 13 additional transit agencies for free.
- f. An article from Community College Daily, [Look into the community for a new president](#), addresses the challenge that may be facing colleges looking for their next leader—competition due to a historic level of turnover. The article notes that boards of trustees should take policy steps to address challenges related to CEO hiring: promoting diversity in the search pool, championing “rootedness” of future executives, and removing barriers to the recruitment of cabinet-level senior leaders.
- g. The Chancellor's Office issued a Memo, [MESA Program – Fiscal Year 2022-23 State Budget Allocation for Fiscal Year 2021 Applicants](#), of which Mt. SAC will receive funding of \$98,099 one-time and \$280,000 ongoing to implement a MESA (Mathematics, Engineering, Science Achievement) Center on campus. The MESA Program is designed to support educationally and economically disadvantaged students majoring in Science, Technology, Engineering, and Math fields who are interested in transferring to a four-year university. The [required components](#) to implement the program are 1) staffing, including a required MESA Program Director; 2) dedicated space for the program; 3) student clustering; 4) Academic Excellence Workshops; 5) a designated MESA counselor; 6) MESA student orientation; 7) student support services; 8) student outreach and recruitment; 9) a MESA campus council; 10) professional development activities; 11) MESA student organizations; 12) local business and industry council, and 13) liaisons with four-year institutions that serve historically underrepresented students. It is a lot of commitments to make, but it is the right time to implement



this program. We have already expanded the STEM Center, but we will need additional staffing to implement the MESA program. We will get a team together to work the details out.

- h. We received a [New Federal Grant Award Notification](#) for the AANAPISI Part A, which is \$2.5M over five years. This is a cooperative grant partnership with CalPoly with Mt. SAC as the lead agency. This is great news as there was quite a bit of disappointment and disbelief when we were not awarded the AANAPISI, Part F, grant renewal a few months back.
  - i. The Chancellor's Office issued a Memo, [Perkins Title I, Part C Augmentation for FY 2022-23](#), related to augmentation allocations of the Strengthening Career and Technical Education for the 21<sup>st</sup> Century and Perkins Title I, Part C.
  - j. The Chancellor's Office issued a Memo, [Strong Workforce Program FY22-23 Funding Allocations](#), related to allocation amounts and local plan submission. Mt. SAC's allocation of the SWP base allocation is \$2,125,600.
  - k. The [Vacant Positions Under Active Search](#) log was reviewed.
2. Cabinet began a discussion on really digging into understanding data and anecdotal information on the loss of enrollment—who are the evening students we lost? Why are wait list numbers high? Are we balancing course offerings with student demand, especially for modality? What we know:
- Fill Rates: 82.7% for Fall 2022; 77.9% for Fall 2021; 90.5% for Fall 2019
  - Resident FTES: +5.2% for Fall 2021; -16.8% for Fall 2019
  - Wait List: 2,698 for Fall 2022; 2,133 for Fall 2021; 2,239 for Fall 2019
- The fill rate in one of the latest reports is really good at 82.7%, just a bit down from 2019 at 90.5%. Just a year ago, they were 77.9%. We understand that we have an additional challenge that we did not have in 2019 in balancing the fill rate in both online and in-person. Cabinet agreed that, as an institution, we need to look into the sources of these higher-than-normal wait list numbers and where they're occurring. There was discussion on ensuring that we have enough full-time faculty who are SPOT certified and appropriate levels of adjunct hiring pools to be able to quickly pivot. Kelly will work with Patty Quiñones to research the profiles of students in low-enrolled course sections and with the Instructional Leadership Team to identify needs to meet student demands. Sokha will continue his work on adjunct hiring, and Cabinet as a whole will review wait list structure and practices.
3. Cabinet approved an [Immediate Need Request](#) from Human Resources for additional funding for legal services for \$80,000 one-time.
  4. Cabinet approved an [Immediate Need Request](#) from Human Resources for additional funding for American Sign Language Interpreters for employee accommodations for \$120,000 one-time.
  5. Cabinet reviewed and discussed the topics on the [Board Study Session Draft Agenda](#) scheduled for Saturday, November 12. Kelly and Madelyn will team up to provide the Accreditation update to the Board. Added was a report by Sokha and Human Resources related to campus employee and employment demographics.
  6. We have been notified by the Accrediting Commission that our application for a [Substantive Change](#) related to the Bachelor's in Histotechnology requires additional information before approval. Kelly and her team are working on providing the requested justification for the high degree of units required for completion.
  7. Cabinet approved the revised job description for the Deputy Chief, Police and Campus Safety, which will be retitled [Lieutenant, Police and Campus Safety](#).

8. Cabinet was joined by Tami Pearson, Dean of Continuing Education and Workforce Development, and Shannon Rider, Manager of Noncredit Workforce, to provide a report on [Noncredit Support of SCFF and Multiple Measures](#). Highlights:

- The Research Plan continues to move forward. Mt. SAC SCE is still the largest noncredit program in California based on total FTES and CDCP. Even though the College was on hold harmless, SCE was still close to its previous student enrollment numbers. For this year, they are anticipated to grow a few hundred FTES. Similarly, enrollment in CDCP (Career Development and College Preparation noncredit courses) continues to grow.
- Examining enrollment of current year to previous years: for 2021-22, unduplicated headcount was just over 41,000, which puts us around 2,500 students off of 2019. Increases in headcount were for ESL and off-campus high school programs.
- Headcount by gender has been steady over the last few years hovering around 58% male and 42% female.
- Demographics show an increase in both female and male Asian and Latina students.
- Almost all programs showed an increase from 2020, with some programs growing from 2019.
- There is growth in positive attendance in FTES from Summer 2021 and Summer 2022. The majority of the noncredit summer attendance (an increase of 742 or 22%) was in High School Referral, Off Campus HS, Vocational Re-Entry, Education for Older Adults, and Adults with Disabilities.
- Growth in ESL is coming from in-person enrollment, Fall 2021 was 27% in person and Fall 2022 is 53% in person.
- There has been growth in other SCE programs for Summer 2022 including Short-Term Vocational (20 FTES), High School Referral (58 FTES), Adults with Disabilities (7 FTES), and Education for Older Adults (46 FTES).
- The programs continue their outreach and marketing efforts with marketing materials, call campaigns, faculty recruitment, and website redesign.

9. Cabinet was joined by Romelia Salinas, Dean of Library and Learning Resources, to provide a report on [Academic Support Coordination](#). Highlights:

- Tutoring usage significantly increased compared to last academic year. Tutoring participation is not near post-COVID numbers, but are making great progress. Comparisons from 2020-21 to 2021-22: transactions were up by 58%; actual use of the Centers was up from 6,310 to 8,153; annual FTES increased from 87 to 282.7.
- Demographics for those who use the tutoring centers have stayed consistent with the majority age 20 and under, male/female at approximately 50%, and Hispanic/Latino at 58.3%.
- There will be a Planning and Academic Support Kickoff that will bring all the support center leadership together.
- New leadership has been appointed to workgroups and work is moving forward. MS Teams groups were set up for the tutoring centers so each workgroup can collaborate.
- They are coordinating with Financial Aid to promote the FAFSA application process across tutoring centers.
- The PIE and Outcomes workgroups have created a survey that was sent to all academic support centers to identify important goals and outcomes for the group. They are drafting two AUOs for consideration by the larger group and plan to conduct a common outcomes assessment for all centers in the Spring.
- The Tutor Training workgroup is working on how to increase enrollment in the Tutor 10 courses.

10. Cabinet approved the following new position to proceed with recruitment:

- [Project/Program Specialist](#) (Rising Scholars)

11. Cabinet approved the [Request to Fill Log](#) for the following positions:

- [Administrative Specialist III](#) (Basic Needs Resources)
- [Administrative Specialist III](#) (Maintenance and Operations)
- [Academic Applications System Specialist](#)
- [Custodian I](#)
- [Custodian I](#)
- [Custodian II](#)
- [Custodian II](#)
- [Human Resource Technician](#)

- [Human Resources Technician](#)
- [Human Resources Technician](#)
- [Lead Custodian](#)

12. Sokha reported:

- The Faculty Association contract was ratified at 84.5% and will be going to the Board for approval.
- He will be working with Instruction, Student Services, and SCE on feedback for upcoming Faculty Association negotiations.
- The President/CEO recruitment survey went out yesterday and there are already 66 responses.

13. Morris reported:

- Administrative Services Associate Vice President Shannon Carter started yesterday and will be reaching out to departments to meet and get to know them.
- Morris emphasized that the COVID block grant new resource requests can be considered multi-year requests.

14. Audrey reported:

- Posters are going up about the vaccination clinics which are located right outside at Kerr's Corner.
- Fall enrollment efforts include an integrated approach to increase Fall 2022 enrollment including increasing contacts with high school students and encouraging new students to enroll for Summer 2022. Additionally, they have been following up with students who had dropped during the pandemic.
- They are pleased to have the AANAPISI grant and, as the lead, we will receive more funding than from the previous grant.
- Audrey provided background on funding for the Behavior Wellness Team Coordinator/Case Manager. This will be further discussed on October 11.

15. Madelyn reported:

- Mounties against Ableism week is next week, with different workshops. The kickoff is Monday with student stories by Mt. SAC Media Senior Staff Reporter, Shannon Hines, and Student Trustee, Juan Mendoza. The sessions are focused on social justice, advocacy, universal design, and racism.
- We had a successful Adult Education and Family Literacy Week last week. Highlights were the student panel. The two students, Elizabeth Chavez and Carolina Ponce were inspiring and joined Dr. Baca in sharing their experiences in adult education. This will become an annual event.
- Faculty shortages have significantly impacted noncredit and adult education programs across the State, which was evidenced by the recent email chains across both systems. Further compounding the issues is getting adjuncts SPOT-trained. We are in need of adjunct faculty in all programs and working on locating additional adjuncts that can also be SPOT-trained.

16. Kelly reported:

- Fall 2022 Enrollment: face-to-face, 55; hybrid, 7%; online 38%. Comparison of FTES from 2022 to 2021: up 2.4%. Comparison of FTES from 2019: Down 17.3%. Winter 2023 Schedule (currently) is 45% face-to-face, 51% online, and 4% hybrid sections. Deans and Associate Deans will work closely with department chairs and coordinators in schedule adjustments based on enrollment trends and student demand.
- This collaborative event is scheduled for October 14 (virtually) and will celebrate the collaborations on campus supporting DEISA and the College's strategic planning priorities.
- The Institutional Effectiveness Council is finalizing the 2022-2025 Strategic Plan and will recommend the completed version to the President's Advisory Committee in October.
- Congratulations to Café 91 for receiving a 100% from the Health Department after a surprise visit with only being open for two weeks.

- Collaboration with History of the African American and English 1A connected to ASPIRE and the Equity Center. There was such a strong demand, additional linked sections were added. In addition, there is an increase in the number of students to the PRIDE Center, Writing Center, and the Speech and Sign Success Center.

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, 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 (Tami and Shannon, 1/3)
  - 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 11/22)

18. 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, 11/15)
- e. IT Projects Quarterly Report (Anthony, 11/15)
- 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 (Romelia, 1/3)
- i. Guided Pathways Quarterly Report (Meghan and Outcomes Coordinators, TBD)
- j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 12/20)
- k. Title V Quarterly Report (Lisa and Lizette, 11/8)
- l. AB 30 (Dual Enrollment, A&R, and IT, 12/20)
- m. Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 12/13)