

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



August 2 and 4, 2022

1. Cabinet reviewed and commented on the following information items:
 - a. We've received an invitation from the Aspen Institute to apply for an initiative, [Unlocking Opportunity](#), which will focus on post-graduation success and equity. The Aspen Institute and Community College Research Center are partnering on this initiative and are looking for 10 colleges to participate in a six-year project that will track key outcomes in student enrollment and completion of high-value programs. There is no money connected to this opportunity and it will be a lot of work. **Bill will work on this with Adrienne's help.**
 - b. The Los Angeles County Department of Public Health has updated their Guidance for [COVID-19 Exposure Management in Institutes of Higher Education](#) document. The updated guidance is related to contact tracing reporting requirements only.
 - c. The [Vacant Positions Under Active Search](#) log was reviewed.
 - d. An article from Inside Higher Ed, [Why supporting nontraditional learning and career paths is simply smart business](#), has been a topic of great interest to Cabinet during recovery from COVID because career and continuing education provide opportunities for those already in the workforce to brush up on or learn new valuable skills. It is good to see others writing about this opportunity.
2. The Chancellor's Office issued a Memo regarding [2021-2022 One-time Guided Pathways Grant Program Funding Update](#) which provides an overview of the Guided Pathways framework, the context for the reimagining of Guided Pathways' participatory governance structure, and details about the Chancellor's Office phased approach for Guided Pathways funding.
3. The Chancellor's Office issued a Memo regarding the [Zero Textbook Cost Program – Overview and Guidance](#) which provides brief background information about the program, contains an overview of the Chancellor's Office multi-pronged approach to ensure the program's alignment with the Vision for Success, and identifies resources that may prove helpful for colleges.
4. The Chancellor's Office issued information on the [Integration of the Guided Pathways Metrics into the Student Success Metrics Cohort View](#). The change in the dashboard now allows the ability to examine both short- and long-term outcomes for students with many more options than previously provided. This will allow better alignment of the metrics in the Guided Pathways dashboard with the Student Success Metrics.
5. Our IEPI Partnership Resource Team [letter of interest](#) has been resent and we hope for a visit by a team in Spring 2023.
6. The first look at New Resource Allocations for all areas focused on Strategic Plan Goals, Cabinet Budget Priorities, and the PIE resource requests. There were three categories into which requests fell (yellow is used to draw attention to information only): 1) red – does not meet Strategic Plan Goals and/or Cabinet Budget Priorities; 2) green – moves forward for final prioritization; and 3) blue – need additional information/justification:
 - [Administrative Services](#)
 - [Human Resources](#)
 - [Instruction](#)
 - [President's Office/Marketing/Foundation](#)

- [School of Continuing Education](#)
- [Student Services](#)

Cabinet continues to keep their eyes on the State allocations and categorical money. Also at the front-of-mind is the knowledge that we will need to budget for 15 new growth faculty positions in the upcoming hiring cycle for Fall 2023 start dates. There was discussion about a percentage across-the-board increase for supplies budgets in all areas. The next big decision budget point will be in the Fall.

7. Yen reported that the Mascot Workgroup will be putting forward a recommendation to Bill soon.
8. Cabinet was joined by Sylvia Ruano, Dean of Instruction; Kevin Owen, Director of Technical Services; Brandin Bowman, Assistant Director of Technical Services; and Gary Nellesen, Executive Director of Facilities, Planning, and Management, to provide a report on Cap Load Ratio/Room Utilization. Highlights:
 - The Technical Services Systems Analyst began yesterday. She will be providing 25Live support and will be assisting Instruction with room utilization information.
 - The technical staff is sitting down with CollegeNet to go over the application to ensure that we're using 25Live to the fullest extent. Discussions will be around our goals to move forward and new features and how to implement them.
 - Most courses are now on a block schedule for both 16- and 8-week classes to utilize space and promote student success.
 - A summary of [space inventory data](#) was presented. This space is categorized as lecture, lab, office, Library, AT/TV. Lecture and lab capacity ratio loads are just under what the state standard should be. This is due to the change in the Title V definition of how to do calculations.
9. Cabinet was joined by Chris Dickson, Director of International Students, and Paty Montoya, Assistant Director of Admissions and Records, to provide the [International Student Quarterly Report](#). Highlights:
 - The Student Exchange Visitor Program continues its COVID-19 policy guidance through the academic year 2022-23. Good news is F-1 visas being issued are seeing an uptick, although not to 2019 levels yet.
 - Visas are being issued, but sometimes it's not in time for them to attend on time. It's a challenge because F-1 Visa students need to complete 12 units.
 - India is the second biggest market for students right now. However, Indians usually struggle to get Visas for community colleges.
 - Both Paty and Chris attended NAFSA conference in person.
 - We are not on the radar for red flags for OPT ([Optional Practical Training](#)) for F-1 Visa students related to Designated School Officials. We work very closely with our Counselor to make sure there is no harm to either the institution or the student.
 - Met with Keiko Tsurumi and J.F. Oberlin University representatives on the sister college partnership.
 - Chris attended the Lift as We Climb session at NAFSA and found it helpful to see other people that look like him in international education.
 - International student health insurance provider LowerMark imposed a 4.5% premium increase from \$104 to \$108.
 - Summer admission data related to applications received, students admitted, and students enrolled increased in numbers from the previous COVID Summer, but is still down from pre-COVID Summer terms. However, the Summer admission yield is down from previous years.
 - Spring and Fall admission data looks similarly to summer, in that the trends are looking up from pandemic numbers, but not close to the pre-pandemic numbers.
 - China has dipped in terms of its enrollment. Going to work with an agency that works with a network of agents on a recruiting event.
 - Our work with Keystone Academic Solutions continues, seeing 146,247 impressions, 5,166 clicks, and 1,493 leads. These are good numbers.

- Our Master Agent, Global Student Mobility, has been referring some students. There is no cost until they have a student who completes 12 or more units. The team is exploring more master agents in other regional areas.
- They're currently hosting new international students for the 2022 International Student Program Summer Institute.

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

- [Administrative Specialist III](#) (Foundation and Alumni Association)
- [Educational Advisor](#) (Technology and Health)

11. Sokha reported:

- Public comments for federal changes to Federal Title IX is being taken by the U.S. Department of Education until September. This means we are not likely to see any finalized changes until December or January.

12. Morris reported:

- The new Chief Fiscal Services Officer started this week.
- Fiscal is working on closing the books, which has been challenging.

13. Audrey reported:

- The Minority Male Initiative retreat is coming up at UCLA. Two student groups that went to UC summer institutes went well and they completed their transfer-level science classes.
- Counseling is doing MAP workshops in person, online, and on weekends. Counseling appointments are being scheduled until 10:00 p.m. and on the weekends.
- The DHH Director has been hired and will be on board soon.
- Financial Aid is continuing the process to be on alert for Financial Aid fraud and following up with students who are flagged.

14. Madelyn reported:

- Met with Pomona Valley Hospital to partner with our Pharmacy Tech program. They were very interested in doing anything they could to partner with us on any health careers program we offer. We can do our work experience there; paid internships with our pharmacy tech after they finish and get licensed.

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

- Return and Recover Initiative:
 - Reconnect and Reengage (Leads: Tannia Robles, Shannon Rider, Matt Judd, Pedro Suarez, 10/25)
 - Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 10/25)
 - Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 10/25)
 - Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 10/25)
- Multiple Measures Placement Workgroup (Madelyn, George, Ned, Elizabeth, Maria, and Jimmy, 8/16)
- Student Centered Funding Formula—Continued Follow Up:
 - Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 6/28)
 - EAB Navigate Schedule Building & Data Analytics (**Student Support Workgroup—Francisco, 8/9**)

16. Quarterly Reports to Cabinet:

- Emergency Response Plan Quarterly Report (Duetta and Sayeed, 10/18)
- Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 11/1)
- Faculty Position Control Quarterly Report (Rosa and Meghan, 10/11)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 8/16)
- IT Projects Quarterly Report (Anthony, 8/16)
- 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, 8/9**)
- l. AB 30 (Dual Enrollment, A&R, and IT, 9/20)
- m. Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 9/13)