President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Kelly Fowler, *VP of Instruction* • Tom Mauch, *Acting VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Sokha Song, *VP of Human Resources* • Madelyn Arballo, *Provost of SCE*

April 11, 2023
Alexis sat in for Sokha

1. Cabinet reviewed and commented on the following information items:
   a. The Associated Students Election Results are out, and there is a great group of student leaders for 2023-24. Congratulations to President Dani Silva, Vice President Fatima Flores-Ortiz, ICC Co-Chairs Maryam Qureshi and Vy Pho, Senate Chairs Mariah Moreno and Sauda Khan, and Student Trustee César Tlatoāni Alvarado. There also were three referendums passed: #1 – Lowering of RSCO Officer GPA and Credit Requirement; #2 - $4 Increase to the Student Activities Fee; and #3 – Separation of Executive Board Candidate Tickets.
   b. The Civil Rights Project produced The Potential of California's Community College Baccalaureate for Closing Racial Equity Gaps, which is a very timely report that will help us in our campaign to get the Cal State system to not be as resistant to the approval of Community College Baccalaureate Degrees.

2. There are some vital positions that are "in limbo" and moving through the process for Cabinet approval. These positions still require a final job description and/or funding source. Cabinet agreed that the decision to fund future positions will be made after the May Revise is received and reviewed.
   - Director, Library (NEW) – job description approved, pending funding
   - Assistant Director, Grants (NEW) – pending job description and funding
   - Administrative Specialist I to Administrative Specialist III (Reclassification and increase in FTE) – pending funding
   - Police and Campus Safety (Shortfall in revenue) – pending funding

3. The Canvas Shell Workgroup continues its work and their second meeting resulted in some recommendations. Recommendations were on topics of third-party tools and DLC, FERPA, and RSI. The Distance Learning Committee (DLC) is working on the group's recommendations.

4. Cabinet reviewed a recent Enrollment Comparison Report that is received weekly from IT. The information contained in these reports is important to the campus, but there was discussion about whether the information is pulling from accurate sources and still relevant to the data needed. Cabinet provided some direction as to how this report can be improved in format, content, and origin of data. Comments:
   - Have Cabinet put together a group that recommends new report content.
   - Should there be a team that produces it? Should there be a content expert reviewer?
   - There should be a review of where we pull the data from.
   - Have a review of the usefulness of the data that we pull; how to use the report for guidance and decision-making.
   - Need elements that are useful for instructional areas.
   - Work Group appointees are **Patty Quinones (co-lead)**, Loralyn Isomura, Krystal Yeo, George Bradshaw, Morris Rodrigue, **Antonio Bangloy (co-lead)**.

5. The Title 5 DEIA Evaluation and Tenure Review of Employees was reviewed, and Human Resources has been analyzing these changes to Title 5. The most recent updates have been to reconfirm that DEISA be included in job descriptions for staff and management, but also the performance evaluations and rolling into expectancies and competencies for faculty and their evaluation and tenure process. A lot of work is being done with each constituent group on these changes in both agreements and forms. Human

Resources has been updating job descriptions with the language based on the blanket changes approved by some of the constituent groups and the Board.

6. Cabinet approved an [Immediate Need Request](#) for Instruction for $90,000 one-time for the STARS fund.

7. Cabinet was joined by Rosa Royce, Chief Compliance and College Budget Officer, and Meghan Chen, Associate Vice President of Instruction, for a quarterly update on [Faculty Position Control Report](#). Highlights:
   - Not much has changed from the last update to Cabinet.
   - There are three new retirement notifications from the last report, which increases the negative FON number.
   - There are 37 UGF positions and 1 Strong Workforce.
   - Three positions are being funded with 1-year temps for 2022-23.
   - There are 10 faculty on some sort of approved leave of absence.
   - The Fall advance estimate for FON from the Chancellor's Office was 472, but we are estimating FON at 451 based on estimated credit FTES after emergency conditions end.

8. Cabinet was joined by Romelia Salinas, Dean of Library and Learning Resources, for a quarterly update on [Academic Support Coordination Project](#). Highlights:
   - They will begin the interviews for Manger, Academic Support Coordination this week.
   - PIE and Outcomes group have been working on specific outcomes for all academic support centers.
   - They have been looking at common assessments for all Centers, one DEISA-focused and one staff-centered focused.
   - There are outcomes dashboards for each center which include the SEAP measures.
   - The Tutor Training workgroup has been working on coming up with a canvas training model for the Tutor 10A noncredit course. They are looking at other ways of providing this training for increased participation.
   - The Faculty advisory board for academic support has been working on best practices for the embedding tutor canvas modules. This will generate awareness and provide promotion by faculty of tutoring services.
   - In person tutoring continues to be in high demand.
   - Ethnicity and gender data was provided, as well as usage reports.

9. Cabinet was joined by Manuel Cerda, Director of Financial Aid, for a quarterly update on [Financial Aid](#). Highlights:
   - The Federal Program Participation Agreement (PPA) expires on September 30, 2023. One of the areas of concern is the notification of major updates all at one time—the change of the College President, CBE updates, Accreditation, and the addition of a Bachelor's Degree and new certificate programs.
   - The COVID Financial Aid flexibilities will expire beginning Fall 2023. Federal work study expenditure waivers will expire.
   - The 2024-25 FAFSA application is delayed until December 2023.
   - The Cash for College Event normally held in October will be moved to Spring 2024.
   - They have disbursed a total of $47,671,051 of Federal HEERF funds with $66,500 remaining to expend.
   - The allocation for State Emergency Student Grant funds was $6.2M with $3.5M remaining to expend.

10. Morris reported:
   - They are close to wrapping up the RFP on the new or renewed contracted company for the Bookstore. There will be a quick turnaround on this in case we end up transitioning Bookstore vendors. A recommendation will come to Cabinet.

11. Tom reported:
    - The AANAPISI year-end report is due at the end of the month.
    - The next Equity Speaker Series presentation will be from Helen Zia.

12. Madelyn reported:
    - Adults with Disabilities held an open house for prospective students, parents, and community partners on April 10-11, with over 120 attendees. Our SCE Impact program is an excellent option and provides opportunities for transitioning to college.
    - There is $150M in state funding to plan and deliver classes that lead to employment and transition by adult learners, particularly immigrants. Mt. SAC SCE plans to apply for this new funding through the Regional Adult Education Consortium.
    - SCE Spring enrollment is very strong, with the FTEs trending to a 75-100 FTES increase. Specifically, ESL student enrollment continues to increase with 383 additional students this term.

13. Alexis reported:
    - HR offices are being renovated from April 24 through May 8; most HR staff will be working remote during the renovation.
    - There will be limited office support this Friday afternoon as HR staff will be participating in a teambuilding event on campus.
    - They are working on an AP to address the College procedure for retirees who have out-of-pocket health benefits costs (i.e., purchasing additional medical coverage or dental/vision coverage).

14. 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 4/25)
        2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Gio Rodriguez, and Aida Cuenza, 4/25)
        3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 4/25)
        4. Technology Loan Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 4/25)
    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, 5/2)
        2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 6/6)

15. Quarterly Reports to Cabinet:
    - Emergency Response Plan Quarterly Report (**Shannon and Sayeed, 4/18**)
    - Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 5/2)
    - Faculty Position Control Quarterly Report (Rosa and Meghan, 7/11)
    - Construction Project/Scheduled Maintenance Quarterly Report (Gary, 5/23)
    - IT Projects Quarterly Report (Anthony, 5/23)
    - Grants Quarterly Update (**Adrienne, 4/18**)
    - International Student Quarterly Report (Chris, George, and Paty, 5/2)
    - Academic Support Coordination Project Quarterly Report (Romelia, 7/11)
    - Guided Pathways Quarterly Report (Meghan, Elmer Rodriguez, and Michelle Nava, TBD)
    - Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 6/20)
    - Title V Quarterly Report (Lisa and Lizette, 6/20)
    - Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 6/20)
    - Financial Aid Update (Manuel, 7/11)

- [MESA Program Implementation](#) (Pending, TBD)
- [Research on Enrollment: Wait Lists, Evening Student Loss](#) (Quinones, TBD)
- [Apple Resources: App Design, Apple eBooks Online](#) (Pending, TBD)
- Student Equity Plan (Pending, TBD)