President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Richard Mahon, *VP of Instruction* • Audrey Yamagata Noji, *VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Ibrahim "Abe" Ali, *VP of Human Resources*

November 3, 2020

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

   a. The Quarterly Trust Reports from DA Davidson, our investment manager, have been received for the Auxiliary Services Trust, Other Post-Employment Benefits Trust (OPEB, aka retiree health benefits), and the STRS/PERS Trust (for employer contributions to STRS/PERS retirement benefits). This is the first time seeing the report since the stock market has declined. At the Board Study Session, some Board Members were asking for an update on our investment sectors. Morris to extract information into an Executive Summary for the Board.

   b. The Chancellor's Office issued their Plan for an Equitable Economic Recovery, which includes both Proposition 98 funding and other funding requests for 2021-22. Topics supported by their plan are protecting the community college system from budget cuts, investing in the diversification of faculty and staff, providing systemwide broadband connectivity, supporting online education infrastructure, expanding mental health services, and funding emergency response block grants. The proposal is a big dollar amount and not prioritized, but the targeted areas are very important.

   c. The Community College League of California issued their California Community College 2020 CEO Tenure and Retention Study, which found that we have the highest number of women leaders in California history. With 59 out of 139 chancellor or president positions, this is a testimony to gender equity progress. The national percentage is 17%, so California is definitely leading this effort. Further, there are indications that there is diversity in the CEO ranks, exceeding the national average. CCLC does not compile age data, but a good percentage of CEOs are 71 and over. The regional average years of tenure in Southern California ranks high at almost 8 years for single campus districts.

   d. Bill provided a presentation, Movin' Like a Freight Train, Mt. SAC's Economic Impact on the Community and Measure GO in High Gear, at the Foundation's Fall President's Breakfast. As is the new norm, this presentation was provided virtually to about 80 participants.

   e. The El Centro program is continuing campus efforts and has published an update. The group is doing good work and adding to its program benefits and resources, including virtual events upcoming in the Fall, Winter, and Spring.

   f. School Services of California article, GDP Rebounds in Third Quarter, provides a preliminary "advance" third quarter estimate, which is expected to somewhat rebound. The GDP is still lagging from the second quarter dip of 31.4%, and still lags behind pre-pandemic levels. Personal consumption expenditures, inventory investments, and residential and nonresidential investments are all cited as reasons for the rebound.

   g. New technology on LAMP-Based Testing for COVID-19, provides promising new diagnostic testing for COVID-19. Currently, diagnostic testings are PCR based, however, PCR methods are expensive, slow, and require sophisticated equipment and highly trained personnel. Loop-mediated Isothermal Amplification (LAMP) testing is being developed in England and, because it's a different type of DNA test than the PCR test, it is faster, doesn't require temperature treatment, and the accuracy is high. It uses a freeze dried chemical, so the chemical transport and storage is easier. It is currently in the implementation phase and is funded by professional athletics. The company is looking for a US partner to scale up. This is good news on the COVID testing front.

   h. As we routinely hear from our IT department, phishing attempts are on the rise and can be fairly sophisticated. Duetta Langevin and Andi Solorzano from Risk Management were recently recognized by ASCIP for their diligence. They thwarted a spearphishing attack from what looked like a legitimate request for a wire transfer to ASCIP in the amount of $1,266,124. Many thanks from Cabinet to both Duetta and Andi for their extra effort!

2. Audrey and Richard met with the Academic Senate President and Co-Vice Presidents to finalize the [prioritized list for faculty hiring](#) for Fall 20-21. There was a good discussion in AMAC—collaborating on the prioritized list of 17 positions. Cabinet agreed to approve recruitment of the top six prioritized positions (one restricted and five unrestricted funding):
   1) Graphic Design
   2) EOPS/CARE Counselor
   3) Chemistry
   4) Biology (Marine/Environment)
   5) Fire Technology
   6) Printmaking-Drawing

   Final interviews for the Fall 2020 hiring in Chemistry concluded yesterday with the recommendation to hire the top two candidates. Cabinet agreed to authorize hiring of the two, one from the Fall 2020 prioritized list and the second from this Fall 2021 list just approved.

3. In Agenda review with the constituent groups, there was much discussion on the job description for the Dean of ACCESS. The discussion has been around how there's not much included on equity. ==Audrey to add some language that will bring that work out and other needed updates to the job description==. There will be a correction to the description in the Board Agenda.

4. The list of [2020-21 Disaster Relief Emergency Student Financial Aid Allocations](#) is out and Mt. SAC has received the highest allocation in the state. These funds are for DREAM students and the eligibility criteria is 1) demonstrate financial need; 2) be exempt from paying nonresident tuition under Section 68130.5; 3) completed the California Dream Act Application, California College Promise Grant application, or applied for financial aid by other means established by the College.

5. The Management Steering Committee has worked on revising the management [self-evaluations](#) and [peer evaluations](#) to include equity-related pieces. Cabinet is supportive of these changes.

6. The Chancellor's Office issued [Updated Guidance on the Chancellor's Office's System Wide Prioritization for Real-Time Captioning and Closed Caption Support](#). The update notes that the Chancellor's Office is adjusting its policies to be sure to support students with Academic Accommodations Plans (AAP) who require captioning services. The changes include a tiered prioritization for captioning requests, as identified in a students' AAP. The CO lists the following priorities:
   a. All real-time captioning requests for classes and all closed caption requests for videos greater than thirty minutes in duration, if meeting the requirements described above, will be processed as requested.
   b. All closed caption requests for videos less than thirty minutes in duration, if meeting the requirements described above, will be processed as auto-caption videos. Relevant faculty/staff should edit them for accuracy as needed.
   c. All closed caption requests for videos that do not have a certification of current need for accommodation but would like to be accessible for potential future students with disabilities will be processed as lowest priority auto-caption videos. Relevant faculty/staff should edit them for accuracy as needed.
   d. All other captioning requests will be the sole responsibility of colleges to fund directly through college-level resources.

7. Cabinet approved an [Immediate Need Request](#) from Human Resources for legal services.

8. Cabinet approved the following out-of-class appointments:
   a. [Lead Custodian](#) (leave)
   b. [Lead Custodian](#) (vacancy)
   c. [Administrative Specialist III](#) (vacancy)

9. Cabinet approved the following Request to Fill to proceed with recruitment:
   a. [Lead Custodian](#) (retirement of Ron Moritz)

10. Cabinet approved the following Interim positions while recruitments are in progress:
   a. [Chief Technology Officer](#)
   b. [Director, Academic Technology](#)

11. Cabinet was joined by Barbara McNeice-Stallard, Director of Research and Institutional Effectiveness to provide an update on [Implementing SCFF Agenda and Data Reporting/Analytics](#). Highlights:
   - Tracking Students in Support Cohorts:
     o The Research team (Lisa DiDonato and Barbara McNeice-Stallard) and the IT team (Antonio Bangloy, Chuong Tran, and Wook Kim) are working with Professor Sohair Zaki and her Programming Club students (Mark Alvarez, Krystopher Mandujano, and Gigi Hui) on a Big Data Project. Students are putting their knowledge to use from their Big Data courses that Professor Zaki put together into a highly prized certificate program. Based on the preliminary work, there are some connections being found. More counselor visits align with higher likelihood of completing Math. The group met again on November 2, 2020, and will be discussing next steps shortly.
     o Research (Lisa DiDonato, Wook Kim, and Barbara McNeice-Stallard) continue to work with EAB and the Mt. SAC leadership team to cautiously review predictive analytics and how it could be used to support student success. The EAB reporting team will discuss this further to President's Cabinet at its next reporting session November 17, 2020.
     o On a related matter, Wook Kim is working closely with others from IT to examine each of the cohorts on campus and where their data is housed. They will be coming up with a plan of action shortly. Work is slowed on moving the Research Team to the new Operational Data Store (ODS) views. The team will be discussing the implications of the recommendation that this occurs over the December holidays.
   - CalPASS PLUS follow-up for K-12 full participation
     o Similar to the last report in July 2020, as of November 2, 2020, the project is still in a holding pattern in the CCC Tech queue. John Hadad moved to the OEI project and Monica Zalaket is the CCC Tech contact person for the moment. Barbara asked Monica for a deeper evaluation of the scope of work for this project and if ASSIST would help move it along in the priority line. If this project needs to be moved higher on their queue, then we may need Dr. Scroggins to help.
     o Barbara asked if the ASSIST database is operational as this might help with momentum on this project. No ideas yet. ASSIST is the official transfer and articulation system for California's public colleges and universities. ASSIST does not take the place of a counselor on your campus. It is intended to help students and counselors work together to establish an appropriate path toward transferring from a public California community college to a public California university.
     o On a related note, the CCC Tech Center released its new Data Warehouse Server. The Research team has access to it, but the current data is limited as noted below. These user accounts will have access to the following data sets, filtered to our College:
       ✓ LGBTQ data and report,
       ✓ CCC Apply Standard Application,
       ✓ CCC Apply Non-Credit Application,
       ✓ CCC Apply International Application,
       ✓ California College Promise Grant,

✓ Multiple Measures Placement Service (MMPS) (Mt. SAC uses our own AQ).

12. Cabinet was joined by Joumana McGowan, Associate Vice President of Instruction; Mika Klein, Senior Planner; Brandin Bowman, Assistant Director of Technical Services; and Christina Estrada, Coordinator, Project/Program, for an update on Room Utilization/Capacity-Load Ratio Project. Highlights:

- The team has worked on creating a master room list and having one repository where updates can be automatically done. This is key to get everyone on the same page about schedulable locations in order to effectively utilize 25Live as a tool across campus. This will be important to understand the division priority or if the room usage has changed.
- The transition of the master room list to 25Live is ongoing through end of November and testing and training with division admins will be provided in December. The expectation is to use 25Live for all event scheduling at the beginning of January.
- The cap-load ratio for lecture classrooms has recently been changed by Board of Governors to 20 square feet/student (previously, it was 15 square feet/student). However, there are still a lot of classroom spaces that are not right sized.
- There was discussion about new classroom sizing and ensuring that we're not limiting class size in an attempt to accommodate for the existing larger classrooms.

13. Cabinet was joined by Joumana McGowan, Associate Vice President of Instruction, and Rosa Royce, College Compliance and Budget Officer, to provide an update on the Faculty Position Control Report and FON Status. Highlights:

- Vacancies have been reconciled to the adopted budget showing that we have 8 funded vacancies in the unrestricted general fund, plus one categorical funded position.
- Cabinet added one position in SCE for the short-term vocational training program. That position is funded at 75% unrestricted and 25% CAEP restricted funds.
- Total full-time equivalent faculty for Fall 2020 is 442 (this number is from our P2). The Chancellor's Office compliance FON is 408. This will put us 34 above the compliance FON.
- There are 12 vacancies in active recruitment, all credit positions, which will put us 46 over the Chancellor's Office Fall compliance FON.
- There are 14 positions approved for hire, some are from failed searches; two are noncredit positions.
- Projected information for Fall 2021 is estimated at FTEF for 442, with an estimated calculation from the CO of 405, which puts us 37 FTEF above FON. Cabinet noted that the FON of 405 is based on a deficit factor of 8% in the May Revision for the 2020-21 budget. This pandemic-driven recession decline in state tax revenue is very likely to recover in the next two or three years. As this economic recover takes place, the FON will rise again, hopefully to 442 or so if there is a full economic recovery. Mt. SAC will make every effort to keep funding of full-time faculty at a sufficient ongoing level to have 442 full-time, tenure-track, credit faculty so that there will be no financial challenge in faculty hiring when the recovery takes place.

14. Abe reported:

- He has been working with a consortium coalition with A2MEND and COLEGIAS for funding for leadership training. Curriculum is being put together and they are adding some finishing touches for all future leaders that want to grow professionally and come into management roles. The training has an equity-minded theme.
- He is working with finalizing negotiations with CSEA 262.

15. Morris reported:

- The Chief Technology Officer hiring committee has been formed, but they're waiting on one more appointment.
- Morris attended the ACBO Conference last week

16. Audrey reported:
    - She shared the Student Transfer Report that will be going to the Board tomorrow.
    - A benefit of our contract with immigration attorneys is that they were able to save one of our students and get them cleared before their 21st birthday.
    - We have received the new SEAP Annual Report, which is due by January 1, 2021. Audrey will work on this report.

17. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)
    a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris, Doug, 12/15)
    b. Adjustments to the 2020-21 budget to Meet State Allocation Reductions **(ALL, as needed each Cabinet)**
        1. Limiting Short-term Hourly and Professional Expert Positions
        2. Manage Overtime Assignments and Costs
    c. Multiple Measures Placement Workgroup (Joumana, George, and Team, 2/23)
    d. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 12/8)
    e. Student Centered Funding Formula—Continued Follow Up
        1. Noncredit Support of SCFF & Multiple Measures (Madelyn, 12/15)
        2. Auto Award/Near Completion **(Audrey, George, Francisco, Dale, 11/10)**
        3. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 11/17)

18. Quarterly Reports to Cabinet
    a. Emergency Response Plan Quarterly Report (Duetta, 1/12)
    b. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, and Kevin, 2/2)
    c. Faculty Position Control Quarterly Report (Joumana and Rosa, 2/2)
    d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/17)
    e. IT Projects Quarterly Report **(Dale, 11/10)**
    f. Grants Quarterly Update (Adrienne, 1/5)
    g. Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, Marlyn, and Lina, 2/23)
    h. International Student Quarterly Report (George, 12/8)
    i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 1/19)
    j. Title IV Quarterly Report (Lianne and Lisa, 1/19)