



**April 18, 2023**

Tami sat in for Madelyn

1. Cabinet reviewed and commented on the following information items:
  - a. A Memo from the Chancellor's Office, [Notification of Intent to Award for FY 2023-25 Equal Employment Opportunities \(EEO\) Innovative Best Practices Grants](#), provides a total of \$5,651,806 awarded to 21 districts. Mt. SAC was awarded \$300,000 for an employee mentorship and restorative justice program.
  - b. The [ACCJC Annual Report for 2023](#) was completed. The document is a great source of data and information.
  - c. An article from EdSource, [California districts see more chronic absenteeism than before pandemic](#), is alarming. There has been a presumption that high absenteeism in K-12 was related to the pandemic, but it appears to be continuing post pandemic. The report notes that a third of public school students are chronically absent compared with 13.5% pre-pandemic. Our own High School Outreach is also noticing a reduction in the interest of high school students to participate in their program.
  - d. An article from Nossaman, [Federal Court Enjoins Biden Administration's WOTUS Rule in 24 States](#), related to the Federal initiative for the United States EPA to strictly regulate local bodies of water for compliance with the Clean Water Act rather than have the states oversee such compliance.
  - e. The Los Angeles Regional Consortium for Strong Workforce has contracted with Lightcast to perform an [Economic Impact Study](#). The study will cover all 19 of the Los Angeles County community colleges and demonstrates the value to the local economy. We did one of these a few years ago, and it shows good data on the outcome of a Mt. SAC education.
  - f. We have received the Summary of Initial Visit from the California Community Colleges Institutional Effectiveness Partnership Resource Team (PRT) visit related to student learning outcomes. The first visit went well and was well attended. The next step of the Institutional Effectiveness Partnership Resource Team visit related to our work on outcomes has been received. The [List of Primary Successes and Menu of Options for Institutional Consideration](#) provides options for the identified areas of focus. We will need to prioritize these options and provide a written plan that addresses each of the five areas of focus. This will be a large chunk of work to get done in a short period of time.
  - g. The information in the Chancellor's Office [CCCCO Student Employment Outcomes: California Landscape Analysis](#) "finds" outcomes already known to us and strategies we are already utilizing.
2. Cabinet reviewed the [Education/Informational Reports to the Board](#) for 2023-24 and made some [changes](#).
3. The P2 [2022-2023 Apportionment Attendance Report](#) has been received from the Chancellor's Office. The good news is we are up in FTES overall from last year. To be determined is, is it enough and will we continue the upward trend? We have good financial aid processes that have helped us, and fortunately noncredit attendance is now exceeding pre-pandemic levels. A lot of our growth this Fall was with new students, and we did a good job of our yield with students on financial aid and retaining them in special programs.
4. In November 2022, Cabinet did a round of Block Grant allocations that focused on recruiting and retaining students and DEISAA. Since then, a couple of additional requests have been approved for high need items. Cabinet approved a [Block Grant Request](#) from the School of Continuing Education for onsite enrollment coordination with high schools.

Cabinet determined that there will be a second phase of allocations for new block grant requests. These requests will be reviewed and prioritized at the Cabinet meeting on May 9.

5. A revised [organizational structure](#) for Student Services was reviewed and approved by Cabinet. The structure will result in some reclassified management positions, and Student Services is working on revising these job descriptions with Human Resources. These positions will be added to the list of positions that are in need of funding or additional documentation.
6. Cabinet discussed the next round of New Resource Allocations and whether we would be in a position to fund high needs prior to the adopted budget. It was determined to take a wait-and-see approach. Morris will provide an analysis of the May Revise at the May 16 Cabinet meeting for continued new resource discussion.
7. Cabinet approved an [Immediate Need Request](#) for the Arts Division for \$18,478 one-time for the Arts Models budget.
8. Cabinet approved an [Immediate Need Request](#) for Technical Services for \$30,000 one-time and \$54,050 one-time for Commencement activities.
9. Cabinet was joined by Shannon Carter, Associate Vice President of Administrative Services, and Sayeed Wadud, Manager of Environmental Safety and Emergency, for a quarterly update on [Emergency Response Plan](#). Highlights:
  - Trainings are continuing, with offerings in Emergency Preparedness, Building Evacuation, New Hire Orientation, Active Assailant, Stop the Bleed, and Fire Extinguisher.
  - There are monthly visual generator inspections occurring per the SPCC plan.
  - Exposure monitoring was performed in the cadaver lab.
  - Learned a lot during the last power outage and they are integrating that knowledge into the trainings.
  - There will be removal of old chemicals.
  - A Red Cross First Aid/CPR/AED certification course will be offered.
  - The written Bloodborne Pathogen Program is being revised and is expected to be completed in the summer.
  - An EOC tabletop training is being planned and will soon be scheduled for executive team members.
10. Cabinet was joined by Adrienne Price, Director of Grants, for a quarterly update on [Grants](#). Highlights:
  - Arthur N. Rupe Foundation, Certified Nursing Assistant Program Grant, is a one-year grant with a total request of \$25,000. The grant will increase the capacity to meet workforce and student demand for the CAN program.
  - National Science Foundation, Improving Undergraduate STEM Education, Hispanic-Serving Institutions, is a 4-year grant with a total request of \$150,000. This collaborative grant with Cal Poly Pomona as the lead creates a connection between the two institutions related to closing gaps for underrepresented students in engineering.
  - California Community Colleges Chancellor's Office, Culturally Responsive Pedagogy and Practices: Innovative Best Practices, is a 2-year grant with a total request of \$300,000. The project would scale up DEISAA professional development programs.
  - California Community Colleges Chancellor's Office, Equal Employment Opportunity: Innovative Best Practices is a 2-year grant with a total request of \$300,000. The project would support an employee mentorship program and alternative dispute resolution process using restorative justice.
  - US Department of Education, Title III/V Designation, eligibility application is required annually to receive funding as an HSI or AANAPISI institution.

- National Science Foundation, Scholarships in Science, Technology, Engineering, and Math, is a 6-year grant with a total request of \$2,500,000. The project would create a scholarship cohort experience for Engineering and Engineering Technology students.
  - California Community College Chancellor's Office, Mathematics, Engineering, Science Achievement is a 5-year grant with a total request of \$1,400,000. The project will implement a MESA program that serves underrepresented students majoring in calculus-based STEM fields who want to transfer to a four-year institution.
  - Congressionally Directed Spending Request, Pathways to Jobs, is a Federal earmark request for the area of noncredit education.
  - Congressionally Directed Spending Request, Wildland Fire Training Program, is a Federal earmark request for the field of wildland firefighting and prevention.
  - California Community Colleges Chancellor's Office, Native American Student Support and Success Program, is an initial request to be invited to participate in a 5-year grant with a total request of \$1,500,000. The project would establish a full-time coordinator and tribal liaison.
  - California Commission on Teacher Credentialing, Integrated Teacher Preparation Implementation and Expansion Grants, is a collaborative grant with Cal Poly Pomona serving as the lead institution.
  - California Commission on Teacher Credentialing, Integrated Teacher Preparation Implementation and Expansion Grants, is a collaborative grant with University of California, Irvine serving as the lead applicant.
11. Cabinet was joined by Angelic Davis, Director of Purchasing, Printing, and Mail Services, for an update on the Bookstore Vendor Selection.
12. Cabinet approved the [Request to Fill](#) log for the following positions:
- [Associate Dean, Natural Sciences](#)
  - [Career Services Specialist](#) (Technology and Health Division)
  - [Human Resources Technician](#)
13. Tom reported:
- The Native American Student Support Success grant will provide much-needed services to our native American students.
  - The BP/AP 3900 Freedom of Speech workgroup has some feedback that they would like to run by the attorney.
14. Tami reported:
- Last Friday, SCE held an all-day meeting with 80 staff, managers, and faculty members. The purpose of the meeting was to consolidate findings from WASC accreditation program and criteria workgroups. They are nearing the identification of the three Action Plan objectives that are intended to address areas of growth in SCE.
  - Next week, SCE is starting the work with West Ed to develop a process for transition work. They will start interviews this month with SCE staff and then later some campus partners who have already been identified from Instruction and Student Services. The project should be in pilot phase by next Spring 2024.
  - STV/EOA/AWD is hosting a Student Appreciation Week from April 17 – April 21. Students will have an opportunity to get a special treat each day in the morning or afternoon. Counselors, Coordinators, the Career Specialist, and the SCE Basic Needs Specialist are available to provide resources and answer any questions. They are very proud of our students and want to recognize their hard work and show appreciation.
15. Sokha reported:
- HR will be working on the retiree health benefits AP so that there are clear procedures for retirees who are self-paying for retiree health benefits (for their spouse and/or dental/vision).

16. Kelly reported:

- She thanked everyone who participated in the faculty hiring screening process—it was a success! As a result of all the hard work of the faculty screening committees, the hiring of nearly 25 faculty will be presented to the Board of Trustees in May.
- The Instruction Leadership Team has been working on several best practices Waitlist Work Group, block schedule, and add/cancellation course list (every semester).
- Violinist Irene Shiao, who teaches part-time for Mt. SAC, will be playing at King Charles's Coronation on May 6, 2023. They are very proud and honored for Irene to perform for this event.
- Representatives from the ASCCC will visit Mt. SAC virtually on April 27 to provide guidance about the curriculum differences between lab and activity courses.
- Reminder about the Kepler Scholarship Dinner on Saturday, April 29, in Heritage Hall.

17. 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)

18. Quarterly Reports to Cabinet:

- Emergency Response Plan Quarterly Report (Shannon and Sayeed, 7/18)
- 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, 7/18)
- 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)