



May 9, 2023
Shannon for Morris

1. Cabinet reviewed and commented on the following information items:
 - a. Bill was interviewed by Hispanic Outlook in Higher Education Magazine, and will have an article, [A Leader Bids Farewell](#), in their June 2023 issue. The article highlights the efforts made to support the Latinx population at Mt. SAC, as well as his lifelong leadership in California community colleges.
 - b. The Chancellor's Office and Foundation for California Community College's announced our awarding of [Asian American Native Hawaiian Pacific Islander Student Achievement Program \(AANHPI AP\) funding](#). This \$8M appropriation grant provides funding to 40 colleges to provide culturally responsive services to enhance student educational experiences and promote higher education success for Asian American Native Hawaiian Pacific Islander (AANHPI) students and other underrepresented students.
 - c. The Chancellor's Office Memo, [Required Action: Equitable Placement, Support and Completion \(AB 1705\) Funding Allocation and the Submission of Funding Plans](#), is a questionnaire on how we plan to leverage the resources allocated in the 2022 Budget Act related to AB 1705. As previously reported, Mt. SAC will receive \$1,183,249 in funding, and we will have to follow up with a robust plan. There have already been discussions with the Academic Senate related to this funding.
 - d. The [Vacant Positions Under Active Search Log](#) was reviewed.
2. The School of Continuing Education provided a [Modified Online Training Recommendation for High School Referral \(HSR\) Faculty](#). This is following up on the discussion in Cabinet last week wherein SCE is seeing an increase in demand for High School Referral online courses, however, there is a lack of SPOT trained noncredit faculty in this area. The proposal is to provide targeted training to HSR faculty in order to accommodate these additional students.
3. Block Grant Requests (Phase 2) were reviewed, and each area was provided some additional feedback. These requests will continue to be reviewed over the next few Cabinet meetings:
 - [Student Services](#)
 - [School of Continuing Education](#)
 - [Human Resources](#)
 - [Instruction](#)
4. Cabinet discussed categorical programs and the concern that, as funds tighten due to increased costs and COLA, services to students may be in peril. Cabinet will establish a work group from each major area, with Administrative Services taking the lead, to establish processes for grants/programs that are categorically funded to evaluate existing conditions; identify existing practices that can be modified instead of changing/adding (needs to fit in annual planning and budgeting cycle); and look at the way we assign staff to soft money. This will be agendized for the next few meetings to handle any near-term issues.
5. Cabinet approved an [Immediate Need Request](#) for Maintenance and Operations (Transportation) for supplies, contracted services, and hourly support for \$80,000 one-time.
6. Cabinet approved an [Immediate Need Request](#) for TRIO for the Upward Bound summer enrichment program for \$73,141 one-time.
7. Cabinet pre-approved the following position to proceed with recruitment:
 - [Program Specialist II](#) (Promise+Plus Program)

8. Cabinet approved the recommendations from the Reclassification Committee for the following positions:
 - Administrative Specialist I
 - Fiscal Technician I
9. The following job descriptions were reviewed and approved for submission to the Board:
 - [Laboratory Technician \(Aircraft Maintenance\)](#) (New)
 - [Simulation Laboratory Specialist](#) (Revised)
 - [Testing Center Clerk](#) (School of Continuing Education) (New)
10. Cabinet approved the [Request to Fill log](#) for the following positions:
 - [Student Services Program Specialist II](#) (EOPS)
11. Tom reported:
 - His office is working on a request from a Board Member for an ACCT conference presentation.
12. Madelyn reported:
 - ESL is having a career conference this week, May 8-12, to expose students to careers and experts in the field. Tonight's speaker is Erica Alfaro, award-winning author of *Harvesting Dreams* which is her inspirational journey as a Latina for the American Dream.
 - SCE faculty are developing a large number of new programs and courses, including Phlebotomy, Behavioral Intervention Specialist, and several Older Adult classes such as writing (biography, creative writers, and avoiding scams, and others)
 - To promote enrollment, SCE has started an internal evaluation with all areas to examine our student enrollment processes from start to finish. The intent is to address DEISA issues, identify any barriers to eventual registration, and ensure a student friendly experience. They are leveraging our newly hired Business Analyst to determine IT solutions when needed.
13. Sokha reported:
 - There has been discussion on revisions to AP 5530 to be sure that it is not in conflict with the Faculty Association contract.
 - There has been a vendor on campus looking at our grounds equipment options for possible electric equipment.
14. Kelly reported:
 - Spring 2023 enrollment trends: 71% online, 4% hybrid/other, and 26% face-to-face. Down 4.7% in FTES and 3.3% in enrollment compared to Summer 2022.
 - The ACCJC [revised standards](#) are nearly finalized and will be approved at the next ACCJC Board meeting in June. The final elements of the Mt. SAC Institutional Self-Evaluation Report (ISER) are drafted and ready for review. [Download an ISER Section](#) and use the [ISER Draft Comment Form](#) to share your feedback, by name or anonymously, by May 19th. The ISER sections available for review: Introduction, Plans for Institutional Improvement, and the Quality Focus Essay (QFE).
 - This week is Teacher Appreciation Week, and the Office of Instruction and the Instructional Leadership Team thank all our professors who devote their time and efforts every day to helping our students achieve their academic and professional goals. Their unwavering commitment, dedication, and hard work in supporting the success of our students is truly appreciated. A big thank you!
15. Shannon reported:
 - With nearing fiscal year end, many Administrative Services departments are extremely impacted.

16. 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 7/25)
 2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Gio Rodriguez, and Aida Cuenza, 7/25)
 3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 7/25)
 4. Technology Loan Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 7/25)
- 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, 8/1)
 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 6/13)

17. 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, 8/1)
- Faculty Position Control Quarterly Report (Rosa and Meghan, 7/18)
- 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, 8/1)
- 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)