



June 6, 2023

1. Cabinet reviewed and commented on the following information items:
 - a. An [email](#) from the new Chancellor, Dr. Sonya Christian, that was sent to the CEO listserv outlines Chancellor Christian's first day on the job and she offers her thanks for the support. Cabinet appreciates her perspective on dual enrollment.
2. The Canvas Workgroup produced [notes from their most recent meeting](#) on compliance with FERPA and RSI (Required Substantial Interaction) and finalized recommendations. Meghan notes that the group worked on wrapping up items that were not yet finalized. For FERPA compliance, faculty must go through mandatory training (which is currently being developed by the Academic Senate DEI Committee). Once the faculty member has completed mandatory training, those who request to use merged shells will self-certify the FERPA processes they will use by submitting a Smartsheet to the division dean who will direct IT to create the merged CRNs. An Impact Report will then be run to verify that the merged shell designed by the faculty includes the FERPA-required elements. When finalized, this process will be negotiated between the District and the Faculty Association. FA contract is already in place for RSI.
3. Rosa Royce, Chief Compliance and College Budget Officer, provided an update on the 2023-24 Tentative Budget which is being built for approval at the June 28, 2023, Board Meeting.
4. Cabinet reviewed the following revised Board Policies and Administrative Procedures, which will be brought back to the next meeting for a second review.
 - [AP 3200 – Accreditation](#)
 - [BP 3200 – Accreditation](#)
 - [AP 4051 – Course Equivalencies and Variances](#)
 - [AP 4105 – Distance Learning](#)
 - [AP 4230 – Grading Symbols](#)
 - [AP 5300 – Student Equity](#)
 - [BP 5000 – Student Success](#)
5. Cabinet reviewed the new [Purpose and Function Statement](#) for the Educational Technology Committee. This Committee is an Academic Senate Committee which reports to the Student Preparation, Equity, and Achievement Council.
6. Cabinet approved an [Immediate Need Request](#) from Counseling for the balance of a Transfer Specialist position that was moved from the dangling positions list for \$2,006 ongoing.
7. Cabinet approved an [Immediate Need Request](#) from Human Resources for temporary professional experts for EEO Compliance and Recruitment Services for \$220,000 one-time.

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

- [Assistant Director, EOPS/CARE and CalWORKs](#)
- [Executive Assistant I](#) (Human Resources)
- [Human Resources Analyst](#)
- [Human Resources Technician](#)
- [Human Resources Technician](#)

9. Melba reported:

- Student Services has been preparing for Commencement and as of June 1, more than 9,000 tickets were confirmed. Training for employees participating in Commencement is Thursday, June 8, 2023.
- The Rising Scholars Network Juvenile Justice Program grant collaboration with Citrus College has been submitted. This grant is proposed to serve the juvenile camps in the area.
- Summer Bridge is currently filled with 240 students. There were 719 applicants for this Summer session compared to 576 applicants last Summer.
- The Step program is scheduled with 17 sections for the first two weeks with just a few seats open. The second two-week program is scheduled with 17 sections with 125 seats left to fill. There are 835 seats filled thus far. A total of 795 students completed STEP 2022.
- There are two distributions left for the Mountie Food Pantry for the Spring semester. In the Summer, they will move to food vouchers.
- MAP workshops have served over 600 students in person and nearly 200 on Zoom with a show rate of between 70%-75%. We will continue to offer the workshops on the weekend and through the Summer.

10. Madelyn reported:

- After week 14, SCE reached 2022 Spring noncredit FTES. There should be a small increase in overall 2023 Spring noncredit FTES.
- The SCE Workforce manager, faculty, and other LA region partners met with LARC and SWP regional marketing project leads to give input on regional noncredit marketing. The group requested additional marketing funds that stressed a community approach that recognized how to reach out to adult learners.

11. Meghan reported:

- Enrollment is up compared to last summer at this point--10% in enrollment and 8% in FTES. The Instruction team continues to chase enrollment.
- The new catalog is published in pdf. The online version is being worked on and should be completed soon.
- Dual Enrollment looks forward to celebrating the Mt. SAC Early College Academy graduation which is tonight. There are 70 graduates with 9 earning their AA-T. Of those 70 students, 21 are coming to Mt. SAC, 30 are going to a CSU, and 10 are going to a UC.

12. Morris reported:

- Food services located in the Student Center will be a soft open, with a full open in the Fall.
- The Bookstore transition is moving along. Campus constituents are meeting with Follett and there will be a Fall transition for copyright review of course packs.
- The work with Cal Poly on the student housing survey continues.

13. Sokha reported:

- Title IX Federal Regulation changes are expected in October 2023.
- The applicant tracking system that Human Resources has been using now has a way to blind employment applications.

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 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)

15. 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, 8/22)
- IT Projects Quarterly Report (Anthony, 8/22)
- 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)