



July 19, 2022

Anthony sat in for Morris

1. Cabinet reviewed and commented on the following information items:
 - a. An EdSource Article, [Analysis of Covid funding reveals California districts have spent little so far to address learning loss](#), is worrisome as limited high school learning during COVID has been an issue about which all at Mt. SAC have been concerned. Most educators understand that there were learning setbacks caused by the pandemic—particularly with those underrepresented groups that were hit hardest by the pandemic in other ways—and this analysis reveals that little of the COVID relief funding received by K-12 districts have been used to address this loss of learning. Our K-12 students NEED competencies going forward; this is not encouraging.
 - b. The California State Auditor's Office issued a document, [2022-1113 AUDIT SCOPE AND OBJECTIVES, California Community Colleges—Hiring Practices](#), which outlines the audit process for use of funds allocated for hiring more full-time faculty. However, the deadline to use the money is not yet approaching. We will move ahead with recruiting an initial group this Fall.
 - c. Proposed changes in [H.R. 5739](#) would amend the Higher Education Act of 1965 to add flexibility to Federal Pell Grant requirements for students with disabilities. This is a new bill that has a lot of traction in Congress. The revisions provide that students with disabilities would be eligible for Pell grants when attending less than full-time as well as extending the period of time for which a student with a disability may receive a Pell Grant.
 - d. The Chancellor's Office issued [Formal Notification of Intent to Award for Perkins Reserve Innovation Grants](#). Eighteen colleges received \$300,000 grants. Mt. SAC did not apply.
2. We submitted our [Annual 2021-22 Apportionment Attendance Report](#). We ended up better than anticipated, just 10% away from our highest FTES (P1 in 2019-20). There is still much enrollment to recover, but this progress is reasonable and, hopefully, full recovery is achievable. The College needs to continue to invest in keeping our capacity to serve students. However, we have seen some erosion in those numbers. The yield of outcomes is still lower for enrollment and the other SCFF metrics; we are working harder with the goal of improvement for Fall 2022.
3. The Enrollment Comparison Report for [Fall 2022 to Fall 2020](#) and [Fall 2022 to Fall 2021](#) continues to show declining numbers in both comparisons. Female student enrollments are down, which has not happened in quite a long time. The daily credit attendance accounting is down, which is a reflection of fewer short-term offerings. Kelly prepared some [trend reports](#) for day 1 through day 11 of Fall 2022 credit enrollment by registration date compared with previous years:
 - Headcount by Registration Date for Fall Terms and Enrollments by Registration Date for Fall Terms – We are currently trending below both Fall 2020 and Fall 2021, with the gap remaining fairly consistent as the days progress.
 - FTES by Enrollment Dates for Fall Terms – By Day 9, Fall 2022 FTE count is above Fall 2020, but below Fall 2021. This shows that we have students taking more units per student than previous years.
 - [Disaggregated data by gender and non-full term course offerings](#) – Females have accounted for the largest percentage of students who dropped classes when compared to male students from Fall 2020 to Spring 2022. Non-full term course offerings have gradually declined since the peak during Fall 2020.There was discussion about validating the data to ensure that the system is using correct codes. It was recommended that it would be helpful to see the trend of contact hours in the same format.
4. Cabinet was joined by Sayeed Wadud, Manager of Environmental Safety and Emergency Management, to provide a report on [Emergency Response Plan Quarterly Update](#). Highlights:

- He encourages employees to pay attention to the heat index when working outside during this heat wave.
- Building evacuation training is ongoing and all building occupants are encouraged to attend with specific training provided for Floor Captains and Building Marshals. The Emergency Response Team is working with ACCESS to assure that additional mechanisms for notifications are provided for those with disabilities.
- The Chemical Hygiene Plan has been completed.
- All areas will be sent an easily accessible, comprehensive Emergency Reference Guide. This Guide will help departments navigate various emergencies.
- The team is conducting security and vulnerability self-assessments with Police and Campus Safety.
- He attended the FEMA-organized Emergency Management Higher Education Symposium.
- Disposal of hazardous waste is continuing.
- There continues to be a good supply of COVID PPE, and distribution continues across campus.

5. Cabinet was joined by Adrienne Price to provide the [Grants Quarterly Update](#). Highlights:
New Grant Applications

- Foundation for California Community Colleges, Nursing Education Investment Grants, is a 22-month grant with a total award of \$195,764. The grant will implement a DEI-focused faculty development program for the Nursing department.
- California Community Colleges Chancellor's Office, LGBTQ+ One-time Funding, is a five-year grant with a total award of \$214,781. The focus will be on activities including welcoming furnishings for the Pride Center, mentoring, developing a faculty community of practice, and student outreach for transfer.
- Social Science Research Council, Sloan Scholars Mentoring Network Seed Grant, is a one-year grant with a total request amount of \$10,000. The project lead, Dr. Maura Palacios Mejia, is a Sloan minority scholar recipient and is looking for funding support for student research at the Wildlife Sanctuary.
- California Community Foundation, Los Angeles Scholars Investment Fund, is in partnership with the SGV Conservation Corps for a three-year grant with a total request amount of \$20,000. This will support internships and college preparation for at-risk youth who attend YouthBuild charter schools.
- National Endowment for the Humanities, Humanities Initiatives at Hispanic-Serving Institutions, is a 30-month grant with a total request of \$129,537. The grant would create a digital photo library of Mt. SAC's history.
- U.S. Department of Education, Undergraduate International Students and Foreign Language Program, is a two-year grant with a total request amount of \$20,000. The grant would both establish a sister college association with Nagasaki Junior College and expand cultural exchange activities with J.F. Oberlin University. The goal is to have a study abroad program in Japan in Fall 2024.
- U.S. Department of Labor, Strengthening Community College Training Grant, is in partnership with Citrus College, Glendale Community College, Pasadena City College, Rio Hondo College, and the University of La Verne for a four-year grant with a total requested amount of \$5M. This "San Gabriel valley Health Careers Consortium" would provide an outreach plan to inform and guide underrepresented students into health programs of study. The day after submission, the DOL announced another \$50M for this program. There will be another round in October we could apply for if we're not successful in this round. This is a very competitive grant, but we have a sweet spot with this consortium.
- U.S. Department of Education, Asian American and Native American Pacific Islander-Serving Institutions, Part A, Cooperative Arrangement, is a five-year grant with a total requested amount of \$2.5M. This year, there was the option of a cooperative arrangement track which they haven't done in the past. Because of that, we were able to apply as either a lead or a partner of a cooperative arrangement grant. We partnered with Cal Poly Pomona to focus on similar areas as our previous grant, which are to address the unique needs of Asian Pacific Islander Desi American students.
- California Department of Education, Child Development Training Consortium, is a 10-month grant with a total award of \$13,800. The grant is a long-standing project that is renewed annually and addresses licensed childcare center workers.

- U.S. Department of Education, Congressionally Directed Awards, is an 18-month grant with a total award of \$500,000. The project will develop noncredit health careers pre-apprenticeship and Registered Apprenticeship Programs.
 - California Community Colleges Chancellor's Office, Nursing Education Program Support, is a one-year grant with a total award of \$262,448. The project offers support to students in the nursing program.
6. Cabinet approved the following positions to proceed with recruitment:
- [Curriculum Specialist II](#) – A vacant Curriculum Specialist I to be upgraded to a Curriculum Specialist II, with funding provided from existing department funds.
 - [Tutorial Services Assistant II](#) – This existing vacant position to be converted from 9 months/40% to 10 months/47.5%, with funding provided from existing department funds.
 - [Preventative Maintenance, AC and Heating Mechanic](#) – A vacant Lead Locksmith position funding will be repurposed for the Preventative Maintenance, AC and Heating Mechanic.
7. Cabinet approved the [Request to Fill Log](#) for the following positions:
- [Curriculum Specialist II](#)
 - [Professor, Counseling](#)
8. Sokha reported:
- Negotiations are continuing.
 - Human Resources is continuing to work on employee accommodation requests.
 - While the campus is moving forward with interviews back in person, Human Resources will continue to monitor the County's guidelines for masking and adjust if needed.
9. Anthony reported:
- Maintenance is auditing all electronic external doors on campus to work with key fobs and completing work to upgrade these systems.
 - He is almost done with a questionnaire related to the IT Master Plan which will go out to students and employees. The hope is to get this out in early Fall.
10. Audrey reported:
- The process of hiring a new Mental Health Specialist is continuing. This is a much-needed service for our students.
11. Kelly reported:
- Fall 2022 Enrollment: face-to-face 54%, hybrid 7%, online 39%. Fall 2020 FTES is up 5% compared to Fall 2021.
 - The Core Accreditation Team (Barbara Mezaki, Allie Frickert, Lianne Greenlee, Michelle Sampat, Patty Quinones, and Kelly Fowler) are reviewing and sharing draft copies for each standard in preparation for a final overall review this Fall. Cabinet is looking forward to Accreditation Core Group updates every quarter during this accreditation cycle.
 - The Instructional Leadership Team held a study session last week which was very successful! Topics covered included communication strategies, DEISA, and enrollment approaches. Many thanks to [Gwen Bortner](#) for sharing her expertise and providing effective communication guidance and strategies to the ILT team.
 - Mark Lowentrout, Dean of the Arts, announced he has accepted a dean's position at Pasadena City College, and his final day on campus will be Thursday, July 21. Many thanks to Mark for his dedication and advocacy for the Arts division.
12. Madelyn reported:

- The School of Continuing Education ESL is just starting to expand Vocational ESL (VESL) and bridge courses to Short Term Vocational training for more levels of students. More students will take English for Special Uses in Fall which contextualizes ESL to career fields. Discussions have also started to offer English in combination with health careers training. SCE is well-positioned to receive state budget money to train ESL students in health careers.
- Developing an apprenticeship for Pharmacy Tech is still the goal, and there is a Division of Apprenticeship Standards ([DAS](#)) advisor assigned. Our Child Development program has a California apprenticeship program so SCE consulted with Director Tamika Addison who provided some excellent advice. SCE will also pursue an apprenticeship with other healthcare programs since we have employers in some of them who are already in place and to seek to recruit student completers.
- WASC accreditation work is in progress and will get busier in the Fall with cross-division work starting. A large part of the evidence is the process. SCE's WASC visit is set for Spring 2024, at the same time as the ACCJC visit.

13. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)

- Return and Recover Initiative:
 - Reconnect and Reengage (**Leads: Tannia Robles, Shannon Rider, Matt Judd, Pedro Suarez, 7/26**)
 - Center for Black Cultural and Student Success, MMI, Arise, and El Centro (**Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 7/26**)
 - Student Center Coordination (**Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 7/26**)
 - Laptop Loaner Program (**Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 7/26**)
- Multiple Measures Placement Workgroup (Madelyn, George, Ned, Elizabeth, Maria, and Jimmy, 8/16)
- Student Centered Funding Formula—Continued Follow Up:
 - Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 6/28)
 - EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 8/9)

14. Quarterly Reports to Cabinet:

- Emergency Response Plan Quarterly Report (Duetta and Sayeed, 10/18)
- Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 8/2)
- Faculty Position Control Quarterly Report (Rosa and Meghan, 10/11)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 8/16)
- IT Projects Quarterly Report (Anthony, 8/16)
- Grants Quarterly Update (Adrienne, 10/18)
- International Student Quarterly Report (Chris, George, and Paty 8/2)
- Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 9/27)
- Guided Pathways Quarterly Report (Meghan, Shiloh, and Sarah, TBD)
- Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 9/20)
- Title V Quarterly Report (Lisa and Lizette, 8/9)
- AB 30 (Dual Enrollment, A&R, and IT, 8/2)
- Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 9/13)