



**August 17 and 18, 2022**

1. Cabinet reviewed the recent Chancellor's Office Memo, [California Community College COVID-19 Recovery Block Grant](#), which provides information on the \$650M in State one-time funding to California community colleges to address issues related to the COVID-19 pandemic. While the direct funding amount to Mt. SAC is not yet known, the money will be well-used to continue the good work done by the campus related to the campus recovery and student retention. Cabinet discussed specifically the portion of the memo that addressed [Recovery Block Grant Allowable Expenditures](#). These restrictions would still allow us to prioritize professional development, technology infrastructure, and supporting mental health and wellness needs of students. After reviewing these allowable expenditures, Cabinet agreed to continue discussions on the use of these block grant funds during our upcoming analysis of requests for new resource allocations.

2. Cabinet continued the discussion of New Resource Allocation Phase 14. Working with their teams, each area continued to refine their requests, ensuring that justifications were aligned with both Cabinet budget priorities and the Strategic Plan Goals. Prioritized finalized lists of red (does not meet Strategic Plan Goals and/or Cabinet Budget Priorities) and green (meets SP Goals and/or Cabinet Budget Priorities and moves forward for final prioritization) requests for each area were discussed:

- [Administrative Services](#)
- [Human Resources](#)
- [Instruction](#)
- [School of Continuing Education](#)
- [Student Services](#)
- [President's Office](#)

After discussion, Cabinet [prioritized](#) ongoing requests that were approved to move forward into three categories based on the previously established Cabinet priorities—1) new and existing building support (orange on the chart), 2) return, recovery, and reinvestment (blue on the chart), and 3) efficiencies and department stabilization (purple on the chart). All [one-time and categorical requests](#) were reviewed separately and funding of those requests was determined. Following a discussion about available funds for this round of NRA's, the following New Resource Allocations – Phase 14 for each area were finalized, including both ongoing and one-time requests. Some of the funding will be tied into categorical funds, when known and funded.

- [Administrative Services](#)
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Cabinet called out the good work that was done by each team—justifications were compelling and really tied into the needs of the campus (even the ones that were not approved to move forward). Great work by all!

3. Morris provided the draft [Emergency Conditions Recovery Plan](#) that is required to be submitted by the Chancellor's Office. This report will be going to the Board for approval at their August 24 Special Board Meeting. Morris thanked all areas for contributing to the report.
4. Cabinet approved the [Request to Fill Log](#) for the following positions:
  - [Administrative Specialist III](#) (Arts Division)
  - [Coordinator, Computer Facilities](#)
  - [Coordinator, Project/Program](#) (Professional and Organizational Development)
  - [Coordinator, School of Continuing Education](#)
  - [Dean, Arts](#)
  - [Equipment Assistant, HVAC](#)
  - [Event Services Technician](#)
  - [Executive Assistant I](#) (Human Resources)
  - [Preventative Maintenance, AC and Heating Mechanic](#)
5. Cabinet was joined by Gary Nellesen, Executive Director of Facilities, Planning and Management, to provide a quarterly report on [Construction Project/Scheduled Maintenance](#). Highlights:
  - All major milestones are ahead of schedule with 12 major projects on schedule and 2 major projects delayed up to six months.
  - Expenditures of Measure GO Funds and state match for the 2021-22 fiscal year exceeded \$120M.
  - Transit Center and Temple Avenue Pedestrian bridge are behind schedule.
  - The focus on staffing continues: the Director of Capital Construction Programs has been filled, and the Senior Facilities Planner position is going back out for recruitment.
  - The number of small furniture projects is becoming very demanding, and the facilities team will plan for the ongoing workload.
  - Lack of staffing is preventing any major building project-specific planning going forward for now.
  - There is good pace of work on the Student Center especially considering that there are a lot of moving parts.
  - The east-west pathway of Miracle Mile will not be open next week for the beginning of the Fall semester.
  - The goal is to have water in the Gymnasium pool in November.
  - Some smaller projects are beginning on campus, including audiovisual systems.
6. Cabinet was joined by Anthony Moore, Chief Technology Officer; Michael Carr, Director, Academic Technology; Monica Cantu-Chan, Director of Project Implementation; Eric Turner, Assistant Director of Web and Portal Services; Chuong Tran, Assistant Director of Enterprise Application Systems; and Chris Schroeder, Director of Infrastructure and Data Security; to provide a report on [IT Projects](#). Highlights:
  - The team presented each of their areas' [statistics dashboards](#).
  - A questionnaire covering nine categories of pre-planning activities will be sent out in preparation of a revised Technology Master Plan. There is one for students and one for faculty/staff.
  - The team has been completing the Chancellor's Office reporting requirements for AB 178.

Academic Technology

  - The Wepa student print stations were installed during the first week of August and can print in black and white and color. There is a minimal cost to students for this service.
  - The T-Mobile hotspots have been ordered and Verizon hotspots are being exchanged.

Information Security

  - The team is currently evaluating vendors to provide AWS support for onboarding and configuration of a Transit Gateway.
  - They have received Microsoft Campus Agreement for year 3 or 4, which will be going to the Board for approval.
  - They are currently evaluating the CCC Tech Center Security Funding and what it may mean for the College.
  - The recent internet outage was experienced by multiple community colleges and was a result of severed fiber.

#### Project Management and Application Development Support/Enterprise Application

- The new Dual Enrollment application process went live in May. This allows for a better process in that the Dual Enrollment office can now clear student holds.
- From May to July there were 129 projects completed.
- Training on SoftDocs is continuing process implementation for electronic documents.
- Successfully upgraded DegreeWorks 5.07, which allows a real-time responsive dashboard that is mobile friendly and provides features such as educational goals, degree of progress, and educational plans.
- The team has completed 29 Banner upgrades with local modifications this quarter.

#### Web and Portal

- Portal, Canvas, and website uptime have been consistent.
- PDF documents are continuing to be made accessible, however, there are currently 2,346 non-compliant PDFs.
- Chosen names appear wherever first names appear in SARS.
- All-gender restroom locations are identified on the online campus map.

#### 7. Sokha reported:

- Negotiations with the Faculty Association have concluded.

#### 8. Morris reported:

- Last week was supposed to be the drop for nonpayment, however, there was an error in technology and the drop will occur Friday, August 19. There was discussion about how the drop dates are communicated to students and the campus.

#### 9. Audrey reported:

- First Pell Grant distribution was 5,878 students for \$2.6M on August 12. Last year was 5,692 students for \$2.3M.
- Information booths will be out across campus next week for the first week of the Fall semester.
- Registration assistance center will be in the Assessment Center to help students during the first week.
- MMI and Arise had very successful retreats last week at UCLA and UC Santa Barbara, respectively.
- Student Services held their opening meeting, which was well attended.

#### 10. Madelyn reported:

- Our Medical Assistant program applied for and was granted a 5-year eligibility with the National Center for Competency Testing. This makes our students eligible to take a national competency exam and get a federal certification for medical assistance. This increases their job prospects and strengthens their resumes.
- Adult Education Week is September 18-24. SCE will celebrate it with speakers, panels, and to share the benefits of noncredit education.
- The California Adult Education Program (CAEP) and consortia share data each year with legislators as part of the original AB104 legislation which created the regional adult education consortia. Mt. SAC SCE is 2nd in the state for post-secondary transitions, among all other adult education and community college noncredit programs.
- Pharmacy Tech starts Monday, August 22, and the class is full. The Short-term Vocational team worked hard to onboard new students, along with the excellent outreach efforts by SCE's engagement staff.
- SCE is still working to develop a state and federal apprenticeship with some of our health careers programs. We are on our way to formalizing a federal EMT apprenticeship application.
- Initial counts of our summer noncredit FTES are approximately 3800+. This is up from last year and close to 18-19 summer levels but not yet at 19-20 FTES projection.

## 11. Kelly reported:

- Fall 2022 Enrollment: face-to-face 54%, hybrid 7%, online 39%. Fall 2022 FTES is down 12.0% from Fall 2019, and FTES is up 3.1% compared to Fall 2021.
- ACCJC Accreditation is coming! Attend the 1st Fall Accreditation Forum for new insights about what to expect in this accreditation cycle. We are excited that Dr. Gohar Momjian, Vice President of ACCJC, will join us as we share more about the self-evaluation process, Finishing Teams, opportunities to get involved, and key upcoming milestones.
- The Office of Research and Institutional Effectiveness has compiled the feedback to propose an updated Strategic Plan to the Institutional Effectiveness Committee in September. Once reviewed and approved, the finalized strategic plan will go to the President's Advisory Committee.
- Many thanks to Meghan Chen, Emily Woolery, and all presenters for Wednesday's engaging and informative Department Chair Training. Participants learned about the role of department chairs, enrollment management, and best practices.

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

- a. Return and Recover Initiative:
  1. Reconnect and Reengage (Leads: Tannia Robles, Shannon Rider, Matt Judd, Pedro Suarez, 10/25)
  2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 10/25)
  3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 10/25)
  4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 10/25)
- 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 (Madelyn, Tami, and Shannon, 9/27)
  2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 8/23)

## 13. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 10/18)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 11/1)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 10/11)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/15)
- e. IT Projects Quarterly Report (Anthony, 11/15)
- f. Grants Quarterly Update (Adrienne, 10/18)
- g. International Student Quarterly Report (Chris, George, and Paty 11/1)
- h. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 9/27)
- i. Guided Pathways Quarterly Report (Meghan and Guided Pathways Coordinator, TBD)
- j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 9/20)
- k. Title V Quarterly Report (Lisa and Lizette, 12/13)
- l. AB 30 (Dual Enrollment, A&R, and IT, 9/20)
- m. Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 9/13)