



President's Cabinet Action Notes

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Morris Rodrigue, VP of Administrative Services • Sokha Song, VP of Human Resources • Madelyn Arballo, Provost of SCE



August 23, 2022

1. Cabinet reviewed and commented on the following information items:
 - a. The article from PPIC, [After COVID, Community Colleges Must Focus on Improving Online Courses](#), has some good points. These are matters we have been talking about such as auditing Canvas to ensure regular and effective contact and how to do evaluations of online courses. As the article notes, it is important to be sure that our online students are getting high-quality courses that are as effective online as in-person. We know and understand that this means an investment in both training and support for faculty teaching online. It is important to stay focused on keeping our faculty training up to speed.
 - b. The most recent [Legislative Report](#) from our lobbyist, Nossaman, shows Mt. SAC's positions on active legislation that affects the College.
 - c. A couple of members of the College will be presenting at the Community College League of California's Annual Convention in November. Bill will be presenting a similar presentation as was done on FLEX Day, titled [COVID Impact on California Community College: Then, Now, and Beyond](#). Audrey, Victor Rojas, and a couple of Board Members will also be presenting on wraparound services titled Being Responsive: Creating Critical Pathways and Services for Marginalized Students.
 - d. The UC Davis School of Education's piece, [Pioneering the Community College Baccalaureate in California: The Experience of West LA College](#), has some good insights into how the community college Bachelor's degree is working in California and being expanded. While Mt. SAC is in line for the next cycle for our Bachelor's degree in Histotechnology, it is disappointing that the Chancellor's Office is only going to look at authorizing 10 additional Baccalaureate programs.
 - e. The [Vacant Positions Under Active Search log](#) was reviewed.
2. The first [drop for nonpayment](#) happened on Friday, August 19. The numbers (2,136) were typical of other Fall drops, so we are moving in the right direction. This is the first week of classes, and parking lots are mostly full—this is good news! Madelyn notes that ESL classes are very busy and new adds seem to want in-person courses. Audrey notes that Counseling is busy with students coming in all day and into the evening. We need to do as much as we can to get these students enrolled. The Instruction team is looking at any last-minute demand shifts in course offerings.
3. As we continue to get a clearer picture of State funding coming to us, Morris continues to update his budget projection models. A central focus is to be aware of how much of this funding is one-time rather than ongoing.
4. The 2022-23 New NRA Requests Phase 14 – Master Workbook was reviewed for any last-minute changes. These changes were the outcome of last week's meetings. Morris will prioritize items that were identified as block grant funded. Final NRA approvals:
 - [Administrative Services](#)
 - [Human Resources](#)
 - [Instruction](#)
 - [School of Continuing Education](#)
 - [Student Services](#)
 - [President's Office](#)

5. Cabinet reviewed the 22-23 Compendium for Non-Grant Funded Allocation Guidance Memos for [all California community colleges](#) and for [Mt. SAC](#), which includes the funding allocations for:
- Basic Needs Center
 - Basic Needs One-time Phase 2
 - California College Promise
 - CalWORKs
 - Campus Childcare Tax Bailout
 - CARE
 - DSPS
 - DREAMER Resource Liaisons
 - Emergency Financial Aid Grant
 - EOPS
 - Financial Aid Technology
 - Foster & Kinship Care Ed
 - Homeless and Housing Insecurity Pilot Program
 - Mental Health Program
 - NextUp Foster Youth, Perkins V: 1C-Local Assistance Allocations
 - Retention and Enrollment Outreach
 - Student Equity and Achievement
 - Student Financial Aid Administration
 - Student Success Completion Grant
 - Veterans Resource Center

The Compendium includes allocations, funding formula, spending guidelines, required reporting, and additional resources for each fund.

6. Cabinet continues to review the Enrollment Comparison Reports for [2019 to 2022](#) and [2021 to 2022](#). Headcount is down from two weeks ago reflecting that the drop for nonpayment just happened.
7. Cabinet reviewed the updated [Enrollment Trends](#) data which includes data for Headcount by Registration Date for Fall Terms, Enrollment by Registration Date for Fall Terms, Student Contact Hours by Registration Date for Fall Terms, FTES by Enrollment Date for Fall Terms.
8. Cabinet reviewed and approved a revised job description for the [Lead Sign Language Interpreter](#).
9. Cabinet reviewed the Survey for the Technology Master Plan questions for both [students](#) and [faculty/staff](#). Morris asked Cabinet members to review the information and provide any feedback to him.
10. Cabinet approved an [Immediate Need Request](#) from School of Continuing Education one-time for \$93,000 for WASC accreditation work.
11. Cabinet was joined by Francisco Dorame, Dean of Counseling; George Bradshaw, Dean of Enrollment Management; Meghan Chen, Associate Vice President of Instruction; Monica Cantu-Chan, Director of Project Implementation; and Caron Gomes, Systems Analyst/Programmer, to provide a report on [EAB Navigate Schedule Building and Data Analytics](#). Highlights:
- Eight early alerts have been developed since Winter 2022: 1) Attendance/Punctuality, 2) Basic Needs, 3) Counseling, 4) mental Health, 5) Tutoring/ASAC, 6) Writing Center, 7) Positive Alerts, 8) Behavioral and Wellness. Alerts that were recommended by faculty are being implemented.
 - The Fall 2022 Early Alert pilot will continue with English and math departments and will expand to include STEM courses and faculty, per faculty feedback, beginning Fall 2022. STEM Center will be added to the list of resources available for faculty to refer students to. Information about the early alert project and training will be provided to faculty during the Fall term.
 - They completed changing all template designs to Guided Pathways.
 - EAB is changing the Academic Planner completely. There will be additional features and planning opportunities for students. We will need to migrate all plans toward the end of the year.
 - DegreeWorks still does not have any connection with Navigate, but there is a module in the EAB app for DegreeWorks to connect directly to DegreeWorks.
 - The planner allows the student to visualize what their semester-to-semester schedule would be in the Guided Pathways framework.
 - Implementing a process for requesting a cohort or attribute and follow up with those groups for training.

- Summer 2022 had students from Summer Bridge and STEP participate in the Mobile App login campaign.
- Continued training and promotion will be happening during the Fall and Winter 2022 and Spring 2023 terms.

12. Sokha reported:

- The three mental health counselors for employees are continuing. In order to identify their role on campus, the area has been named the Employee Counseling Center (ECC).

13. Morris reported:

- Parking lots are pretty full today. This is good news!
- There was a gas line break earlier this morning and a few buildings will have no hot water until it is repaired.
- Federal one-time HEERF funds are all allocated. At this time, there are no additional funds to distribute. Morris will do an analysis to determine if there are HEERF dollars that can best be reallocated elsewhere.
- A group met to make a recommendation on separating out the one-time state allocation for instructional equipment and scheduled maintenance allocations into these two pots. This decision will help meet some of the funding needs which did not get approved during the New Resource Allocation process.

14. Audrey reported:

- The Student Service Team has been consumed with starting the Fall semester, creating and distributing a Student Newsletter, providing directional signs all over campus, and staffing student information booths.
- They are offering three new mental health clinician positions today.

15. Madelyn reported:

- Noncredit Enrollment is stronger than last fall for most programs, and enrollment is growing every day. On the first day of classes, the headcount in ESL was 323 students higher than in 2021 with more students on campus than last year. Online ESL is still high at 65% which is lower than last 3 semesters. Adult Basic Education, High School, and short term vocational course enrollments are higher than last year. The new Pharmacy Tech program started yesterday with a full class, and now we will begin retention efforts to support them through classroom time and then internships.
- The Educating Older Adults (EOA) Intergenerational Art show with City of Walnut and Walnut Senior Center kicked off Saturday with hundreds of creative pieces that were sold and auctioned. This was a professionally done event and very well-attended. Kelly Conte, other EOA faculty and the EOA staff did incredible work for the event. It's still open this week so the college community should go by and visit.
- Representatives from America's Job Centers (AJCC) are back co-locating in SCE (Building 40) for two days a week to provide ancillary support and job placement services for our students. There is a particular push to connect with immigrants seeking employment and training services.

16. Kelly reported:

- Fall 2022 enrollment: face-to-face 54%; hybrid 7%; online 39%. As a result of the drop for non-payment, the Fall 2022 FTES are down 16% from Fall 2019 and down 0.6% from Fall 2021.
- Accreditation Forum is Friday, August 25 at 11:00 a.m.
- Denise Bailey, the new Dean of Natural Sciences begins Thursday, August 24, 2022, replacing Matt Judd.
- The members of the Canvas Shell and Related Matters Workgroup have been identified and meetings will start on Thursday, September 8. Members include Kristina Allende, Michael Dowdle, Parisa Mahjoor, Abby Wood, Meghan Chen, Kelly Fowler, Jennifer Galbraith, and Romelia Salinas.

17. 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, 8/16)
- 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, 11/23)

18. 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, 11/16)
- e. IT Projects Quarterly Report (Anthony, 11/16)
- 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, Shiloh, and Sarah, TBD)
- j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 9/20)
- k. Title V Quarterly Report (Lisa and Lizette, 11/8)
- 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)