President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Kelly Fowler, *VP of Instruction* • Audrey Yamagata Noji, *VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Sokha Song, *VP of Human Resources* • Madelyn Arballo, *Provost of SCE*

November 1, 2022

1. Cabinet reviewed and commented on the following information items:
   a. Cabinet reviewed the current BP and AP 3730 – Text Messaging as there has been much discussion by various groups on campus about having text messaging as an option for contacting students for uses other than listed in the BP/AP. Yen Mai will work on some revisions to both items.
   b. Cabinet has been keeping an eye on the continual update of the 2022-23 California Community Colleges Compendium of Allocations and Resources that lists all categorical allocations. A summary of those coming to Mt. SAC was also reviewed and will continue to be updated as information on allocations are known.
   c. An article from Diverse Education, How Higher Ed Can Help Underserved Access Broadband, is a topic of interest and a favored project of Bill's to get more broadband access in local areas. The article notes a presentation by a professor from Arizona State University to the American Association of Colleges and Universities which note that prosperity and income correlate with the availability of broadband access—as broadband increases in an area, so does income. The National Telecommunications and Information Administration (NTIA) has about $48B to disperse to programs that create digital equity.
   d. An article from CALmatters, New tests underscore California's educational crisis, highlights the low levels of learning by California's six million public school students. California was among some of the lowest in national test scores in both reading and math. While test scores were low prior to the pandemic, California saw a 4% decline in English language proficiency (from 51% to 47%) and 7% decline in mathematics proficiency (from 40% to 33%) from pre-pandemic numbers in 2018-19.
   e. There is a virtual MESA Community College Programs launch event on November 2.
   f. The Vacant Positions Under Active Search Log was reviewed.

2. There continues to be review and discussion of the COVID Block Grant Requests by all areas. This first Brief Summaries contains some requests that had similar themes and will have money allocated and disbursed through cost center areas through mini grants or other coordination. The first two priority areas identified are Mental Health/Social Work Services and Basic Needs. Other identified priority areas that are still under review are Professional Development/Training, Student Recruitment/Retention, and Student Success and Equity.

3. A Memo from the Chancellor's office, 2022-23 Classified Community College Employee Summer Assistance Program, provides $10M to the system through the 2022-23 Budget Act. The program is similar to one that has been in existence for the K-12 system. Eligible staff must have a regular assignment that is 11 months or less and their pay must be less than $62,400 per year. This is an initiative that Human Resources is discussing with the classified unions.

4. The Academic Senate for California Community Colleges provided two documents related to AB-928 - Student Transfer Achievement Reform Act of 2021, which is legislation that was introduced by Assemblymember Berman and signed into law by Governor Newsom. AB 928 intends to smooth the student transfer process by creating a single lower division education pathway that meets transfer admission to both UC and CSU; the creation of an Intersegmental Implementation Committee; and by placing all California community college students on an Associate Degree for Transfer pathway if the student declares a goal for transfer. One document is a side-by-side comparison of the proposed pathways—1) CalGETC Pathway; 2) CCC Associate Degree GE Pathway; and 3) CCC Baccalaureate Degree

GE Pathway (Lower Division). The second document is [Frequently Asked Questions Regarding Current and Proposed General Education](#).

5. Cabinet was joined by Meghan Chen, Associate Vice President of Instruction; Kevin Owen, Director of Technical Services; and Brandin Bowman, Assistant Director of Technical Services; to provide a quarterly report on Cap Load Ratio/Room Utilization. Highlights:
   - Spring 2022 began the revised block schedule.
   - Fall 2022 with Fall 2019 comparisons for face-to-face lecture classrooms efficiency level (based on block schedule) went up by 6%. This is a first cut of the data and requires more analysis. Cabinet made a request to use cap/load ratio for efficiency calculations.
   - Continue to explore the capabilities of X25.
   - The new systems analyst began in August and has been provided full training on 25Live.

6. Cabinet was joined by George Bradshaw, Dean of Enrollment Management, Chris Dickson, Director of International Students, and Paty Montoya, Assistant Director of Admissions and Records, to provide a quarterly update on the [International Student Program](#). Highlights:
   - NAFSA Region XII conference was in October and the International Student Program staff attended.
   - The week of November 14 is International Education Week. The annual Open Doors report, which surveys students studying abroad, will provide more national data on where we're at as a nation for international education and study abroad.
   - March 2020 COVID-19 guidance continues for the Student Exchange Visitor Program. Continuing students are able to still count online and hybrid courses toward their full course of study.
   - Continued student relief related to employment authorization continues, dependent on the home country. However, combined work hours cannot exceed a maximum of 20 hours per week during Fall and Spring semester. They're finding more and more students are getting jobs on campus.
   - Eight students have been granted work authorizations for post-completion optional practical training (this means they can work for 12 months after graduation in their major) and one for curricular practical training.
   - Student insurance continues through LewerMark with 222 students onboarded for Fall 2022.
   - Applications received for Fall 2022 looked promising, with 156 applications received and 105 admitted. However, only 48 of those actually enrolled. The yield is the lowest it's been in 6 years at 45.7% and the team continues to look into the reasons.
   - The team continues to look at recruitment fairs, participating both in person and virtually. They are also receiving good feedback from Keystone Academic Solutions for digital recruiting, with 155,388 impressions, 5,376 clicks, and 1,630 leads over the last year. The top 5 leads by program interest are Hospitality/Restaurant Management, Nursing, Business Administration, Electronics and Computer Engineering Technology, and Television Production.

7. Cabinet was joined by Seth Meyers, Interim Director of Student Health Services and Malia Flood, Dean of ACCESS and Wellness, to provide [information](#) on campus mental health services and processes for delivering that service. As we return from the pandemic, there will continue to be added needs in this area including causes such as the stress of the economic condition and the general social upheaval that is impacting our students. We are anticipating that there will also be a long-term need for a higher level of mental health and wraparound services for our diverse student population. Mental health and wrap around social services are priorities for Block Grant funding allocations to support: 1) gaps in resources that are currently provided that we can use this money for, similar to emergency needs and transitioning students back to campus and 2) proof of concept of mental health and social work support. The relationship between mental health services to a positive mindset for students is important. The plan is to have a campus-wide structure for mental health in Student Health Services under a Director position. Highlights:

- The current referral system for clinician and social work case manager supports is already working. One area for improvement relates to a unified communication and documentation strategy (solution: a database like Maxient). All social work on campus must use this database solution for case management.
- A recognizable way for faculty and staff to provide referrals to the Behavior and Wellness Team and to be able to meet students where they're at in each special program.
- A monthly clinicians and social worker case manager meeting where all staff doing the work meet monthly to review and discuss relevant case management issues; any complex administrative support or other issues.
- Documented outcomes of case management. Surveys of students who use the service for future needs assessment.
- We currently have a total of four full-time classified clinicians, with three funded from the mental health allocation and one from student health fees.

8. Cabinet approved the following to proceed with recruitment:
- Program Account Specialist (change of position from an Administrative Specialist IV to a Program Account Specialist)
- Administrative Specialist I (increase from .30 to .475 FTE)

9. Cabinet approved the Request to Fill Log for the following positions:
- Administrative Specialist III (Human Resources)
- Coordinator, Computer Facilities
- Event Services Technician II
- Manager, SCE Testing Center
- Project/Program Specialist (Dual Enrollment)

10. Sokha reported:
- The Contact Tracing department has been cut in half. Service hours have been reduced.

11. Morris reported:
- A group is working on Title V language for pass/no pass. Cabinet recommended to leave language on automatic refund as "may."

12. Audrey reported:
- The ACCT presentation with Trustees Chen Haggerty and Peter Hidalgo was well-received.
- The Student Service manager retreat is coming up.

13. Madelyn reported:
- To promote inclusion in the PIE process, ABE held their annual "PIE" day at which faculty, staff, and managers review their current PIE, goals, and outcomes. And, the highlight of the day, to celebrate outcomes and plan for the current year is to EAT PIE.
- The competency-based education (CBE) CORE team and general education faculty held four meetings in October to provide content for the ACCJC application. With ACCJC approval, the College will be able to implement the pilot and offer a CBE Kinesiology degree. Both the Academic Senate and Faculty Association leadership have also been very involved in the discussions. The goal is to submit the application to the commission by the end of November.

14. Kelly reported:
- The Instructional Leadership Team is working towards meeting their FTES target for 2022-2023. In addition, the Office of Instruction, Research and Institutional Effectiveness Office, and IT are working to review and update the daily Enrollment Management report to reflect relevant and insightful enrollment management

data metrics. To continue enrollment management professional development, the second Mt. SAC Enrollment Management Academy will be offered in late January or February.

- Winter 2023 Enrollment sections scheduled: 52% online, 3% hybrid, and 45% face-to-face.
- The Instructional Leadership Team Innovation in Enrollment Work Group, led by Michelle Sampat, is researching and developing innovative enrollment strategies to present to the Instructional Leadership Team to be implemented as soon as the Spring 2023 semester.
- The Mt. SAC Substantive Change Application for the Baccalaureate Degree in Histotechnology was approved on October 25, 2022. The Accreditation Forum on Friday focused on distance education and RSI (regular and substantial interaction). A big thank you to Barbara Mezaki, Allie Frickert, and Carol Impara for leading the forum discussion. In addition, the Finishing Teams are providing input and feedback on ISER narrative for each standard. There are 117 faculty, classified, and administrators participating in the work of the Finishing Teams.
- Regina Stanback-Stroud, the opening speaker for Fall 2022 FLEX Day, is working with the Instructional Leadership Team around activities and professional development centered on DEISA. The Instructional Leadership Team will host a study session on Friday, November 4 at Heritage Hall dedicated to DEISA.
- The Instructional Leadership Team will begin to review the requests of faculty prioritization submissions. There are 61 faculty prioritization requests to review and prioritize.
- The Campaign for College Opportunity awarded Mt. SAC won the 2022 Champions of Higher Education Award for the number of associate degrees for transfer degrees awarded. T his award reflects the hard work and dedication of our faculty, classified staff, and administrators to create a seamless pathway for our students, and demonstrates the resiliency and grit of our students in their commitment to achieving their academic, professional, and personal goals.

15. 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 1/24)
      2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, Lina Soto, and Aida Cuenza, 1/24)
      3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 1/24)
      4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 1/24)
   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, 1/3)
      2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 11/29)

16. Quarterly Reports to Cabinet:
   a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 1/17)
   b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 2/7)
   c. Faculty Position Control Quarterly Report (Rosa and Meghan, 1/10)
   d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/29)
   e. IT Projects Quarterly Report (Anthony, 11/15)
   f. Grants Quarterly Update (Adrienne, 1/17)
   g. International Student Quarterly Report (Chris, George, and Paty 2/7)
   h. Academic Support Coordination Project Quarterly Report (Romelia, 1/3)
   i. Guided Pathways Quarterly Report (Meghan, Elmer Rodriguez, and Michelle Nava, TBD)
   j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 12/20)
   k. Title V Quarterly Report (Lisa and Lizette, 12/13)
   l. AB 30 (Dual Enrollment, A&R, and IT, 12/20)
   m. Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 12/13)
   n. Financial Aid Update (Manuel, 1/10)

o. [MESA Program Implementation](#) (Pending, TBD)
p. [Research on Enrollment: Wait Lists, Evening Student Loss](#) (Quinones, TBD)
q. [Apple Resources: App Design, Apple eBooks Online](#) (Pending, TBD)