

President's Cabinet Action Notes **May 6, 2025**

1. Cabinet reviewed and commented on the following standing items:
 - a. Marketing and Public Affairs provided the following updates:
 - A reporter from EdSource will be visiting the School of Continuing Education to create an article on the following programs: Pharmacy Technician, CNA, and Medical Assistant.
 - Mt. SAC will participate in the LA County Fair on May 10th. This year's theme is Art Unleashed, and our Arts division will be there, highlighting our programs.
 - The Child Development Center's 50th Anniversary is being celebrated on May 22nd.
 - Trustee Dr. Manuel Baca had an asteroid named after him: Asteroid DrManuelBaca in honor of his support for the Kepler Scholarships and the Astronomy program.
 - Stories are being curated in preparation for featured stories and press releases highlighting Commencement. Jill encourages all to reach out to her with student names to be featured.
 - The Mt. SAC Marketing and Public Affairs team won Gold at CCPRO for the mascot change process.
 - Marketing, Public Affairs, and Broadcast Services collaborated on an April campaign known as the #bestdecisionever.
 - Commencement preparation is underway, and significant staff time is being invested from now until Commencement, which is scheduled on June 13th.
 - A new advertising commercial featuring Sadie from High School Outreach is being promoted.
 - b. Cabinet approved the following positions to proceed with recruitment or out-of-class assignment:
Pre-approval
 - [Grounds and Horticulture Technician II](#) (Out-of-Class)
 - [Administrative Specialist III](#) (Behavioral Health Services)
 - [Manager, Financial Aid and Special Programs](#)
 - [Administrative Specialist IV](#) (ACCESS)

Cabinet approved the [Request to Fill Log](#) for the following positions:

- [Administrative Specialist II](#) (Counseling) (Restricted Funds)
 - [Coordinator, Grants](#)
 - [Coordinator, Custodial Services](#)
 - [Coordinator, Custodial Services](#)
 - [Coordinator, Custodial Services](#)
 - [Coordinator, Custodial Services](#)
 - [Senior System Analyst Programmer](#) (Restricted Funds)
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- c. The following Emergency Funding Requests were reviewed and approved:
 - [Stars of Excellence](#) – A \$47,540 one-time funding request was approved to cover Spring Athletic teams' post-season competition costs.
 - d. The following job descriptions were reviewed and approved:
 - [Irrigation Specialist](#) (Revised)
 - [Coordinator, Irrigation Specialist](#) (Revised)
 - [Fiscal Services Analyst](#) (Revised)
 - e. Cabinet received the following diversity, equity, inclusion, social justice, anti-racism, and accessibility updates:
 - May is Asian Pacific American Heritage Month. Student Services shared the activities planned for the month.
 - Humanities and Social Sciences is co-coordinating a teach-in on May 14th titled: Restoring Truth: Academic Freedom in an Age of Censorship.
 - A reverse vendor trade show highlighting small businesses, minority businesses, and women owned businesses is scheduled on May 7th.
2. Monica Cantu-Chan joined Cabinet to present the IT Project Prioritization List for the second quarter. The proposal period closed on February 28th, and 10 proposals were received. One project proposal was divided into two distinct service requests, and one proposal was withdrawn. Four proposals were approved, two from the new prioritized list and two from the previous quarter's submitted proposals. Projects approved for the second quarter include: Special Admit Clearance Scripts, Competency-Based Education, CampusLogic, and Cal Poly Transcripts.
 3. Cabinet reviewed the Draft Board Agenda for the May 14, 2025, Board Meeting.
 4. The Chancellor's Office Memo, [New Inclusive Excellence Institute and Strategic Partnership Launching Summer 2025](#), announces the California Community Colleges Collective Equity Impact Institute. Participation requires training and development across multiple departments. After discussion, it was determined that while this initiative has merit, there are other priorities that require our full attention. However, the Cabinet team will keep future opportunities in mind as capacity allows.
 5. The Accrediting Commission for Community and Junior Colleges (ACCJC) issued a Memo, [Executive Order on Accreditation and Implications for Member Institutions](#), which responds to the Federal administration's [Executive Order](#) that targets federally recognized institutional accreditors. ACCJC confirms that no accreditor has mandated actions that conflict with State or Federal laws and reconfirms its commitment to working collaboratively to strengthen higher education.
 6. A thorough review of the Institutional Memberships list will occur at the end of this fiscal year.
 7. Cabinet approved a request for a new institutional membership:
 - [California Peace Officers Association](#)

8. Anthony provided an update on the implementation of multi-factor authentication for employees. This is a baseline requirement to enhance cybersecurity safety. IT has been working on the implementation timeline. There will be two options for employees. One is a phone application where passwords are randomly generated every 60 seconds; this option does not require the use of cell service or Wi-Fi. The second option is to use physical keys that are either USB or USB-C and that plug directly into a computer. Both Microsoft O365 and SSO will require the use of multi-factor authentication. The transition will roll out to the campus in phases and is anticipated to be completed during Fall 2025.
9. A Student-Led Forum is scheduled this afternoon and has been planned in collaboration with Associated Students.