Dr. Martha Garcia
President/CEO

President's Cabinet Action Notes
February 3, 2026

1. Cabinet reviewed and commented on the following standing items:
   a. Marketing and Public Affairs provided the following updates:
      - The BEST Club will be featured on NBC4 in honor of Black History month.
      - Information on the VITA program, which is a free tax preparation service for the community, has been posted on the Newsroom.
      - Jill is attending the Pomona Chamber Principal for a Day event.
      - Yen is convening a Mt. SAC 80th Anniversary Work Group.
   b. Cabinet approved the following to proceed with recruitment:
      - Early Child Development Specialist I (Restricted Funds)

      Cabinet approved the Request to Fill Log for the following positions:
      - Laboratory Technician, Child Development
      - Associate Dean, Educational Partnerships
      - Interim Dean, Technology and Health
      - Dean, Technology and Health
      - Livestock Operations Specialist
   c. Cabinet approved new and revised job descriptions for the following positions:
      - Manager, Continuing Education Accreditation and Planning (New)
      - Manager, Contracts (New)
      - Manager, Finance, Bond, and Capital Programs (Amended, previously Assistant Director, Capital Construction)
      - Senior Director, Facilities Planning and Construction (Amended, previously Executive Director, Facilities Planning and Management)
      - Manager, Sustainability (New)

2. Cabinet discussed topics for the Board Study Session scheduled for March 14, 2026. The proposed topics will be discussed with the Board President for finalization of an agenda. The Board Study Session will be held in Building 420, Student Government Chambers, beginning at 9:00 a.m. [Note: This Study Session was postponed to a later date, TBD.]
   - Construction Team Update/Organizational Charts
   - CYLC Program
   - Sexual Harassment Prevention (Part Two)
   - Board Self-Evaluation

3. Cal Poly Pomona is interested in a possible partnership related to the Lanterman Property. Cabinet will participate in an exploratory call with the Cal Poly Pomona team during a future Cabinet meeting.

4. Cabinet discussed upcoming Federal Funding Opportunities. The 2027 Federal Appropriations dates are not yet announced; however, it is anticipated that there will be a short response time. It is anticipated that a grant opportunity may become available with the focus of supporting economically disadvantaged students.

5. Mt. SAC will host an International Peace Education Summit from September 25-27, 2026. Martha will create a Cabinet Task Force with a representative from each area, this Taskforce will report to Cabinet. President's Cabinet members will assign their representative by the next meeting.

6. Cengage has contacted us and offered an opportunity to participate at their Limitless Learning Summit, February 23-25, 2026.

7. Melba and David provided an update on the Incomplete Application Follow Up Campaign. Inreach Services developed a communication strategy for students who had an in progress application through CCCApply. They began to contact non-direct matriculants who were within the first two weeks of starting their application but had not yet completed it. First contact communication was conducted by email, and the second contact communication was done by text. Since the campaign launch in October 2025, they have reached 2,161 applicants and of those, 72% completed their college application within one month. Kudos to the Inreach Services Team!

8. Cabinet reviewed the Chancellor's Office Memorandum, AB 2821 Update – Disability Compliance Training Required, which provides that the Disability Access and Compliance Training Program required under AB 2821, be implemented. A virtual training module has been created through the Chancellor's Office. Community colleges must include this training in their existing personnel training. The training should be provided during onboarding, along with local training components that identify resources for individuals who may be experiencing ableist discrimination or harassment, effective in the 2026-27 academic year. Student Services and Human Resources are collaborating on the campus implementation of this compliance requirement.

9. Student Services announced that many of their Admissions and Records student-facing forms are now on Etrieve. The Go Live date is scheduled for February 23rd. Etrieve provides for a single-step submission process for students that pulls student information from Banner, ensuring that required information is autofilled. This will largely replace paper-based processes with digital forms and automated routing. This new process will continue to be communicated to the campus.

10. Nonresident Tuition will be presented to the Board of Trustees at their next meeting for the next fiscal year. Rosa and Joe presented various options.

11. Cabinet reviewed the following proposed revisions to Administrative Procedures:
    - AP 3720 – Use of Technology and Information Resources and Employee Acceptable Use Agreement - This AP will proceed to the next step in the review process.
    - AP 3721 – Information Security - This AP will proceed to the next step in the review process.