

President's Cabinet Action Notes

Bill Scroggins, President & CEO • Kelly Fowler, VP of Instruction • Tom Mauch, Acting VP of Student Services
Morris Rodrigue, VP of Administrative Services • Sokha Song, VP of Human Resources • Madelyn Arballo, Provost of SCE



January 17, 2023

1. Cabinet reviewed and commented on the following information items:
 - a. Our [2022-2023 Apportionment Attendance Report](#) (P1) was submitted to the Chancellor's Office. Total FTES for credit and noncredit students is 31,205.
 - b. The [Vacant Positions Under Active Search](#) log was reviewed.
2. There were continued discussions on the 2023-2024 budget, which included strategies for additional COLA for employees for 2022-23. Cabinet agreed to look at the impact of reclassifications that raise salary load for the college and then prepare updated budget models to account for these increases in the current year as well as as the long term impact. . A major factor is the need for additional positions and added costs in opening new buildings in the next 5 years. **Morris will work on a few updated budget scenarios taking these situations into consideration.** Cabinet also discussed the review of the [Governor's Budget Summary for 2023-24](#); [Joint Analysis of the Governor's January Budget](#) from the Chancellor's Office; an [Overview of Governor's 23-24 Budget Proposal](#) from Interim Chancellor Daisy Gonzales; [Governor Newsom's Proposed 2023-24 Budget](#) analysis from the Campaign for College Opportunity; and [Governor Release FY 23-24 Budget Proposal, Shifts Student Housing Commitments](#) analysis from the Community College Facility Coalition. It is useful to see different impressions from these different groups on the Governor's priorities. One high level impact is the proposal to take back about \$200M in previous years' scheduled maintenance/instructional equipment money. Thankfully, there is anticipated pushback from the Chancellor's Office to the Governor's office. One item that jumped out is the emphasis on the Board of Governors approved Road Map, and the threat from the Governor of limited flexibility in spending state money for those districts who do not follow the priorities in the Roadmap. Another concerning item is that there is no COLA applied to SEAP, which is challenging in that this categorical funding Student Equity and Achievement supports many full-time critical positions at Mt. SAC. Overall, and given the challenging economic times, this is a positive budget proposal for public education but is just that, a proposal. Even the Governor is calling out a likely May revise change if the state funding picture deteriorates.
3. Cabinet approved an [Immediate Need Request](#) from Police and Campus Safety for a new Text-A-Tip program for \$1,456 one-time and \$50 ongoing.
4. Cabinet approved an [Immediate Need Request](#) from Technical Services for an increase in funding for digital signage for \$16,380 ongoing.
5. Cabinet approved an [Immediate Need Request](#) from Human Resources for an increase in funding for legal services for \$80,000 one-time.
6. Cabinet approved the [repurposing](#) of position funds from a Computer Science Laboratory Technician in Natural Sciences to support a position reclassification and a [Change of Status](#) for an increase in FTE.
7. Cabinet approved the [Request to Fill Log](#) for the following positions:
 - [Professor, ESL Noncredit](#)
 - [Executive Assistant II](#) (Administrative Services)

8. Cabinet was joined by Shannon Carter, Associate Vice President of Administrative Services, and Sayeed Wadud, Manager of Environmental Safety and Emergency, for a quarterly update on [Emergency Response](#). Highlights:

- Monthly Emergency Preparedness Meetings have been taking place at specific buildings, and these targeted trainings will continue monthly.
- The Emergency Preparedness Fair was held on October 16 with vendors from SoCal Gas, California Department of Insurance, LA County Fire Department, LA Fire Prevention Department, Mt. SAC Public Safety Programs, and Mt. SAC Student Health.
- They are continuing monthly visual inspections of all generators on campus.
- They are continuing monthly Building Evacuation Trainings, preparing the campus for the Great Shakeout in October.
- An upcoming online/hands-on training, "Stop the Bleed," will be available for the campus in the Spring.
- They will be able to do in-house First Aid/CPR/AED training sometime in the Spring.
- PPE distribution has slowed down, but it is still being distributed on a request basis.
- There have been four fire alarms activated in Building 60 in the last couple of months. These were mainly due to student's vaping in the restrooms.

9. Cabinet was joined by Adrienne Price, Director of Grants, for a quarterly update on [Grants](#). Highlights: [New grant requests](#)

- US Department of Labor, Strengthening Community Colleges Training Grants, is a 4-year grant with a total request of \$5,000,000. We are the lead applicant, which also includes Citrus College, Glendale Community College, Pasadena City College, Rio Hondo College, and University of La Verne. The grant would inform and guide underrepresented students into appropriate health programs of study.
- California Community College Chancellor's Office, Zero Textbook Cost, Phase 1, is a seven-month grant with a total request of \$20,000. The project helps California community college students eliminate conventional textbook costs, which increases college affordability. This phase will provide initial funding to support in the planning and development of a program.
- California Department of Health Care Access & Information, Song-Brown Health Care Workforce Training Program, Registered Nurse Education Program is a two-year grant with a total request of \$200,000. This is a long-standing grant for the College and supports the general education and training of RN students.
- National Science Foundation, Improving Undergraduate STEM Education: Conference and Workshops, is a one-year grant with a total request of \$69,430. The project would implement a five-day virtual conference for two-year college geoscience faculty.
- California Community College Chancellor's Office, California Apprenticeship Initiative Program Planning Grant is a one-year grant with a total request of \$120,000. This project would pursue Vocational Nursing apprenticeship program registration through the Division of Apprenticeship Standards and prepare for the implementation of the Vocational Nursing apprenticeship program.
- California Community College Chancellor's Office, California Apprenticeship Initiative Program Implementation Grant is a three-year grant with a total request of \$1,287,594. The project would implement an apprenticeship program focused on Pharmacy Technician and Medical Assistant.

10. Sokha reported:

- At the moment, there is not a process for regular remote work assignments for classified staff; the Tentative Agreement has not yet been ratified, and the process of implementing the program still needs to be developed. This work is ongoing and additional information will be shared when it is available.

11. Morris reported:

- The Technology Master Plan draft with comments is ready to send to ITAC.

- Updates have been received from most areas for the Emergency Conditions Plan that will go to Board in February.
- He will be participating in a Cal Poly Housing meeting next week.

12. Tom reported:

- Audrey's retirement celebration is next week.
- The VP of Student Services recruitment is moving forward, and the committee has requested a student representative.

13. Madelyn reported:

- Accreditation activities are proceeding as planned, with faculty and staff fully engaged with focus groups and program teams. These SCE teams are collecting and sharing data and input that will be analyzed by cross-sectional teams. The result will be the identification of areas of improvement for SCE instruction, student services, and operations. The Visiting Team will be on campus in Spring 2024.
- Overall headcount is up for SCE by over 500 students from winter 2021. In person offerings are 64% as of week 2 and 36% in person. This is a reversal of last year's modalities which were 60% online and 40% in person.

14. Kelly reported:

- Enrollment is trending 53% online, 5% hybrid, and 42% face-to-face. Fill rates for online are 59%, hybrid at 39%, and face-to-face at 47%.
- The Triple R Curriculum Retreat: Reflect, Review, Revise is upcoming. Over 100 participants will attend this two-day retreat next week (January 24 and 25) led by faculty. Activities and break-out sessions will provide an opportunity for faculty to engage in self-reflection, data review, and curriculum revision to work toward closing activity gaps. The keynote speaker, Dr. Regina Stanback-Stroud, and other guest speakers will share strategies on DEISAA in the classroom, equitable teaching strategies, and change management.
- The Mt. SAC Enrollment Management Academy will be held on January 30-January 31 at Pacific Palms Resort.
- The Instructional Leadership Team is excited to talk about communication, enrollment, and strategic planning during the study session this week, including a special all-day DEISA workshop on Friday hosted by Dr. Regina Stanback-Stroud.

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, Gio Rodriguez, 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, 1/31)
 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 2/28)

16. Quarterly Reports to Cabinet:

- Emergency Response Plan Quarterly Report (Shannon and Sayeed, 4/18)
- Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 2/7)
- Faculty Position Control Quarterly Report (Rosa and Meghan, 4/11)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/28)
- IT Projects Quarterly Report (Anthony, 2/28)

- Grants Quarterly Update (Adrienne, 4/18)
- International Student Quarterly Report (Chris, George, and Paty, 2/7)
- Academic Support Coordination Project Quarterly Report (Romelia, 4/11)
- Guided Pathways Quarterly Report (Meghan, Elmer Rodriguez, and Michelle Nava, TBD)
- Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 3/21)
- Title V Quarterly Report (Lisa and Lizette, 3/21)
- AB 30 (Dual Enrollment, A&R, and IT, 3/21)
- Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 3/21)
- Financial Aid Update (Manuel, 4/11)
- [MESA Program Implementation](#) (Pending, TBD)
- [Research on Enrollment: Wait Lists, Evening Student Loss](#) (Quinones, TBD)
- [Apple Resources: App Design, Apple eBooks Online](#) (Pending, TBD)
- Student Equity Plan (Pending, TBD)