President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Irene Malmgren, Acting *VP of Instruction* • Audrey Yamagata Noji, *VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Ibrahim "Abe" Ali, *VP of Human Resources*

November 10, 2020

1. Cabinet reviewed and commented on the following information items:
   a. The California Community College Athletic Association (CCCAA) issued a press release, Board of Directors Provide Guidance on Return to Competition, which provides announcement of the Contingency Plan framework to return to competition in the Spring. However, there is nothing in the release that changes our approach. The situation with LA County is still that students are not allowed to be back on campus and that affects all but essential worker training. LACDPH does have special requirements for athletics that they continue to work on with testing and assurance of social distancing, which will be a challenge for some sports. CCCAA and South Coast Conference recognizes each individual college can make decisions about their sports programs.
   b. The Chancellor's Office issued their 2019 Handbook for Minimum Qualifications for Faculty and Administrators in California Community Colleges. The handbook includes information on minimum qualifications by discipline, including a summary of changes. The disciplines lists are prepared and reviewed primarily by the Academic Senate for California Community Colleges and then adopted by the Board of Governors.
   c. Certified election results show that California Proposition 16 received a resounding no (56.52%) from California voters. We did not expect this outcome, and it is disappointing that people did not understand the proposition.
   d. Local newspapers acknowledged Lloyd and Jane Forsyth who met at Mt. SAC in 1949 and recently celebrated their 70th wedding anniversary. What a picture of wedded bliss!
   e. The Management Onboarding Team provided a 2020-21 calendar with operational and leadership training. This is a great process we are using and Bill encouraged Cabinet to mention this opportunity to their teams to participate.
   f. The Community College Daily published an article Pathways are Worth the Cost about the implementation cost of Guided Pathways. The article references a report by Community College Research Center that the Guided Pathways model is a growing phenomenon around the country. It has been a good foundation for the equity work that is being done around the nation.
   g. The Chancellor's Office issued a Memo on Updated Student Expense Resources Survey (SEARS) Data and SEARS Regional Data that summarizes the release of estimates on expenses from the California Student Aid Commission. This information is used to establish financial aid regional cost of living data—essential baseline information that influences financial aid awards. Audrey is looking at the data.
   h. Cabinet reviewed the Vacant Positions Under Active Search log.

2. The Chancellor's Office issued an update on Ongoing Digital Resource Support which provides an update on technology resource support through the Chancellor's Office. Of note, the Adobe Sign software will be provided at no additional cost through June 30, 2022.

3. Bill reviewed the recommended changes to AP 7120 – Recruitment and Hiring: Faculty which was presented at a previous Cabinet meeting. There were a lot of highlighted areas of improvement, significant enough that it may need more than just editing. There was discussion on disciplines, how to ensure that a committee is diverse, and whether it would be limiting to only use people within the department being recruited. This will be discussed at AMAC.

4. Cabinet approved an Immediate Need Request for $48,000 for compensation for the acting Vice President of Instruction.

5. The Chancellor's Office issued a Memo regarding [Strong Workforce Program 20-21 Incentive Funding Allocation](#) that identifies the Strong Workforce allocations to districts. This funding represents seventeen percent of the total SWP funding allocation and is driven by regional metrics which are recalculated every year. Mt. SAC's allocation is $446,655.

6. Cabinet was joined by Joumana McGowan, Associate Vice President of Instruction, with the second phase of [requests of instructional programs to return to face-to-face classes](#). The Instruction team ranked 19 program requests that met the California essential workers listed programs to return to campus. There are three programs that are not identified as essential worker programs that are ranked toward the end of the list. There was discussion about staffing levels for classified staff and Joumana assured that departments have been communicating with their classified staff. Discussion in the Return to Campus Workgroup will be that facilities will be the priority and Morris noted that the group will need more help to make arrangements. Cabinet decided that there will be no new courses to start in Winter 2021 (only continuing classes). Cabinet approved the 16 recommended to start in Spring 2021 semester if we have the facilities configured for social distancing, protocols addressed, and return-to-campus plans in place—and that the world does not fall apart between now and February.

7. There was discussion about the [Societal Education for Equity Challenge (SEEC)](#) invitation and how the important work is being talked about, but only 13 participants have signed up to join the challenge. Carol will send out a reminder email with a two week extension.

8. Cabinet approved a [range change recommendation](#) from Administrative Services for the Director, Maintenance and Operations (M-17) and the Assistant Director, Maintenance and Operations (M-15). Facilities Planning and Management has the funding for this change.

9. Cabinet approved the recruitment to proceed for the following position:
   a. Acting Vice President, Instruction (resignation of Richard Mahon). Carol to process the [Request to Fill](#).
   b. Director, Maintenance and Operations (previously frosted). Morris to process the [Request to Fill](#).

10. Cabinet approved [Request to Fill Log](#) for the following position:
    - [Acting Vice President, Instruction](#) (resignation of Richard Mahon)

11. Cabinet was joined by George Bradshaw, Dean of Enrollment Management; Dale Vickers, Chief Technology Officer; Francisco Dorame, Dean of Counseling; Chuong Tran, Assistant Director of Enterprise Application Systems; Antonio Bangloy, Director of Enterprise Application Systems; and Allan Castillo, Senior Systems Analyst/Programmer; to provide an update on Auto Award/Near Completion. The team has made some improvements incrementally over the last few Cabinet updates. Highlights:
    Auto Petition and Award
    - The team is now able to look at two or three different possibilities for degree completion of a student within the "what if" considerations.
    - The team has been able to award 941 degrees through the "auto petition" process that would not have been awarded to students previously. These awards include all degrees, including the Associate Degree for Transfer.
    - An analysis shows that Mt. SAC is down about 5% in degrees awarded in 19-20 from 18-19. However, there was a big jump in 19-20 due to a growth in transfer degrees.
    Power BI Data Analytics Software ([link](#))
    - At the last Cabinet meeting, there was a suggestion to provide predictive analytics to determine courses that students would need in future semesters based on their education plans. The team has now developed a

Power BI solution that displays both "must take" and "plan to take" courses with sections needed in each upcoming semester.

- "Must take" course data uses Degree Works to audit for courses that students need to take in the future to complete their program major educational goal—listed by section demand for each course in the College curriculum.
- "Planned" course data uses Degree Works to forecast a range of course choices that students plan to take to meet a general education or restricted elective requirement.

12. Cabinet was joined by Dale Vickers, Chief Technology Officer; Monica Cantu-Chan, Director of IT Projects; Antonio Bangloy, Director of Enterprise Application Systems; Chris Schroeder, Director of Network Systems and Security; and Ron Bean, Director of Academic Technology, to provide an IT Quarterly update. Highlights:
- A few IT positions have gone out for recruitment and have been successful with internal candidates being promoted. Of course, that leaves the backfill positions still be recruited and hired.
- Supply chain problems to purchase technology hardware are still an issue, but lead times are improving. Spot conditions are closer to pre-COVID levels.
- Software upgrades are continuing.
- The IT team has seen issues with a trend in the software world for vendors trying to increase prices in double digits. The team is working diligently to negotiate down any increases.
- All equipment in the Emergency Operations Center has been tested and is working.
- Campus users have been notified that Flash software is going away at the end of the year.
- The IT team is continuing the support to students who have been loaned computers and have added software to do a lot of the support remotely.
- Many campus computers have not been turned on since December 2019 so lots of updates will need to occur when we return to campus.
- A recently requested second internet circuit was requested through the CCC Tech Center and approved with implementation happening soon.
- The IT team onboarded Office 365 advance threat protection. It has roles that identify security alerts.
- Mt. SAC has requested a Chancellor's Office Tech Center ConferZoom sub account which will allow Mt. SAC to control all user Zoom accounts rather than be monitored at the system level. There are a lot of Zoom features that we cannot presently control because the primary Zoom account is held by the Chancellor's Office.
- The IT team has been collaborating with Counseling on challenges within Degree Works. The response time from Degree Works is too slow, and this may have something to do with a patch and that it will be resolved.
- There have been 14 Ellucian Banner upgrades applied.
- Recently updated course attendance methods to align with state directives.
- Softdocs implementation is starting with a go live on January 1 with specific departments.
- EAB Navigate has had a second faculty-driven early alert campaign assisting Bridge students.
- Preferred names and pronouns for student ID cards has been implemented.

13. Abe reported:
- HR continues monitoring recruitments and processes.
- CSEA 651 is moving into reopener negotiations for the next negotiating cycle.
- CSEA 262 has moved some carryover items into their reopeners for next year. They continue to collaborate on COVID discussions.

14. Audrey reported:
- She will be doing a SEAP presentation at a future Budget Committee meeting.
- Her department is receiving training by Rosa Royce about approval queues for SEAP budgets.
- Student Services has a plan for Mountie Meals for Thanksgiving and are working with Sodexo.

- The Rising Scholars program (link) is working to access contacts. There has been a shift in the Minority Male Initiative with more returning males attending who have incarceration records.
- As EAB Navigate moves forward, Student Services is working to bring forward a position to help handle this additional workload to respond to Early Alert student follow up requests from faculty.
- There have been discussions about AB705 communities of practice research for math to go beyond corequisites, and how to infuse stereotype threat into teaching methods. Math is looking at forming a committee to look at this. Cabinet encourages a community of practice for this work.
- Student Services is celebrating first generation student week and Veterans week.

15. Irene reported:
- She has received a warm welcome from all and it happy to be back.
- She is catching up on what is going on without disturbing the good work that is going on.

16. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)
    a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris, Doug, 12/15)
    b. Adjustments to the 2020-21 budget to Meet State Allocation Reductions
        1. Limiting Short-term Hourly and Professional Expert Positions (All, 12/15)
        2. Manage Overtime Assignments and Costs (All, 12/15
    c. Multiple Measures Placement Workgroup (Joumana, George, and Team, 2/23)
    d. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 12/8)
    e. Student Centered Funding Formula—Continued Follow Up
        1. Noncredit Support of SCFF & Multiple Measures (Madelyn, 12/15)
        2. Auto Award/Near Completion (Audrey, George, Francisco, Dale, 2/9)
        3. EAB Navigate Schedule Building & Data Analytics **(Student Support Workgroup-- Francisco, 11/17)**

17. Quarterly Reports to Cabinet
- Emergency Response Plan Quarterly Report (Duetta, 1/12)
- Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, and Kevin, 2/2)
- Faculty Position Control Quarterly Report (Joumana and Rosa, 2/2)
- Construction Project/Scheduled Maintenance Quarterly Report **(Gary, 11/17)**
- IT Projects Quarterly Report (Dale, 2/9)
- Grants Quarterly Update (Adrienne, 1/5)
- Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, Marlyn, and Lina, 2/23)
- International Student Quarterly Report (George, 12/8)
- Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 1/19)
- Title V Quarterly Report (Lianne and Lisa, 1/19)