



January 25, 2022

1. Cabinet reviewed and commented on the following information items:
 - a. The College has received notification that the School of Continuing Education's Adult with Disabilities IMPACT Program has won the [Academic Senate for California Community Colleges \(ASCCC\) Exemplary Program Award](#) for 21-22. The IMPACT program offers specialized courses designed to promote the development of self-determination, college and career readiness, and independent living skills among adults with disabilities. Great job SCE team!
 - b. Our [Baccalaureate Degree Program Application](#) was submitted! Not without unneeded stressors from the Chancellor's Office submission program, a collaborative team of the office of Instruction, Academic Senate, Research, Natural Sciences, Grants, and Histotechnology got the job done. Many thanks to this group for getting all of the pieces in place in order to submit this application for a Histotechnology Bachelor's Degree program!
 - c. A press release from the Chancellor's Office, [California Community Colleges Immense Economic and Social Benefits Highlighted in New Study](#), highlights a new study that shows the real value of community colleges. As noted, California community colleges, specifically, generate \$128.2B in economic activity. As we have seen from our own local Economic Impact Report recently, for every \$1 invested in the community college system, \$5 in earnings is realized. Also highlighted in the report is that the California community college system is among the largest employers in the State, supporting nearly 1.5M jobs, amounting to approximately \$8.5B in payroll.
 - d. A [Major Project Schedule](#) timeline was provided at the January 18, 2022, CMPCT Meeting. The table shows the status and projected occupancy date of the eight major project under construction, in bid, or in design.
 - e. Professional and Organizational Development has received the new [Memorandum of Understanding](#) with the Foundation for California Community Colleges related to the Vision Resource Center Project, which is for the continued use of Cornerstone as the Learning Management System for POD.
 - f. The Chancellor's Office issued a Memo regarding [Strong Workforce Program 2021-22 Augmentation](#) which provides information about the augmentation of \$42.4M to the statewide community college program. This is one-time money and the expenditure period has been extended to provide colleges time to expend the funds.
 - g. An article from the Public Policy Institute of California, [What's Next for Higher Education?](#) discussed how to move forward from the pandemic from a policy and program perspective. The article acknowledges what we too, learned, namely that the pandemic required colleges to innovate quickly, and some of these innovations are here to stay. Highlighted in the article are equitable access to the UC and CSUs, supporting community college students, fiscal relief for institutions and students, development of a cradle-to-career data system, and online learning.
2. The Chancellor's Office issued Executive Order 2022-02, [Suspension of Specified Grading-Related Regulations Due to the COVID-19 State of Emergency](#), in which the Chancellor temporarily suspends section 5502 of Title 5 related to letter grades and pass/no pass through the end of calendar year 2022.
3. Cabinet reviewed revised [AP 3720 - Use of Technology](#). It was recommended to add information on two-factor login authentication. **Morris will follow up with Anthony Moore on changes.**
4. Bill and Kelly met with Unite LA on a [California K-16 Regional collaborative grant](#), in which Unite LA will be the lead agency. They are looking at putting together a Los Angeles County regional consortium with 5 to 8 partners. The grant is for \$250M in competitive grant program funding designed to streamline

pathways from high school to postsecondary education and into the workforce. The consortium requires commitments from industry partners, K-12s, California community colleges, UCs, and CSUs. Based on regional needs, two industries will be chosen selected by the consortium from healthcare, education, business management, and/or engineering or computing. Mt. SAC agreed to be considered as one of those 5 to 8 partners.

5. Bill has been talking with some partner agencies about a consortium to apply for this cycle of a Department of Labor Grant – Strengthening Community Colleges Training Grant. Commitments have been made by the CEOs of Citrus, Rio Hondo, Pasadena, and Glendale community colleges to join with Mt. SAC as the lead. The LA/OC Regional Consortium [applied](#) for this grant last year but was not successful. Because it is the second cycle of this DOL grant and we have had some successful applications in California community colleges (LACCD and Los Rios CCD), we feel like we have a good chance for this grant award.
6. The Department of Justice issued a release, [providing access to \\$198 million in American Rescue Plan funding for students and institutions with the greatest unmet need](#). Due to a lack of specifics in this release, we are not sure if this is a general or a targeted allocation. The announcement notes prioritization of community colleges that serve a high percentage of low income students and have experienced enrollment decline during the pandemic.
7. Our Mt. SAC Marketing and Communications Department is up for a national award for best strategic marketing campaign from NCMPR for the Mt. SAC is Back marketing campaign. NCMPR is the National Council for Marketing & Public Relations.
8. Cabinet reviewed and approved the [Requests to Fill](#) log for the following positions:
 - [Administrative Specialist I](#) (Health Careers Resource Center)
 - [Administrative Specialist IV](#) (Fiscal Services)
 - [Executive Assistant I](#) (Human Resources)
 - [Kinesiology/Athletic Technician II](#)
 - [Lead Library Technician](#)
 - [Special Projects Coordinator](#) (Human Resources)
9. Cabinet approved an [Immediate Need Request](#) from Facilities, Planning, and Management for Sustainability program items for \$8,545 one-time.
10. Cabinet approved an [Immediate Need Request](#) from Facilities, Planning, and Management for reallocation of project management salaries for deferred maintenance projects for \$242,385 one-time for two years.
11. Cabinet approved an [Immediate Need Request](#) from Technical Services for a Temporary Special Project Director and Project/Program Specialist for \$70,288 one-time for two years.
12. Cabinet was joined by Michael Carr, Director of Academic Technology; Matt Judd, Dean of Natural Sciences; Laura Sherwood, Special Project Manager of School of Continuing Education; and Tannia Robles, Associate Dean of Student Engagement, to provide a Return and Recover Initiative report on [Reconnect and Reengage](#). Highlights:

- The Project Statement targets both credit and non-credit students who have been negatively impacted by the pandemic. Current high school graduates, previously enrolled students, and current students will receive intentional services.
 - The Mission statement provides the overall intention of the group to support and inform students about the resources, programs, and support services available in order to engage them in reaching their educational goals.
 - The Goals support the Mission Statement by creating intentional interventions to recapture lost enrollment.
 - In conjunction with the efforts already happening on campus related to reconnecting and reengaging with students, the group created an outline for an ongoing implementation plan, which includes:
 - Partnering with IT and Research to gather student data to make informed decisions.
 - Developing a student survey to identify barriers to enrollment.
 - Look at disaggregated data to identify who is missing.
 - Reexamine current marketing efforts.
 - Examine current online courses offered.
 - Have targeted outreach related to Spring 2022 events.
 - Examine the application and enrollment process.
 - Provide student experiences for marketing and storytelling.
13. Cabinet was joined by Aida Cuenza Uvas, Director of AANAPISI, to provide a Return and Recover Initiative report on the [Center for Black Cultural and Student Success](#), [MMI](#), [Arise](#), and [El Centro](#). Highlights:
- The campus continues work on the [SEEC Initiative](#), including DEI Summit.
 - These groups' work will roll into the DEISA Council for coordination.
14. Cabinet was joined by Koji Uesugi, Dean of Student Services; Kevin Owen, Director of Technical Services; and John Vitullo, Associate Dean of Natural Sciences to provide a Return and Recover Initiative report on the [New Student Center Coordination](#). Highlights:
- The mission statement focuses on identifying the needs and utilization of the building.
 - The task force outlined goals and guiding principles in order to identify processes that will support the engagement of students in an inclusive and supportive space.
 - The team has begun to look at floor plans and understanding the operational needs of each area.
 - They recommend adding additional task force members.
 - They have begun to identify issues and possible resolution to those issues, including how to secure areas that may be closed when other areas are still open.
 - Next steps include continuing to review the space diagrams, identifying major events/activities that will potentially transition to the building, and to start identifying similar tasks/responsibilities.
15. Cabinet was joined by Romelia Salinas, Dean of Library and Learning Resources; Michael Carr, Director of Academic Technology; and Eric Lara, Associate Dean of Student Success and Equity, to provide a Return and Recover Initiative report on the [Laptop Loaner Program](#). Highlights:
- The mission statement focuses on ensuring students have equitable access to technology.
 - Technology inventory data was provided (9,639 total devices: 5,555 laptops, 3,835 hotspots, 249 iPads), with recommendation to reduce current inventory to 7,749 total devices (5,000 laptops, 2,500 hotspots, 249 iPads).
 - The task force recommendations include continuing the practice of checking out laptops/iPads to any student who is in need and currently enrolled in at least one course.
 - The team discussed hot spots and the challenge with the loan of these as they are one of the most expensive pieces of technology. They are looking at setting criteria for the loan of hotspots, which will give priority to special populations, including noncredit and those with a specified maximum Expected Family Contribution (EFC).
 - Information Technology is continuing their work in expanding wifi and power access in common areas across campus, especially parking lots.

- Ongoing needs have been identified, including staffing, storage space, and ongoing budget.
16. Cabinet appreciated the work of the Return and Recover Initiative Workgroups. Their presentations were concise and relevant to the task at hand. As always, Cabinet is impressed with the collaboration between the areas, which is one of Mt. SAC's strengths. Especially noted is the student focus in all presentations; there is a lot of consideration for students. The next step is to open up the groups to more members, as appropriate.
17. Morris reported:
- Fiscal is doing a sweep on February 4 of HEERF Funds that have not yet been expended or justified. This will allow Fiscal to see how much HEERF money is remaining to allocate.
 - He has looked at the non-resident fees, and last year Mt. SAC nonresident fees were at \$280 unit sees plus \$30 capital outlay fee, for a total of \$310 per unit. The Cabinet recommendation for 2022-234 is \$281 (our average cost of instruction per unit) plus \$30 (capital outlay per unit) for a total of \$311 per unit for nonresident students.
18. Audrey reported:
- Student Services has worked on [updated information](#) for students related to changes, registration, process, and vaccination information.
 - She has prepared a document, [COVID Guidance for Student Services](#), to help those in her area with process.
 - Zoom at Noon sessions are going well.
 - Student Health Services is figuring out an antigen testing process for students. A plan will be presented later today.
 - The contract work with Innovee Strategies and the DHH program is ongoing. There were two listening sessions completed.
19. Sokha reported:
- There are 11 faculty resignations.
 - There are 42 management contracts up for renewal.
 - The Biden administration is requiring insurance companies to cover the cost of antigen home tests. Employees can go to their healthcare providers to get free antigen testing.
 - Human Resources is continuing its participation in job fairs , which are online with Zoom panels.
 - Revised federal Title IX regulations are expected in April from the Biden administration.
 - Contact Tracing antigen testing is starting this Thursday for employees and students in front of Building 4, near the parking lot on the west side. There is still a lot of confusion with the rise of COVID infection and the frequent changes in process from the County.
20. Kelly reported:
- Spring 2022 enrollment for face to face classes have been growing at a faster rate than our online classes. Currently, the enrollment trends are 47% online, 46% face to face, and 7% hybrid. The online proportion has been slowly declining as the enrollment in face-to-face classes increases overall. In reviewing past trends, our FTES are currently down 21% compared to 2020, but down only 2.5% from last Spring 2021. We are continuing to close the gap, slowly but surely. Division Offices continue to work with department chairs and coordinators as the ILT make changes to the schedule.
 - The Accreditation Core Team has been working diligently in preparing for the Self Evaluation process for the 2024 ISER submission to ACCJC. Regular updates will be shared with the campus community starting in the spring along with information sessions. In addition, the team is working closely with classified to ensure their input and feedback are included in the accreditation process.

- The registration for the upcoming SCUP training (Society for College & University Planning) on February 10, 11, and 12 is nearly full. This informative training that is about visionary planning, integrated planning, and building strategic planning roadmaps.

21. Madelyn reported:

- WASC Accreditation Commission for Schools accredits our adult school, and visiting teams will be set in March with the visit to be in Spring 2024.
- Noncredit course offerings are holding firm at about 50/50 in person and online. There have been about 1000 students displaced from attending older adult program courses due to increasing community facility closures because of COVID concerns.
- She met last week with Sandra Sanchez, the Interim Vice Chancellor of Workforce & Economic Development, to provide technical assistance on Chancellor's Office language on proposed language in Title 5 for noncredit work experience.

22. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)

- Return and Recover Initiative:
 - Reconnect and Reengage (Leads: Tannia Robles, Shannon Rider, Matt Judd, Assistant Director, Academic Technology, 4/26)
 - Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 4/26)
 - Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 4/26)
 - Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 4/26)
- Multiple Measures Placement Workgroup (George and Team, 2/15)
- Student Centered Funding Formula—Continued Follow Up:
 - Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 4/5)
 - EAB Navigate Schedule Building & Data Analytics (**Student Support Workgroup—Francisco, 2/1**)

23. Quarterly Reports to Cabinet:

- Emergency Response Plan Quarterly Report (Duetta and Sayeed, 4/19)
- Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 5/3)
- Faculty Position Control Quarterly Report (Rosa and Meghan, 4/12)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/15)
- IT Projects Quarterly Report (Anthony, 2/15)
- Grants Quarterly Update (Adrienne, 4/19)
- International Student Quarterly Report (**Chris, George, and Paty 2/1**)
- Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 2/8)
- Guided Pathways Quarterly Report (Meghan, Shiloh, and Sarah, 2/8)
- Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 2/22)
- Title V Quarterly Report (Lianne and Lisa, 2/8)
- AB 30 (Dual Enrollment, A&R, and IT, 2/8)