SPresident's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Kelly Fowler, *VP of Instruction* • Audrey Yamagata Noji, *VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Sokha Song, *VP of Human Resources* • Madelyn Arballo, *Provost of SCE*

May 17, 2022
Anthony sat in for Morris

1. Cabinet reviewed and commented on the following information items:
   a. Due to the governor's veto last fall of AB 1456, the same lawmakers have introduced AB 1746, which similarly expands access to Cal Grants by eliminating GPA requirements for community college students and guaranteeing awards to students eligible for a federal Pell Grant. An Ed Source Article, Advocates of Major changes to Cal Grant look to Newsom, also mentions how this would simplify the Cal Grant Program. We have been resilient in our lobbying efforts to support passage of this bill and signing by the governor.
   b. Congratulations to Office of Instruction, RIE, and Academic Senate for completion of the Equitable Placement and Completion: English and Math Validation of Practices and Improvement Plans. Although there is still work to be done in building approval support for students at all transfer levels, this is a consistent initiative.
   c. An Inside Higher Ed article, Necessary Cuts or a 'Downward Spiral'?, depicts low enrollment at Peralta Community College District and their decision to cut hundreds of courses with fewer than 25 students enrolled. Many adjuncts are not being retained. This is a concerning pattern evident at other colleges as well. Cutting classes and reducing faculty results in lower capacity to enroll future students and thus a spiral of lower enrollment producing budget cuts which then produces even lower enrollment and more class cuts.
   d. A video showing the design plans for the new Technology and Health Building showed that the design phase of the project is approaching completion. Images shown in the video brought up a concern regarding the Mt. SAC logo being altered on slides in this presentation. Uyen Mai will talk to Gary Gidcumb.
   e. The recent HR report on Vacant Positions Under Active Search shows that the hiring process is not yet up to peak efficiency. Tika Dave-Harris, the new Associate Vice President of Human Resources, will be instrumental in assisting with improving this process.

2. Cabinet had an initial discussion of the 2022-23 May Revision Highlights and the Joint Analysis, Governor's 2022-23 May Revision to provide guidance on our priorities both as we are closing out 2021-22 and as we look forward to planning for next year.

   - An upcoming estimate of our ending fund balance for 2021-22 will give us a sense of how stable we are now and going forward in keeping up the College's capacity to serve students while supporting growth for recovery over the next two years. Good planning and investment of the resources available in the Governor's May Revised budget for 2022-23 will give us a potential path to recover SCFF total computational revenue and will enable us to target areas of enrollment recovery and growth such as noncredit, dual enrollment, reentering adults, and improved retention rate of existing students.
   - Given the May Revise, Cabinet discussed the commitment of going into "stability" status for the year 2022-23 (see footnote[1]) which will give us a year of stable income and an opportunity to strengthen areas that are still weak by prudent use of the funds in the May Revise 2022-23 budget.
   - The May Revision proposal for $125M will be an ongoing increase to the basic allocation within the base portion of the Student Funding Formula which is not performance-based (See [2]footnote). An estimate of 2.5% of this funding for Mt. SAC would produce about $3M ongoing.
   - The May Revision proposal for $250M to increase the funding of each metric in the three buckets of the SCFF is also good news. While Mt. SAC will still need to perform well on these metrics to earn these additional funds, these higher metric rates will mean that Mt. SAC's restoration of previous performance levels will yield higher levels of Total Computational Revenue (TCR). We may be able to recover our previous TCR funding level even if we do not achieve full enrollment recovery.

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[1] Stability protection adjustment provides the greater of current year or prior year SCFF Total Computational Revenue.
[2] Basic allocation is within the base and depends on the number and size of colleges and comprehensive centers in the district.

- The May Revision infusion of both the $125M and $250M in ongoing potential funding gives us a higher level of confidence in providing additional compensation to employees for the 2021-22 fiscal year. Cabinet gave guidance on moving forward. Information will be provided to the Faculty Association and CSEAs 262 and 651 for full transparency.
- Cabinet discussed the implications of additional proposed May Revision funding and <mark>further discussion with Morris Rodrigue with us will be on the agenda for the next two Cabinet meetings</mark>.
- Cabinet also reviewed 139 individual requests on the FY 22/23 Hourly Temporary Employment Requests and will continue to discuss the extent to which these requests will be approved.

3. According to an LA Times article, UC, CSU, and community colleges set to get big funding boost - with big expectations, in exchange for this funding boost, these three California systems of public higher education will need to meet comprehensive targets to improve access, affordability, and equity under the Governor's revised budget proposal. Some of the ambitious goals include increasing graduation rates, closing achievement gaps, boosting financial aid, and lowering debt. Some examples:
   - The UC system has agreed to add about 2,000 more students each year from 2023-24 through 2026-27 with 15% of the growth at UCLA, UC Berkeley, and UC San Diego.
   - UC would also increase four-year graduation rates from 72.6% currently to 76% by 2030.
   - Cal State has committed to increasing California students by 14,000 over four years and increasing four-year graduation rates by 30% by 2025.

4. Cabinet approved an Immediate Need Request for Police/Campus Safety for Peace Officer Standards Training (POST) Program for $24,000 one-time.

5. An Ed Source article, California set to launch hundreds of community schools with $635 million in grants, reports on the imminent launch of hundreds of California "community schools" with $635M in grants, including a two-year planning grant to the Hacienda-La Puente School District, the only K-12 district to receive these funds in the Mt. SAC service area. In addition to instruction, community schools provide direct basic needs with wrap-around services. Follow this link to the California Community Schools Partnership Program.

6. Proposed Revisions to Title 5, California Code of Regulations, Related to Work Experience Education affects repeatability and the maximum units allowed. This proposal asks the Board of Governors to add the clause "during one enrollment period." Without the additional clause, potential students face a total enrollment cap instead of one that deals with one enrollment per period.

7. Cabinet reviewed and approved the organizational chart for Student Services. The addition of adding a description of each departments' responsibility is extremely helpful.

8. Cabinet was joined by Gary Nellesen, Executive Director of Facilities, Planning and Management, to provide a Quarterly Construction Report. Highlights:
   - Measure RR and Measure GO building programs are ahead of schedule and includes 13 active major projects.
   - Ken Bohan, Director of Maintenance and Operations, is a great addition to the team and is working on the technical aspects of operating our new pools, mostly with respect to water chemistry and health department requirements.
   - The Campus Store and Instruction Office project is one of the longest Division of State Architect (DSA) projects remaining in the design phase. Their own internal low productivity and reviewing plans remotely are to blame.
   - There was discussion of where to conveniently house a variety of vending machines, as well as a place for students to heat food from home. Close to the library is a possibility. All of this is brought on by the high cost of food on campus.

- Newly hired Project Manager (professional expert) Laura Rule started this week and will be helping Patty on tenant improvement projects.
- Operating budgets will be presented to Facilities Advisory Committee (FAC) and President's Advisory Council (PAC). This will serve as a tool in determining the budget per square footage for staff.
- Cost of construction inflation is a concern. (Gary Nellesen will talk to Morris Rodrigue).
- Completion of the El Centro project is scheduled for winter session.

9. Cabinet was joined by Anthony Moore, Chief Technology Officer; Michael Carr, Director of Academic Technology; and Antonio Bangloy, Director of Enterprise Application Systems to provide a report on IT Projects. Highlights:
- An Accreditation Standard IIIC 1-5 Technology Resources draft has been submitted the Accreditation Core Team.
- A contract to develop the Technology Master Plan was approved last week by the Board.
- The Cyber Security Operations Center met with the CIS Department regarding an opportunity for CIS security students to intern in the IT Department. (Anthony Moore will discuss with Morris Rodrigue)
- Vacancies were reviewed and filled. Three of the classified staff members hired were originally hourly student workers.
- Future student print station locations were discussed. Good placement and easy access are the most important factors. This project will be funded through the expected print revenue. Students can buy print cards and load documents both off and on campus and only pay when document is released to be printed. Kiosks will be branded with the assistance of the Marketing Department.
- Phone calls to the general help line have increased with a concern if enrollment questions are being routed to the correct department/person. (Chris Schroeder will find out the main subject of the calls)
- Successful phishing attempts infiltrated mainly users who had not been trained on cyber security protection measures. These were mainly faculty. More training campaigns are scheduled for the future.
- There is a need for a consultant to assist in identifying the differences between Banner 8 and 9 prior to implementation of upgrades that are on the way.
- Allowing students to select their preferred name rather than there legal name to reflect gender identity is available with most software used on campus but is still a work in progress for some systems such as Canvas and SARS.

10. Cabinet approved the Request to Fill Log for the following positions:
- Associate Dean, Dual Enrollment
- Director, Health Services
- Student Services Outreach Specialist (High School Outreach)

11. Sokha reported:
- Collaboration with unions continues.
- Further discussion is needed to address Counseling's memo and those not adhering to required hours.
- A sabbatical process for managers is needed.

12. Anthony reported:
- There is a possibility of overloading IT when Microsoft Teams data is permanently wiped out.

13. Audrey reported:
- Tony Rivas has been appointed to the FACCC Board of Governors.
- There is a plentitude of Student Services End of the Year events, including the MMI Luncheon and Financial Aid After Hours.
- Commencement integrated budget is still pending.

- Further research is being conducted into a company that brings back students. If successful, they charge $1/student.
- Good progress is being made with Upward Bound.
- We will be holding an AANAPISI event in conjunction with Cal Poly.

14. Kelly reported:
- Approximately 850 sections for Summer 2022: Enrollment trends are 70% online and 30% face-to-face/hybrid. Down approximately 12% from Summer 2021 and 19% from Summer 2020.
- Going the Distance with Distance Education on Friday, May 13, was a success! We received feedback that this forum was informative, efficient, and succinct. This PowerPoint, along with other relevant accreditation, will be posted soon on the almost-finalized Mt. SAC Accreditation website.
- Instruction and Student Services Joint Planning Summit on Friday, May 13 was a success! The opening speaker, Dr. Frank Harris, motivational presentation included thought provoking approaches to equity and best practices. Participants provided insight and actionable next steps during the breakout sessions that will be included in the implementation process of the strategic plan.
- The Instructional Leadership Team thanks Malia Flood for sharing the services and programs that ACCESS (Accessibility Resource Centers for Students) provides students in areas of counseling, instruction, and accommodations.
- Our athletic teams are finishing strong! Baseball finished as the conference champions and finished with a record 33 wins! Beach Volleyball advanced to the regional final and was one win away from participating in the State Tournament! Men's Golf advanced to regional with a State qualified golfer! Men's (top 10) and Women's (top 15) Swim teams headed to the state finals! The #1 state ranked Softball team are the conference champs and advanced to the State Tournament! The #1 ranked Men's and Women's Track teams are also conference champs headed to the State Championships (this weekend at Mt. SAC!). And, the #1 player of the Women's Tennis team qualified for the regional individual tennis tournament! A big congrats to all of our athletes! And many thanks to the coaches, support teams, families, friends, and the Mt. SAC community for supporting our athletes and athletic teams!
- In discussions with Academic Senate, Student Services, and A&R, students may select the P/NP option up until the last day of instruction for courses that have the P/NP designation. This means that students who are enrolled in sixteen-week classes (with the designated P/NP designation) have until the last day of the semester to select the P/NP option. For short-term classes (with the P/NP designation), students can select the P/NP option up until the last day of instruction. (For short-term classes that have already ended, students will not have the option for the P/NP option.) In addition, the automated P/NP process that was in place over the last two years will no longer be applicable after Spring 2022.

15. Madelyn reported:
- SCE staff and Adrienne will be going appropriations training for new awardees at the end of May. It's a 12-month budget so we have to be ready to start the work on July 1. The focus of the work is to develop an apprenticeship program structure for noncredit health careers programs.
- Ageism awareness month continues. A faculty panel was held this week by Older Adult and AWD faculty, including Shelby White, Ben Brown, Margo (will get her last name), Suzanne Avila, Briseida Ramirez. They provided some guidance and expertise on classroom and positive communication strategies for older adults and other populations such as students with disabilities. A student panel will take place this week.

16. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)
    a. Return and Recover Initiative:
       1. Reconnect and Reengage (Leads: Tannia Robles, Shannon Rider, Matt Judd, Assistant Director, Academic Technology, 7/26)
       2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 7/26)
       3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 7/26)

4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 7/26)
   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 (Madelyn, Tami, and Shannon, 7/5)
      2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 8/9)

17. Quarterly Reports to Cabinet:
    a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 7/19)
    b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 8/2)
    c. Faculty Position Control Quarterly Report (Rosa and Meghan, 7/19)
    d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 8/16)
    e. IT Projects Quarterly Report (Anthony, 8/16)
    f. Grants Quarterly Update (Adrienne, 7/19)
    g. International Student Quarterly Report (Chris, George, and Paty 8/2)
    h. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 6/21)
    i. Guided Pathways Quarterly Report (Meghan, Shiloh, and Sarah, 6/14)
    j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 6/21)
    k. Title V Quarterly Report (Lisa and Lizette, 8/9)
    l. AB 30 (Dual Enrollment, A&R, and IT, 8/2)