# President'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, *Acting VP of Human Resources* • Madelyn Arballo, *Provost of SCE*

**September 14, 2021**

1.  Cabinet reviewed and commented on the following information items:
    a.  An announcement from Liebert Cassidy Whitmore, [Federal COVID-19 Action Plan May Require Employers in California Adopt Vaccination or Weekly Testing Policies](), provides information on Biden's six-point action plan related to COVID-19 to increase vaccination rates in the United States. The plan calls for employers to create vaccination requirements through Federal OSHA guidelines. OSHA has not yet finalized any guidelines related to this action. This is obviously a huge issue related to the speed in which we will come out of the pandemic, but the outcome of this initiative is uncertain.
    b.  Madelyn was notified that Mt. SAC was a runner up in the U.S. Department of Education's [Rethink Adult Education Challenge]() for $750,000. We were the only California recipient. Major kudos to the School of Continuing Education!

2.  An article from the Community College Facility Coalition, [Legislature Passes Bill Creating Student Housing Program](), provides information on [SB 169]() related to the new state student housing program. There is legislative support on this and other budget trailer bills. The Bill goes to the Governor's desk for action.

3.  Nossaman provided an updated [Mt. SAC Legislative Report](). Of interest is the baccalaureate bill on the Governor's desk for signature, which expands the number of programs and removes the sunset provision.

4.  Cabinet reviewed the [Proposed Revisions to Title 5, Excused Withdrawal and Pass-No Pass Grading Option Regulation (45-day)]() and it looks very positive. This is good news that they are putting emergency conditions' grading into Title 5 permanently.

5.  Cabinet continued discussion on campus processes surrounding the Board Resolution and the vaccination and testing program for students and employees on campus. There has been much discussion on keeping the information on the dashboard current. A recent change in the leadership in Contact Tracing has caused a temporary pause on posting this information, but the web page will be updated soon.

6.  Cabinet talked via Zoom this morning with Paul Steenhausen from the Legislative Analyst's Office who has community college and adult education assignments. It was a great conversation with Paul and nice that he reaches out to Mt. SAC to get our perspective on community college topics.

7.  Cabinet approved the following positions to proceed with recruitment to be funded from HEERF and then Unrestricted General Fund:
    *   [Computer Facilities Assistant]() (2 positions)

8.  Cabinet approved the [Requests to Fill Log]() for the following positions:
    *   [Administrative Specialist I]() (Office of Instruction/Academic Senate)
    *   [Administrative Specialist III]() (Humanities and Social Sciences)
    *   [Dispatcher I]()
    *   [Executive Assistant II]() (School of Continuing Education)

9.  Cabinet was joined by Anthony Moore, Chief Technology Officer; Antonio Bangloy, Director, Enterprise Application System; Monica Cantu-Chan, Director, IT Project Implementation; Chris Schroeder, Director, Infrastructure and Data Security; and Michael Carr, Director, Academic Technology, for an IT Projects Quarterly update.  Highlights:
    - A few HEERF projects are ongoing:  a wireless survey being conducted to assess all external open areas on campus for wifi coverage; replacing laptops, printers, and headsets; and additional Adobe subscription licenses.
    - There have been discussions with T-mobile for a program to provide discounted rates for student phone service and hotspots.
    - The laptop loaner program is going well, with Q4 requests at 4,300 laptops and 4,100 hot spots:
        - 1,395 requests to borrow technology
        - 271 support requests coming in from students who have technology, but need technical assistance
        - 158 one-on-one, face-to-face meetings with students
    - They've been talking with Facilities to include infrastructure work on parking lot light posts to be able to support wifi parking lot access points.
    - The storage compliance currently being used to store OnBase documents is nearing end-of-life and they're looking to move it to cloud storage.
    - There have been lots of phishing attempts happening.  When one account gets compromised, it continues to grow.  IT is recommending two factor authentication to help combat this.
    - The web team has updated the College online map, including charging station locations; updated Student Health Services website for ease of navigation.
    - Applications development support's partnership with noncredit and SIG were able to move the two shadow systems for ABE and ESL to live.
    - Working with various campus groups to lift about 7,007 holds for students for a total of $3.2M.
    - There are more upgrades coming, especially for Financial Aid.
    - The IT team scheduled maintenance calendar is updated.  Next quarter will be the biggest upgrade quarter.
    - Online forms are continuing to be uploaded into SoftDocs.  The team is working on moving Dual Enrollment to online forms within the next month.
    - The IT team has been working closely with the team responsible for Cleared4 developing extracts of information.

10. Cabinet was joined by Romelia Salinas, Dean of Library and Learning Resources, and Carlos Santana, Manager of Academic Support Coordination, for the Academic Support Coordination Project Quarterly update.  Highlights:
    - The EAB alignment early alert project is seen as an opportunity for increased traffic in the academic support centers.
    - Overall totals and average weekly transactions for Spring 2021 are 1,693, with total transactions of 27,085.
    - They are working on a SEAP retention dashboard with Research.  It will measure two common metrics, retention and completion of English and math.
    - The Faculty Advisory Board for Academic Support (FABAS) was established in Spring 2021 to promote academic support as part of learning and normalizing help-seeking behaviors.  A focus area is promoting academic support and normalizing help seeking behavior.
    - There are 11 unique Academic Support Centers and 10 are offering online services in the Fall in addition to face-to-face services.  NetTutor continues to be available online 24/7 as an additional resource.
    - A team has been working on an implementation process of verifying vaccination information in tutoring and support centers.  Two trainings have occurred.  There are still a lot of details to work out with each center.

11. Sokha reported:
    - The HR office is closed this week for some remodel work.
    - The side letter with CSEA 262 on effects of the Board Vaccination/Testing Resolution is finalized; Alexis should be finalizing the agreement with CSEA 651 soon.

12. Audrey reported:
    - She handed out a packet that is being distributed in Student Services which includes a half sheet handout for students, a Q&A sheet for front line workers, and a proposed Student Exclusion Notice.

13. Madelyn reported:
    - The Chancellor's Office Technical Advisory Center for Noncredit is looking for a host.  Madelyn would like to host, and Cabinet is supportive.

14. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)
    a. Multiple Measures Placement Workgroup (George and Team, TBD)
    b. Student Centered Funding Formula—Continued Follow Up
       1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 11/23)
       2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 9/28)
    c. AB30 (Dual Enrollment, A&R, and IT, 10/19)

15. Quarterly Reports to Cabinet
    a. Emergency Response Plan Quarterly Report (Duetta, 10/26)
    b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Mika, and Kevin, 9/28)
    c. Faculty Position Control Quarterly Report (Rosa and Meghan, 10/12)
    d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 12/7)
    e. IT Projects Quarterly Report (Anthony, 12/14)
    f. Grants Quarterly Update (Adrienne, 10/26)
    g. International Student Quarterly Report (George, 9/28)
    h. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 12/14)
    i. Guided Pathways Reporting (Meghan, Shiloh, and Sarah, 10/26)
    j. Dual Enrollment at Local High Schools Quarterly Report (Meghan, Joel, Marlyn, and Lina, 11/23)
    k. Title V Quarterly Report (Lianne and Lisa, 10/19)