



February 28, 2023

1. Cabinet reviewed and commented on the following information items:
  - a. The Community College League of California held a [CEO Funding Policies Taskforce](#) meeting, in which they discussed the audit and general issues about what is going on with State funding and discussions surrounding such. They reviewed a research study on the impact of the 50% law on student success and fiscal impacts to colleges—the 50% law is challenging. What is happening is there is a push for community colleges to be a part of investing in student supports like basic needs and mental health, which require management and staff oversight and support. It is challenging to support these categorical initiatives and continue meeting the 50% law. One option discussed was to just do away with the 50% law. In fact, the law has not really protected faculty hiring or compensation levels. Beyond the 50% law, the group also had additional discussion about what happens to the fiscal health of districts when stability and emergency conditions go away, and colleges fall into hold harmless because of the obligations made by spending those one-time funds for ongoing obligations. Finally, and importantly, how do we talk to the State about how to get colleges off hold harmless?
  - b. The [California MAP Initiative Increasing Cohort to 75 CCCs and up to 5 CSUs Statewide](#) report on the Military Articulation Platform is good news. Veteran college credit for military training is an issue that the College leadership has been rallying behind, and it is good to see this expanding. We will stay on top of this as it is important for our veteran students.
  - c. An article from EdSource, [California community colleges rely too much on part-time faculty and misspend funds, audit finds](#), discussed lawmakers auditing of \$100M provided in 2021 to help colleges hire more full-time faculty. The report finds that the Chancellor's Office should provide more oversight. Additionally, the audit found that colleges are not hiring enough diverse faculty, with the suggestion that the Chancellor's Office establishes best practices for faculty hiring.
  - d. The Hispanic Association of Colleges and Universities (HACU) [Enlace Mid-Level Leadership Program](#) is a six-month leadership development program designed for college personnel. The President's Office is supporting the application for Gio Rodriguez to participate.
  - e. The Chancellor's Office announced Dr. Sonya Christian as the next Chancellor of the California Community Colleges. [Leaders Offer Praise for Selection of Dr. Sonya Christian as California Community Colleges Chancellor](#), in which elected state official provided praise for her selection.
  - f. The [Vacant Positions Under Active Search](#) log was reviewed.
2. Cabinet reviewed the final draft of [Board Study Session Topics](#) for March 18 with times noted.
3. The School of Continuing Education provided a proposed [new organizational](#) structure. The following actions were agreed upon:
  - The Provost, School of Continuing Education is to be renamed to Vice President, School of Continuing Education. There is no budget impact.
  - Associate Vice President, School of Continuing Education (new position) – This position was approved to move forward through New Resource Allocation Phase 15, with a July 1 start date. Madelyn will work with Human Resources on a new job description and a New Resource Allocation Phase 15 that will include items to be budgeted in 2023-24.
  - Director, Systems and Operations, SCE (new position) – This position was approved to move forward through New Resource Allocation Phase 15, with a July 1 start date. Madelyn will work with Human Resources on a new job description and a New Resource Allocation Phase 15 that will include items to be budgeted in 2023-24.
  - Dean, Continuing Education Programs and Services (reclassification from Associate Dean, Continuing Education Programs and Services) – This position was approved to reclassify effective July 1. Madelyn will work with

Human Resources on a reclassified job description and a New Resource Allocation Phase 15 that will include items to be budgeted in 2023-24.

- Administrative Specialist IV (reclassification from Administrative Specialist III) – This position was approved to reclassify effective July 1. Madelyn will prepare a New Resource Allocation Phase 15 that will include items to be budgeted in 2023-24.
- Administrative Specialist IV (2 new positions) – These positions were approved within the structure, however, future funding will need to be secured.

As changes are not effective until July 1, the reorganized organizational chart will go to Board for information once all job description changes have been completed and all budget impact has been determined.

4. Student Services provided a proposed [new organizational](#) structure. The structure was approved as submitted. There were no budget or job description impacts related to the restructuring. This reorganized organizational chart will go to the Board for information.
5. The Chancellor's Office issued a Memo, [AB 178 and After-Action Reporting](#), outlining the reporting requirements for the \$25M of ongoing funds for data security oversight, fraud mitigation, and information technology infrastructure, which includes reporting of 1) an annual cybersecurity self-assessment; 2) bi-annual remediation reports; 3) periodic fraud reporting; and 4) after-action reports.
6. Cabinet approved an [Immediate Need Request](#) for Facilities, Planning, and Management for maintenance and copy fees, addition of the Champion and Gateway Parking Structures to the elevator contract, addition of a boiler preventative maintenance due to an AQMD audit, addition of Champion and Gateway Parking Structures to the fire alarm monitoring contract, addition of Building 748 to the fire suppression annual monitoring contract, addition of additional buildings for completing 5-year tests in fire sprinkler inspection for \$74,664 ongoing.
7. The following revised and/or new management job descriptions were reviewed:
  - [Director, Development and Alumni Relations](#) (revised) – Changes will be effective July 1
  - [Director, Library](#) (new)
  - [Executive Director, Development](#) (revised) – Changes will be effective July 1
  - [Associate Vice President, Human Resources](#) (revised)
  - [Senior Director, Labor Relations and Employee Services](#) (revised)
8. Cabinet reviewed the [Facility Fee Schedule](#) for 2023 and approved the changes by consensus.
9. Cabinet was joined by Gary Nellesen, Executive Director of Facilities, Planning, and Management, and Alan Kinkaid, Special Project Director, Facilities, Planning, and Management, for a quarterly update on [Construction/Scheduled Maintenance](#). Highlights:
  - There will soon be an RFQ/RFP going out for the next Educational and Facilities Master Plan. The hiring of the Senior Facilities Planner is expected to be completed by June which will help with the FMP development process. Gary will create a small team to establish goals for the RFQ/RFP process. We will need to have some commitment and energy behind the planning process, with an initial presentation to the Board for guidance in the FMP development process.
  - In collaboration with Purchasing, the facilities team is kicking off an initiative to update the purchasing process and selection of vendors for the purchasing of carpeting/flooring and furniture. There will be an RFQ/RFP process to select one vendor for both carpeting/flooring and furniture. Mt. SAC has

been using CMAS<sup>1</sup> buying agreements, but feel that we need to have our own long-term agreements to control quality and price.

- Wayfinding meetings have produced some good outcomes. The process needs a decision-maker to drive the project management process.
- There has been discussion on establishing a vehicle plan for vehicles traveling on the campus, service vehicle parking, and temporary medical parking.
- The parking study has been collecting student data and plans to present a revised study at the March CMPCT to show some of the effects of our post-pandemic trends. We will incorporate some information from neighboring colleges that have transit centers, too.
- The Document Resource Center is consolidating and maintaining all facilities documentation and drawings in a legacy system. The project has been digitizing older projects, and within the drawing archive, there are over 166,000 files.
- As-built information has not been formalized in documents, so staff are working to modernize the contract documents.

10. Cabinet was joined by Anthony Moore, Chief Technology Officer; Michael Carr, Director of Academic Technology; Chris Schroeder, Director of Infrastructure and Data Security; Antonio Bangloy, Director of Enterprise Application Systems; Monica Cantu, Director of IT Project Implementation, for a quarterly update on [IT Projects](#). Highlights:

- The Technology Master Plan was last reviewed in Cabinet in December, and an updated version will be sent to Cabinet.
- Amazon Web Services is providing three introductory classes for staff training.
- IT is working to separate service requests from project requests to allocate staff time appropriately. There has been a two-phase approach for projects, 1) accounting for IT positions and the process for time allocation, and 2) finalizing resources with project criteria and allocating actual resources available for new projects along with ongoing projects.

#### Academic Technology and IT Support

- From July through January, the Student Technology Support website has had 436 new site visitors.
- The Mountie Tech Hub Project is moving forward and will be located in the Student Center. This will be a quick-service location at which students can receive technical support.

#### Project Management and Application Development Support

- Completed nine change requests with minor down time.
- Completed 86 projects—Fall MIS reporting, Outlook training videos have been completed, Wellness Center forms have been migrated online. Upcoming projects: Banner 9 self-service, Ethos integration, Ellucian Experience.

#### Technology Infrastructure

- The new guest wifi network is live. Guests no longer need a username and password to log in to the Mt. SAC Guest wifi.
- During the last phishing testing cycle, some faculty accounts were compromised. Training will occur for those who are being compromised.
- Multi-factor authentication onboarding is being reevaluated for deployment.
- The Gym and Aquatics network infrastructure has been commissioned. Next up is the Student Center.

#### Enterprise Applications

- A total of 60 Banner upgrades were completed and a total 40 local modifications were completed for Finance, Financial Aid, and Student modules.

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<sup>1</sup> California Multiple Award Schedules(See [link](#))

11. Cabinet approved the [Request to Fill](#) log for the following positions:

- [Administrative Specialist I](#) (Student Services)
- [Computer Facilities Assistant](#)
- [Coordinator, Computer Facilities](#)
- [Coordinator, Project/Program](#) (Student Life)
- [Instructional Support Assistant](#) (English as a Second Language)
- [Grounds and Horticulture Technician](#)
- [Student Services Program Specialist](#) (Student Services)

12. Sokha reported:

- An exception to provide the data for the part-time health insurance was approved by the Chancellor's Office which is now due April 1.

13. Morris reported:

- A survey with Cal Poly is under development and will be sent to students and employees related to providing housing for a limited number of those at Mt. SAC.
- The P-1 First Principal Apportionment Report is out, and the only concern is whether we will hit our projections for credit enrollment.

14. Tom reported:

- A Spring enrollment campaign with EAB Navigate resulted in enrollment of 29% of students who were contacted.
- At the end of the week, the Vice President of Student Services office will begin their move to their new offices.
- Liann Osborne would like to do some trainings with campus groups on interacting with persons with disabilities.

15. Madelyn reported:

- ESL enrollment has been 60% online/40% in person and is now 35% online, 65% in person. VESL on campus has grown to another cohort, which has incredibly high transition rates from noncredit to credit enrollment by these Vocational English as a Second Language students.
- The SCE dashboard is live. It has demographics, completion of certificates, and enrollment by course.

16. Kelly reported:

- Accreditation events are going out, there has been a lot of really good work going on. The team will present on Standard IV.C. to the Board at the Board Study Session.
- There was a call out for additional adjunct student office hour language.
- To provide transparency and more communication, the office of Instruction is holding their first Spring 2023 department chair meeting on Friday.
- Divisions and the office of Instruction will begin open office hours.

17. 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 4/25)
2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, Gio Rodriguez, and Aida Cuenza, 4/25)
3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 4/25)
4. Technology Loan Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 4/25)

- 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, 5/2)
  - 2. EAB Navigate Schedule Building & Data Analytics (**Student Support Workgroup—Francisco, 3/7**)

18. 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, 5/2)
- Faculty Position Control Quarterly Report (Rosa and Meghan, 4/11)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 5/23)
- IT Projects Quarterly Report (Anthony, 5/23)
- 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)