



**March 7, 2023**

Cabinet will be on hiatus next week

1. Cabinet reviewed and commented on the following information items:
  - a. Bill will be attending the Community College League of California's [2023 CEO Symposium](#).
  - b. With assistance from Nossaman, our team has worked on submitting proposals for Congressionally Directed Spending Requests (aka, Federal Earmarks) for both [Wildland Fire](#) and [Employment Pathways](#) for funding in FY 2024. This was a great collaboration by Instruction, SCE, Grants, and Public Affairs!
  - c. We have finalized our [2023 State and Federal Legislative Priorities](#) document that College administration and our Board of Trustees have used in lobbying on behalf of the College. This is the season to get out there and talk to people about these priorities.
  - d. The [Vacant Positions Under Active Search](#) log was reviewed.
2. Cabinet reviewed the 2022-23 First Principal Apportionment (P-1) for [all CCCs](#) and individually for [Mt. SAC](#). Our reported 22,681 FTES appears a bit high based on our internal modeling. Morris will be preparing some models that will be presented at the Board Study Session on Saturday, March 18.
3. Cabinet reviewed some information compiled on [Comparative Data on Fill Rates and Class Sizes for Spring Semesters Week 2](#) that compared 2020, 2022, and 2023 for credit classes. What jumped out was how poor last year was in relation to fill rates and class size. We realized it was bad, but not that bad. Unlike other colleges, we are not downsizing and continue to offer a similar number of course sections. It was recommended to look at this information across the divisions and departments.
4. The Chancellor's Office issued a Memo, [AB 1491 CAE Carryover Guidance](#), which advises California Adult Education Program (CAEP) consortia on the requirements for carryover allocations. This legislation was squashed last year, and our intent is to do so again this year.
5. The Chancellor's Office provided [Proposed Revisions to Title 5, Division 6](#), which are draft changes related to [AB 1187](#) Community colleges: tutoring.
6. The [L.A. K-12 Collaborative Convener Self-Assessment](#) document outlines the assessment requirements for convener or backbone agencies to support subregional collective impact collaboratives. UniteLA is holding technical assistance [webinars](#). The L.A. Region K-16 Collaborative seeks to establish five sub-regional categories in the County. They will be organized around health and computing/engineering pathways in partnership with Cal State, K-12, community colleges, and community and workforce organizations. Cal Poly Pomona will be the convener of the L.A. Region K-16 Collaborative.
7. The Chancellor's Office issued a Memo, [Tutoring Apportionment and Basic Skills](#), which provides dialogue about compliance issues raised related to tutoring and noncredit corequisite models. Clarification is provided on supervised tutoring and apportionment and noncredit corequisite models.

8. Cabinet was joined by Francisco Dorame, Dean of Counseling; Meghan Chen, Associate Vice President of Instruction; Caron Gomes, Systems Analyst; and Kenny Yen, Business Analyst, for a quarterly update on [EAB Navigate](#). Highlights:
  - They mirrored the Fall enrollment campaign and contacted students who were not registered for Spring 2023 but had been enrolled in the Fall term. Using the EAB enrollment campaign feature, 9,172 students were contacted and 29% of those students ultimately enrolled for Spring.
  - The Student Scheduling system will begin in Navigate with a Go Live for June 2023 for Counseling. There is a check-in system in Navigate that academic support centers can use.
  - Presented the Early Alert system on FLEX Day and it has been launched in the Arts and Business divisions. Fall 2022 had 152% jump in faculty-initiated referrals received. Instructional divisions have been inviting the Early Alert team to present at their meetings.
  - A Taskforce is being developed to market and promote the mobile app.
9. Cabinet received a presentation from Housing for Us All, which provides various solutions for student housing approaches and options.
10. Cabinet approved an [Immediate Need Request](#) from Human Resources for the continuance of on-campus COVID-19 antigen testing and contact tracing for \$535,000 one-time.
11. Cabinet approved the [Request to Fill](#) log for the following positions:
  - [Applications Training Specialist](#)
  - [Financial Aid Specialist](#)
  - [Library Technician](#)
  - [Tutorial Services Assistant](#)
  - [Veterans Services Specialist](#)
12. Morris reported:
  - He has sent the Cal Poly housing survey to Cabinet for review before it is sent out to staff and students.
  - He will serve as the co-chair of the ACBO Fiscal Affairs Task Force with the Chancellor's Office.
13. Tom reported:
  - Commencement planning is moving forward. There have been a couple of recommendations to make the ceremony shorter.
14. Madelyn reported:
  - SCE is working on the NRA 14 approved project focused on noncredit to credit transitions. A cross-section of faculty, staff, and managers met for three initial meetings to identify themes, partners, and best practices. The project's magnitude is larger than expected, so SCE needs technical assistance to effectively increase transitions.
  - SCE met with Futuro last week and they are interested in contracting with us to be a provider for online/hybrid training in health careers. The potential arrangement is for them to refer adult learners from underrepresented groups to health careers program. SCE is exploring the potential for this partnership.
  - She, along with Ashley Walker (Mt. SAC's policy advisor) and a noncredit colleague, met with Ellen Monroy from the Assembly Budget Subcommittee on Education regarding adult education and LAO report. She indicated that without a major change in the budget, it is unlikely that any policy will be proposed or any budget action will happen as a result of the LAO. This is a good sign for community colleges.

15. Kelly reported:

- The adjunct pilot office hour was launched and has almost 200 credit adjunct faculty who are participating. They will be doing data collection for assessment.
- The IEPI PRT team visit #1 is next week.
- Twenty-two out of 70 Mt. SAC Early College Academy at West Covina students have completed IGETC. Three will graduate with an AD-T, with three more to finish by the summer.

16. 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, 6/6)

17. 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, 3/28)
- 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)