President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Kelly Fowler, *VP of Instruction* • Tom Mauch, *Acting VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Sokha Song, *VP of Human Resources* • Madelyn Arballo, *VP of SCE*

May 16, 2023

1. Cabinet reviewed and commented on the following information items:
   a. An [email](#) from Pomona Valley Hospital announced the awarding of scholarships to four Mt. SAC nursing students who are employees of PVHMC. Congratulations to Jessyca Boone, Virginia Mass, Keshonna Barnes, and Sarah Cline. All except Sarah are shown in the photo at the end of the attached email.
   b. The Chancellor's Office provided [Guidance on Implementation of DEIA Evaluation and Tenure Review Regulations](#) and [Diversity, Equity, and Inclusion Competencies and Criteria Recommendations](#), related to the implementation of the DEI Integration Plan. There is a framework within the Guidance, but little direction is given.

2. Cabinet reviewed the [Joint Analysis on the Governor's May Revision](#). Morris provided an update and analysis on community college portion of the Governor's May Revision to his proposed state budget for 2023-24. Morris noted some concerning language in the summary, "Revision provides $503M in one-time resources to support necessary increases in the SCFF despite a reduction in the Proposition 98 guarantee." The use of one time funds to augment the ongoing SCFF performance based funding system for community colleges is not something we typically see and should be a warning about Mt. SAC's budget planning for the 2023-24 fiscal year. Using one time funding in SCFF implies that the governor is partially funding 203-24 COLA from one-time money, which could not support ongoing future college expenses.

   Morris provided an updated budget model utilizing the assumptions provided in the May Revise. These models provide projections for 2022-23, 2023-24, 2024-25, and 2025-26. If we do not see a more significant restoration of enrollment declines by 2024-25, we will need to look at adjustments in expenditures to keep Mt. SAC's budget balanced.

3. Cabinet reviewed and provided direction for the [dangling positions list](#) (i.e., unfunded positions) for 2023-24 and provided direction on [outcomes](#).

4. Cabinet continued review of the Block Grant Phase 2 requests. With the May Revise announcement of reductions of this funding, Cabinet decided to move forward only with those approved (in green). Any yellows can be discussed at a later time when funding is better known. Revised Block Grant outcomes are attached for each team:
   - [Student Services](#)
   - [School of Continuing Education](#)
   - [Human Resources](#)
   - [Instruction](#)

5. Cabinet reviewed [BP 3250 – Institutional Planning](#) and [AP 3250 - Institutional Planning](#). This BP and AP will move forward to PAC for recommendations.

6. The Canvas Shell and Related Matters Workgroup continues to meet. The Faculty Professional Development Council will work on the recommendations shown in [Canvas Shell and Related Matters Workgroup Recommendations](#) from December 8, 2022, and the [Recommendations for Merging Canvas Shells from the Distance Learning Committee](#) from April 2023, and bring back recommendations on

training, implementation, and verification compliance with both the accreditation standard for Regular and Effective Contact (RES) and federal and state FERPA laws (Family Educational Rights and Privacy Acts). It is anticipated that there will be items that are negotiable with the Faculty Association. The Academic Senate's Distance Learning Committee is charged with developing and providing training on compliance with both RSC and FERPA. Cabinet agreed that we need to know the raining outcomes in order to pursue negotiation of the verification piece.

7. Cabinet pre-approved the following position to proceed with recruitment:
   - Administrative Specialist II (Business)
   - Assistant Director, EOPS/CARE and CalWORKs

8. Cabinet did not approve the recommendation from the Reclassification Committee for the Coordinator, Case Management. However, on the same matter, Cabinet did review and approve the revised job description for submission to the Board for Coordinator, Case Management (revised), with a revised range of A-118.

9. Cabinet approved the Request to Fill log for the following positions:
   - Administrative Specialist I (Marketing and Communication)
   - Professor, Ethnic Studies (1 Year Temp)

10. Tom reported:
    - A group met regarding revisions to AP 4051 – Course Equivalencies. The revised AP will be moving forward through the review and recommendation process.
    - He just heard data that Mt. SAC is number one in applications, admissions, and enrolled community college transfer students to the CSU system.
    - Dr. Melba Castro begins this coming Monday, and the VPSS office will be hosting an Open House to welcome her.

11. Madelyn reported:
    - The campus events supporting anti-ageism are ending today with a showcase/walk in Heritage Hall today 3-4:30. This event is a culmination of activities promoting equity for older adults. The showcase will feature art and writings from our EOA students.
    - Our HS and HS Equivalency program graduate/completer count is almost at 100 for the school year. These are some of our most vulnerable students and the majority are POC. The faculty and staff are a special group who use a holistic and integrated approach for support and instruction.

12. Kelly reported:
    - Spring 2023 enrollment trends: 71% online, 4% hybrid/other, and 26% face-to-face. Up 4% in Summer 2023 FTES compared to Summer 2022.
    - The Instruction team is working with Student Services to leverage EAB Navigate as a data-focused communication tool such as notifying students with one or two classes left to reach completion. The Office of Instruction is collaborating with Student Services and Marketing on coordinated messaging in content and time table so students would not be bombarded with excessive or confusing messages.
    - The final elements of the Institutional Self-Evaluation Report (ISER) are drafted and ready for your review. Download an ISER Section and use the ISER Draft Comment Form to share your feedback, by name or anonymously, by May 19th. The ISER sections available for review: Introduction, Plans for Institutional Improvement, and the Quality Focus Essay (QFE).
    - On Friday, May 12, Professor Ron Husband was named an Unsung Hero for the 41st Assembly District by Assemblymember Chris Holden and the California Legislative Black Caucus.

- A big thank you to the classified professionals for supporting instruction and student retention and success. Examples are students of distinction, student scholarship winners, and many other milestones of achievement celebrated at many student ceremonies in May and June.
- The 2023-24 Catalog is on its way to publication by June 1st (online and PDF versions). Many thanks to an awesome Curriculum Team which includes Instruction, Student Services, SCE, and IT. The Curriculum Team continues to examine ways to improve the catalog production process and WebCMS user experience.
- Mt. SAC was awarded a $300,000 for FY 2023-25 Culturally Responsive Pedagogy and Practices (CRPP) Innovative Best Practices Grant. There will be collaborative and coordinating discussions to amplify the campus-wide efforts (including EMCC, ACUE ITEL, etc.) towards DEISA in curriculum, instruction, and student support.

13. 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 7/25)
      2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Gio Rodriguez, and Aida Cuenza, 7/25)
      3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 7/25)
      4. Technology Loan Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 7/25)
   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, 8/1)
      2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 6/13)

14. Quarterly Reports to Cabinet:
   - Emergency Response Plan Quarterly Report (Shannon and Sayeed, 7/18)
   - Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 8/1)
   - Faculty Position Control Quarterly Report (Rosa and Meghan, 7/18)
   - Construction Project/Scheduled Maintenance Quarterly Report (**Gary, 5/23**)
   - IT Projects Quarterly Report (Anthony, 5/23)
   - Grants Quarterly Update (Adrienne, 7/18)
   - International Student Quarterly Report (Chris, George, and Paty, 8/1)
   - Academic Support Coordination Project Quarterly Report (Romelia, 7/11)
   - Guided Pathways Quarterly Report (Meghan, Elmer Rodriguez, and Michelle Nava, TBD)
   - Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 6/20)
   - Title V Quarterly Report (Lisa and Lizette, 6/20)
   - Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 6/20)
   - Financial Aid Update (Manuel, 7/11)
   - 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)