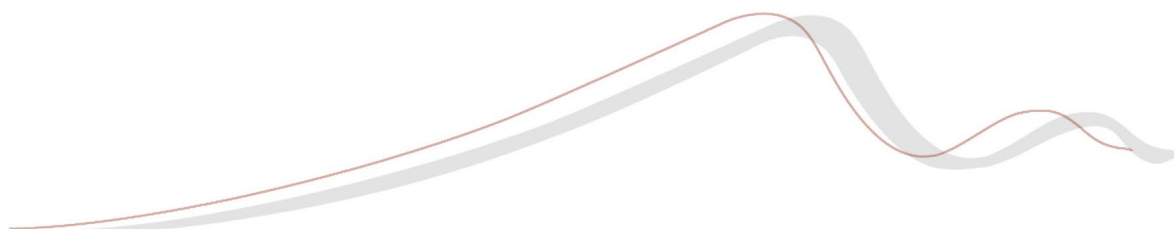


President's Cabinet Action Notes **August 27, 2024**

1. Cabinet reviewed and commented on the following standing items:
 - a. Marketing and Public Affairs provided the following updates to Cabinet:
 - They are working on creating guidelines for the Rizzly the Grizzly mascot costume. Since areas will need to provide their own actor, guidelines will include checking the costume out, a care guide, and do's and don'ts. The costume will be piloted with Student Life and Athletics.
 - The Mascot and Spirit Mark Identity Guide has been established and can be found on the Marketing [website](#). Information includes appropriate ways to feature the mascot and spirit marks, as well as links to images.
 - Rizzly the Grizzly stickers have been produced and are available for those who would like them. Interested departments should contact the Marketing office.
 - In preparation for the Fall semester, Marketing has distributed updated COVID signs for the campus.
 - b. Cabinet reviewed and approved the following job descriptions:
 - [Enterprise Network Administrator](#) (Revised)
 - [Community Services Officer](#) (Revised)
 - c. The [Request to Fill Log](#) was approved for the following positions:
 - [Fiscal Technician II](#)
 - [Athletics Trainer](#) (Part-time)
 - [Director, Admissions and Records](#)
 - [Administrative Specialist II](#) (Part-time) (Adult Basic Education)
 - [Program Account Specialist](#) (Restricted Funds) (School of Continuing Education)
 - [Project/Program Specialist](#) (Restricted Funds) (English as a Second Language)
 - [Human Resources Analyst](#)
 - [Fiscal Services Analyst](#)
 - [Special Projects Manager, Purchasing](#)
 - d. Cabinet received the following Diversity, Equity, Inclusion, Social Justice, Anti-Racism, and Accessibility updates:
 - SCE is partnering with the Latina/o Roundtable; they are working with the students in their Pomona Jobs Project cohort. The group recently visited the campus and inquired about enrolling students in noncredit classes. The team is working on scheduling campus tours to further engage the students.



- The Instruction Leadership Retreat had two significant presentations focusing on DEISAA+. One was with DHH faculty, discussing how to be allies in dismantling systems that oppress the deaf community, tools to connect the community to the campus, and how to best communicate by learning basic sign language. The team walked away learning how to be allies and how to avoid mistakes made in communication with the deaf community. In the second presentation, Dr. Garcia presented her vision regarding leadership and change management to the team, an equity-centric philosophy focused on our students, the why, and what is important, ensuring we ground ourselves, stay student-focused, and continue to be socially aware. Defining her transformational servant leadership style, she believes our students' success is our top priority.
 - SCE has been holding evening and weekend classes for EMT and CNA, which have been extremely well-attended. Citizenship classes began on Friday nights and Saturdays, which have been extremely popular.
 - The campus has been rolling out the welcome mat for Welcome Back Week. Student-facing programs, as well as equity programs, have been hosting open houses for students.
 - Student Services recently hosted [Brandy Thomas](#), Regional Coordinator for the Success Center for California Community Colleges, who provided training on healing-centered engagement for Student Services employees.
 - There is interest in a broader campus training related to Healing Centered Engagement, as this will be one of the components of our new Education and Facilities Comprehensive Plan. Certification training is available for larger groups, which would include campus cross-collaboration with participation from all VP areas. It was requested that Cabinet identify at least two people from each VP area who would participate in the year-long program to obtain the certification.
- e. Cabinet received the following enrollment updates:
- The Instructional Leadership Team continues to assess credit classes that are in demand – chemistry, physics, anatomy, and microbiology. The challenge is limited lab space for increasing sections in these courses. The team has added 150 sections since the start of registration and has changed modalities for 100 sections based on demand. Classes are averaging 25 enrollees per class.
 - There are plans to add some 8-week session classes for the Fall semester. There was discussion about exploring additional options for the Spring with 12- or 14-week options. Cabinet discussed the priority of providing as many options as possible to meet students' needs in achieving their educational goals.
 - There was an increase in students visiting the Counseling Office on the first day—over 500 students visited that day.
 - Credit enrollment continues to increase, currently FTES is 10,267 for Fall credit resident, this represents a 6% increase in comparison to last year at the same time.
 - Summer noncredit enrollment is almost 4,700 FTES, compared to 4,500 last summer. The projection for Fall noncredit is approximately 2,000 FTES.

2. Karelyn Hoover and Andi Fejeran Sims joined Cabinet to request approval for a Winter Study Abroad pilot program in Osaka, Japan. The program would run from January 6 through January 17, 2024, and from January 20 through February 25, 2025, to include JAPN 53 (Conversational Japanese) and JAPN 62 (Japanese Culture through Anime and Manga). The program is entirely student fee-based. Cabinet approved the request to be included on the September 11, 2024, Board Meeting agenda for consideration of Board approval.
3. Cabinet continued discussion of the Hiring Prioritization List.
4. Cabinet discussed broadening some of the previously approved Block Grant allocations to expand the coverage of various employee trainings, including sexual harassment prevention training and healing-centered engagement training.
5. Cabinet will hold an all-day Cabinet Study Session on Tuesday, September 3, 2024, at Cal Poly Pomona. Topics will include budget modeling and campus use of facilities.
6. School of Continuing Education is currently in need of translation services for certain documents and websites. No one department on campus is responsible for this, and the direction from Cabinet was to identify a vendor who would complete this work on an as-needed basis.