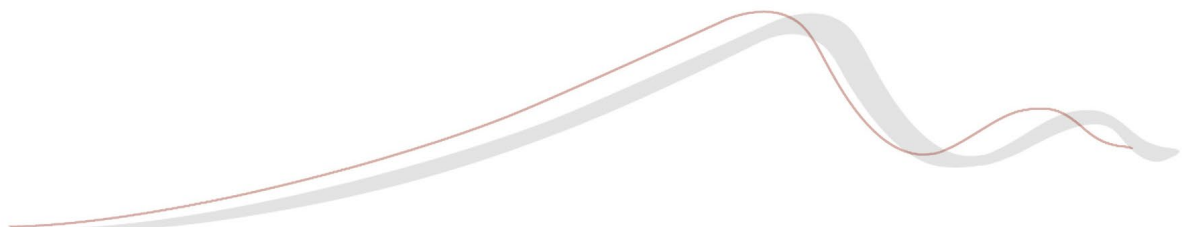


## **President's Cabinet Action Notes** **September 24, 2024**

1. Cabinet reviewed and commented on the following standing items:
  - a. Marketing and Public Affairs provided the following updates to Cabinet:
    - There are several community organization informational presentations scheduled this week. The goal is to personally engage individual communities. Jill has requested the number of students served in each city within the service area.
    - The Cal Poly Pomona Memorandum of Understanding signing has been postponed and will be rescheduled.
    - Marketing is creating a long-term implementation plan for the introduction of the mascot, and they are developing guidelines for mascot utilization. The launch has been successful and well-received. Morris noted that Facilities has been identifying areas where Joe Mountie needs to be removed and encouraged the campus to inform Shannon Carter of additional areas where the mascot needs to be changed.
    - Yen noted that Google has changed its advertising approach, and the Marketing team is reevaluating how it conducts outreach and marketing with Google.
  - b. Cabinet approved the following new and revised job descriptions:
    - [Business Systems Analyst I](#) (New)
    - [Business Systems Analyst II](#) (New)
    - [Business Systems Analyst III](#) (New)
    - [Animal Farm Operations Specialist](#) (Revised)
  - c. Cabinet approved the [Request to Fill Log](#) for the following positions:
    - [Career Services Specialist](#) (Part-time) (Technology and Health)
    - [Coordinator, Deaf and Hard of Hearing Services](#) (Restricted Funds)
    - [Coordinator, Project/Program](#) (Restricted Funds) (School of Continuing Education)
    - [Laboratory Technician – Photography](#) (Part-time)
    - [Mechanic](#)
  - d. Cabinet approved the following Emergency Funding Requests:
    - [Human Resources](#) – a one-time funding allocation of \$100,000 for legal services.
    - [Professional and Organizational Development/President's Office](#) – a one-time funding allocation of \$3,060 to purchase a Zoom Webinar License.
  - e. Cabinet received the following enrollment updates:
    - Fall 2024 term headcount for noncredit is 3,000, with an increase of 30 FTES cumulatively.
    - Credit enrollment FTES is 10,207, nearing the target of 10,473.



2. Adrienne Price presented the following Grant Proposal Approval Summary Form:
  - [Deborah Spunt Research Grant](#) – This proposal was approved to be submitted.
  - [Society for Simulation in Healthcare](#) – Cabinet requested additional analysis of this proposal.
  - [Zero Textbook Cost, Acceleration II, CCCCCO](#) – This proposal was approved to be submitted.
  - [Zero Textbook Cost, Open Educational Resources Expansion, CCCCCO](#) – This proposal was approved to be submitted.
  - [Zero Textbook Cost, Open Educational Resources Expansion, CCCCCO](#) – This proposal was approved to be submitted.
  - [Zero Textbook Cost, Open Educational Resources Expansion, CCCCCO](#) – This proposal was approved to be submitted.
  - [Zero Textbook Cost, Open Educational Resources Expansion, CCCCCO](#) – This proposal was approved to be submitted.
  - [Health Careers Exploration](#) – This proposal was approved to be submitted.
  - [MOU-Community Learning Partnership](#) – Dr. Garcia met with the Community Learning Partnership Executive Director to discuss this opportunity. Cabinet discussed the commitments and opportunities associated with this MOU. This MOU was approved to be included on the October 11, 2024, Board Agenda for consideration of approval.
3. Angelic Davis and Delana Miller provided a presentation on the use of p-cards specifically related to the purchase of food. The implementation date for changes will be effective January 1, 2025, to enable extensive communication and staff training.
4. Cabinet discussed the Board Study Session, which was rescheduled to Saturday, October 19<sup>th</sup>. Proposed topics include the following presentations: contracts, university partnerships, and an update on the Education and Facilities Comprehensive Plan.
5. Human Resources will send their annual notification to the campus informing employees that they are entitled to up to two hours of paid time *at the beginning or the end* of their shift to enable them the opportunity to vote.
6. The School of Continuing Education Testing Center has partnered with the Los Angeles County Sheriff's Department to provide a training for their officers. The Sheriff's Department is interested in using Mt. SAC facilities for promotions testing. The Sheriff will require that the area be inspected by a K9 unit before the training is offered.
7. Cabinet reviewed and approved a proposed [Registration Date calendar](#) that identifies some adjusted dates for registration for the 2024-2025 and 2025-2026 academic years. The Instruction office has been working on posting the online schedule earlier and believes the schedule production dates can be aligned with the earlier registration dates.
8. Cabinet approved a request for a new Institutional Membership for [NIFA](#).
9. Cabinet continued the discussion regarding Healing Centered Engagement Training and reminded Cabinet members to submit names of recommended employees that should participate to Melba.

10. The following Administrative Procedures were reviewed:

- [AP 4027 – Catalog Rights](#) (Revised) – Cabinet recommended language be added to include consultation with the Division Dean. Melba confirmed that the Academic Senate approved this addition to move forward to be reviewed by PAC.
- [AP 5075 – Course Adds and Drops](#) (Revised) – This AP was approved to move forward to be reviewed by PAC.