

President's Cabinet Action Notes **October 8, 2024**

1. Cabinet reviewed and commented on the following standing items:
 - a. Marketing and Public Affairs provided the following updates to Cabinet:
 - Marketing has designed the new Performing Arts Center brochure that is being printed, which will be mailed next week.
 - Marketing has begun work on the Spring Schedule of Classes.
 - Jill continues conducting informational presentations this week to various community groups.
 - Jill attended a Greater West Covina Business Association's Hispanic Heritage Month event, where she hosted a Mt. SAC booth and Martha served on a panel.
 - b. Cabinet approved the following job descriptions:
 - [Refuse and Recyclable Collector](#)
 - [Lead Mechanic](#)
 - [Mechanic](#)
 - [Lead Ground and Horticulture Technician](#)
 - [Grounds and Horticulture – Athletics Sports Fields](#)
 - [Grounds and Horticulture – Campus](#)
 - [Lead Custodian](#)
 - [Custodian II](#)
 - [Custodian I](#)
 - c. Cabinet approved the [Request to Fill Log](#) for the following position:
 - [Benefits Specialist](#)
 - [Benefits Specialist](#)
 - d. Cabinet received the following diversity, equity, inclusion, social justice, anti-racism, and accessibility update:
 - Student Services programs have created a calendar of events for the following programs: El Centro, Associated Students, Arise, First People's Native Center, Indigenous People's Week, UndocuWeek of Action, and Native American and Indigenous Heritage Month.
 - Over 150 students attended a collaboration between the Equity Center, Humanities and Social Sciences Division, Arise, Center for Black Culture and Student Success, the Library, and the Ethnic Studies and History departments of a film screening of Far East, Deep South. The story was focused on a discovery of lost family history in the South, the Chinese Exclusion Act of 1882, and impacts of racism on communities of color.
 - Adult Basic Education and Rising Scholars high school equivalency program partnership has grown to 74 students. SCE has also provided workshops on digital literacy each semester. Madelyn noted that these students' credit course success rate is about 82%.

2. Angelic Davis provided a presentation on the new contracts process proposed to be implemented on campus. She will be providing a report to the Board of Trustees at their Board Study Session, which is scheduled on Saturday, October 19th. The Purchasing team has identified a technology platform and staff to be able to manage a standardized, comprehensive contracts review process. Challenges with our current de-centralized process include but are not limited to lack of standardization, manual processes, and contract tracking. A new contracts manager has been hired. They will utilize a centralized contract management platform. Users will be able to see all their contracts in one location, as well as have access to contract templates. The platform includes an extensive contract approval workflow that can be customized and will then route all contracts to Purchasing for their review. The contracts will then be routed to the Board of Trustees for final consideration of approval.

If there are situations where the parties cannot come to an agreement on required terms, there may be exceptions considered that will be reviewed by the area Vice President, the Vice President of Administrative Services, or the President.

An implementation plan has been created to institute the new process, which will include providing information at departmental meetings, training, and onboarding. The new contracts' review process will be effective January 1, 2025.

3. ACCJC is advancing its 2030 Strategic Goals by working with local institutions. They will hold a series of seven convenings and invite college administrators, faculty, staff, and trustees to participate in the conversations. The first convening is entitled [Transparency, Storytelling, and Value Literacy](#), and has been scheduled on Thursday, November 14, 2024, from 10:00 a.m.-2:00 p.m. at Riverside City College. Each institution can send up to five attendees, and Instruction will be sending four.
4. Cabinet reviewed the Board Study Session Draft Agenda for final approval. The Study Session will be held on Saturday, October 19th, in the Student Government Chambers in the Student Center. Presentation topics include:
 - Student Program Updates
 - Noncredit Academic Support (9:00 a.m.- 9:20 a.m.)
 - Wildland Fire Program (9:20 a.m.- 9:40 a.m.)
 - El Centro (9:40 a.m.- 10:00 a.m.)
 - Educational and Facilities Comprehensive Plan (10:15 a.m.- 11:15 a.m.)
 - University Partners (12:00 p.m. - 12:45 p.m.)
 - Contracts (12:45 p.m. - 1:30 p.m.)
5. Information Technology is preparing to send its annual survey to request campus feedback. Two survey drafts were reviewed to receive input. One survey focuses on [students](#), and the other is focused on [employees](#). Cabinet provided feedback for the final student survey and suggested including the gift card drawing statement at the beginning of the survey. On the employee survey, Cabinet suggested removing the Chancellor's Office reference in question #1 to avoid confusion and to include WebCMS on the list of programs. It was also recommended to inform people how long the survey takes to complete and whether they can save and incomplete survey and complete it later.

6. The [Ability to Benefit \(ATB\) state process](#) regulations include the process for adults who have not earned a high school diploma or equivalent to access to federal financial aid. This process has been simplified and benefits those who do not have a high school diploma or a recognized equivalent or those who did not complete a secondary school education in a homeschool setting by providing eligibility for Title IV aid through an ATB alternative. The ATB Process has been in place since December 2014; however, final regulations were recently published, making the process simpler for colleges to implement. Madelyn will collaborate with Melba to implement this through Financial Aid.
7. Cabinet reviewed the [Regular Review Cycle for Board Policies and Administrative Procedures](#) and discussed the beginning of the review for Chapter 3000.
8. Cabinet discussed the recent email advertising the Mt. SAC Foundation President's Circle initiative. An exclusive President's Circle event will be held on Wednesday, November 6th.
9. Mt. SAC faculty, staff, managers, and students have been participating in conferences and providing amazing presentations! From SCE to Rising Scholars to Information Technology, the presentations have been well attended and well received. Kudos to our amazing team members!
10. The following Board Policies and Administrative Procedures were reviewed:
 - [BP 3225 – Institutional Effectiveness](#) (NEW) – Martha requested additional review of this BP.
 - [AP 3225 – Institutional Effectiveness](#) (NEW) – Cabinet recommended a minor change in wording to the second paragraph. This AP was approved to move forward to be reviewed by PAC.
 - [AP 3430 – Prohibition of Harassment](#) - This AP was approved to move forward to be reviewed by PAC.
 - [AP 3435 – Discrimination and Harassment Investigations](#) - This AP was approved to move forward to be reviewed by PAC.
 - [AP 3450 – Accessibility of Audiovisual Media – Captioning](#) – It was recommended to hold this AP and conduct a holistic review of all BP and APs relating to accessibility.
 - [AP 7160 – Professional Development](#) - Martha and Sokha requested additional review of this AP.