



April 5, 2022

1. Cabinet reviewed and commented on the following information items:
  - a. Both Bill and Trustee Judy Chen Haggerty will be attending the [ACCT Governance Leadership Institute](#) in June.
  - b. The Chancellor's Office issued a memo regarding [LGBTQ+ One-Time Funding from 2021-22 Budget](#) which is as a result of AB 132 and allocates Mt. SAC \$214K one-time. Allowable expenses are LGBTQ+ centers, professional development and training on serving LGBTQ+ students, mental health services, housing insecurity services, LGBTQ+ learning communities, support for gay and straight alliance clubs, LGBTQ+ curriculum development, Lavender graduation, and workshops or speaker series.
  - c. [The Community College League of California Announces 2022 Phi Theta Kappa All California Award Winners](#) in which Mt. SAC students Catherine Martinez (First Team) and Jun Shi (Second Team) were chosen. This award recognizes the academic achievements of community college students, which include grades, leadership, and community service. Congratulations to both students!
  - d. The Mt. SAC Foundation has selected Corey Hamabata as their [Alumnus of the Year for 2022](#). Corey was a champion wrestler at Mt. SAC who went on to Cornell University after his time at Mt. SAC. He has built a career in hotel real estate development and investment. Corey will be honored during the 2022 Commencement ceremony.
  - e. Morris has received a request from the Chancellor's Office to regenerate a presentation previously provided at the 2019 CCLC Convention, [Institutional Practices to Increase Student Centered Formula Performance Outcomes](#). The presentation focused on practices that we implemented to increase the Student Centered Funding Formula outcomes when that funding mechanism was rolled out. Madelyn, Audrey, and Bill will present, with Antonio for his technical input. **Morris will coordinate.**
  - f. Great news for our early college academy! The Western Association of Schools and Colleges (WASC) has issued the Mt. SAC Early College Academy [full accreditation status](#).
2. The Los Angeles County Department of Public Health [Telebriefing for Institutes for Higher Education](#) provided status quo information. Transmission, hospitalization, and deaths have slowed, with test positivity rate at 1.1%. The County continues to emphasize vaccination. There are no changes in the Institutes of Higher Education guidelines since the last update.
3. After a recent request for student travel, Cabinet reviewed [Prohibition on State-Funded and State-Sponsored Travel To States with Discriminatory Laws Assembly Bill 1887](#), which prohibits State-funded and State-sponsored travel to states that have enacted discriminatory laws on the basis of sexual orientation, gender identity, or gender expression, with some exemptions. There is no law or Board Policy that supports this for College travel (except travel with State-funded grants), but it is in line with our DEISA practices. **Morris and Kelly will work on a Board Policy that aligns with AB 1887.**
4. Cabinet reviewed and approved the [reorganization](#) of Administrative Services and the accompanying [organizational chart](#) which aligns with recently approved new and revised job descriptions.
5. Cabinet discussed the following legislation:
  - [AB 1705](#) with highlights that call out elements of this proposed law that are toxic. We have had a conversation with our lobbyist, Ashley Walker, about why we oppose this bill.
  - In line with our legislative priorities, Nossaman provided [Bill Position Recommendations](#). Cabinet supported moving forth with advocacy on these bill positions. This document has been shared with the Board sub-committee on governmental relations.

- The Board sub-committee on governmental relations met to discuss the [current and proposed scope](#) of our lobbying contract with Nossaman LLP and their chief lobbyist Ashley Walker.
6. The Instruction team is proposing a [Fast Trac Program](#), which is an accelerated program course schedule that will use a cohort model and is being proposed for associate degree programs in [Business Administration](#), [Communication Studies](#), and [Philosophy](#).
  7. Koji Uesugi has been spearheading a PAC Task Force to look at making the campus tobacco- and smoke-free. The group is still meeting to finalize a recommendation to PAC, but they have a draft of a new [Board Policy and Administrative Procedure](#) to meet that goal.
  8. As is required in [AP 6700 Campus Events and Use of Campus Facilities](#), the [Facility Rental Fee Schedule 2022](#) was reviewed and approved by Cabinet. There have been slight changes in rates from the last approved Schedule which are due to the difference in the hourly pay blended rate for employees.
  9. A request was received to transition nine Strong Workforce categorically funded classified positions to the Unrestricted General Fund. Cabinet reviewed the [Strong Workforce Program \(SWP\) 3-year Growth Analysis – ROI on FTES](#) to assess this request. Five positions will be moved this year (2022-23) to the Unrestricted General Fund and four the following fiscal year. There are three positions that need more data information and further analysis to move from Strong Workforce to Unrestricted funding. **Kelly will prepare a New Resource Allocation for moving those five positions to unrestricted general funds.**
  10. Cabinet was joined by Tami Pearson, Dean of Continuing Education and Workforce Development, and Shannon Rider, Special Project Manager, to provide a [Student Centered Funding Formula and Multiple Measures](#) update. Highlights:
    - SCE enrollment is at 39,212, with a projected 7,500 additional FTES, which is up from last year.
    - Course modality is 50% in-person and 50% online.
    - Male students prefer to be in person with 57% enrolled in in-person courses; females prefer to be enrolled online with 53% enrolled in online courses.
    - Modality by program see that the STV and older adult programs prefer to be in person and ESL and VESL programs prefer to be online.
    - Populations most impacted by the loss of students were: Adults with Disabilities-Latinx male and female students; Education for Older Adults-Asian male and female students; Vocational Re-entry-Latinx male students and Black/African American female students; ESL-Asian and Latinx male and female students.
    - ESL has seen quite an enrollment bump during Spring and is higher in all levels from 2019. The largest increase is in Levels 2 and 3.
    - Adult Basic Education has seen the most challenge with the vaccination mandate. SCE has continued to work with students to ensure compliance.
    - The SCE Leadership Workgroup continues their DEISA work on campus, performing equity walks to examine the physical environment and spaces, printed materials, images, and resources available to students through a DEISA lens.
    - SB554 Noncredit Special Admit process implementation is continuing with 19 Special Admit nonresident students. The focus has been nonresident students as this is the only way to get these students into the pipeline for credit courses. These 19 students have taken 102 credit courses with a success rate of 94%.
  11. As full-time faculty are contractually required to attend Commencement, there was discussion surrounding the one-time purchase of gowns for those faculty who do not have them. Cabinet approved up to a \$400 one-time reimbursement to first year, tenure track faculty to purchase academic regalia.

Reimbursements for this purpose will only be made in the first year of a tenure track assignment with appropriate receipt. Reimbursements shall be processed through the Instruction office.

12. Cabinet approved the following to proceed with recruitment:

- [Administrative Specialist I](#) (Human Resources)

13. Cabinet approved the [Request to Fill Log](#) for the following positions:

- [Administrative Specialist II](#) (EOA and AWD)
- [Administrative Specialist III](#) (Human Resources)
- [Administrative Specialist III](#) (Promise Plus)
- [Director, El Centro](#)
- [Director, Promise Plus](#)
- [Laboratory Technician-Photography](#)
- [Professor, Kinesiology Head Track/Cross Country Coach](#) (one-year temporary)
- [Professor, Nursing](#)
- [Senior Manager, Plant Engineering & Energy Services](#)

14. Sokha reported:

- Faculty negotiations will only take place during primary terms beginning Fall 2022.
- The Task Force working on AP 3900 on Freedom of Expression is ready to move the revised BP/AP 3900 for PAC and Cabinet review.

15. Morris reported:

- Reminder to managers that approval of their status quo budgets should be completed by April 22.
- The COVID implementation team meeting yesterday discussed non-compliant students. We are continuing outreach to these students.
- Admin Services is looking forward to the new AVP of HR, Tika Davé, being on board.

16. Audrey reported:

- Jeze and others from campus developed a Reach Guardian Scholars community garden with donations. It is located near the demonstration garden on the farm.
- The vocational career programs event on Saturday was well attended.
- The Commencement budget needs to be revised and, most likely, increased.
- Thursday, May 5, is the annual Student Services division study session.

17. Kelly reported:

- As part of the accreditation process and reflection on outcomes and assessment, she is working with Academic Senate, the Outcomes Coordinators, and the office of Research and Institutional Effectiveness in submitting a proposal for IEPI PRT visit ([see link for info](#)). The visit will focus on student learning outcomes and assessment.
- There is an Accreditation Forum scheduled for Friday at 3:00 p.m. We're excited that our classified leadership is assisting in leading this accreditation forum.
- As division offices work closely with department chairs and add additional late-start classes, there has been an increase in FTES.
- Two important strategic planning events are scheduled soon. The Expanded PAC meeting will be focused on the feedback from the Strategic Plan Listening Sessions. The Listening Sessions went well, with over 100 people submitting a survey with good feedback.
- The other planning event is the Instruction and Student Services Joint Planning Summit on Friday, May 13.
- The Office of Instruction will be having a support team workshop on April 21 to focus on re-engaging and reconnecting.

18. Madelyn reported:

- Pomona Unified School District's School of Extended Educational Options (SEEO) Charter School is interested in creating a pathway program with their 17+ year-old PUSD non-graduates. They would like to work with SCE to form cohorts with their students, to take pre-college readiness courses, particularly in short-term vocational and support the completion of their HS diplomas. The objective is to transition these students to credit programs. SCE will work with SEEO to explore this college partnership.
- After Week 5, SCE's noncredit attendance is trending ahead of last year. Faculty and staff are constantly engaged with efforts to retain our students is underway.

19. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)

- a. Return and Recover Initiative:
  1. Reconnect and Reengage (Leads: Tannia Robles, Shannon Rider, Matt Judd, Assistant Director, Academic Technology, 4/26)
  2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 4/26)
  3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 4/26)
  4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 4/26)
- b. Multiple Measures Placement Workgroup (Madelyn, George, Ned, Elizabeth, Maria, and Jimmy, 5/17)
- c. Student Centered Funding Formula—Continued Follow Up:
  1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 7/5)
  2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 5/3)

20. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (**Duetta and Sayeed, 4/19**)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 5/3)
- c. Faculty Position Control Quarterly Report (**Rosa and Meghan, 4/19**)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 5/17)
- e. IT Projects Quarterly Report (Anthony, 5/17)
- f. Grants Quarterly Update (Adrienne, 4/19)
- g. International Student Quarterly Report (Chris, George, and Paty 5/3)
- h. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 5/24)
- i. Guided Pathways Quarterly Report (Meghan, Shiloh, and Sarah, 6/14)
- j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 5/24)
- k. Title V Quarterly Report (Lianne and Lisa, 5/10)
- l. AB 30 (Dual Enrollment, A&R, and IT, 5/3)