



April 26, 2022

1. Cabinet reviewed and commented on the following information items:
 - a. The [2021-2022 Apportionment Attendance Report](#) for P2 has been submitted. The total FTES is a little bit lower than our P1 numbers, however, we continue to see strong enrollment growth in noncredit.
 - b. An article from EdSource, [Cost, Emotional Stress Leading to Enrollment Challenges at Colleges](#), is well written and based on student surveys. Students note the challenges related to the high living costs in California for housing, food, and transportation. The study notes that 38% of unenrolled respondents noted personal family reasons, such as caregiving, as reasons that are stopping them from attending school.
 - c. [COVID Impact on Education Then, Now, and Beyond](#) is the presentation that Bill is doing for the Foundation President's Breakfast. The presentation looks at data representing the many impacts that COVID has had on education. In some cases, the data showed much more extreme harm by COVID than was generally thought. For example, the data shows the job sectors that lost market share with a lot of the close contact industries being hurt and not yet completely coming back. The impact on the workers by education, gender, and ethnicity shows that those groups hardest hit economically by COVID exactly matches the profile of students attending community colleges.
 - d. Spry issued a [CCCAA Key Messages and Talking](#) document on the recently passed image and likeness legislation for college athletes. There is an option for colleges to sign up with a company to do what is necessary to comply with the legislation which includes a notification/reporting requirement by athletes, drafting institutional policies, a grievance process, and an education and compliance process.
 - e. Some Cabinet members recently reviewed [BP 5030](#) and [AP 5030](#) – Fees in AMAC. Cabinet recommended review of both the Policy and Procedure to ensure that we are disclosing all of our student fees. Additionally, it was recommended that the BP and AP reference the [Student Fee Handbook](#), which may also need some updating. **Carol will work on putting together a work group.**
 - f. Recently, there has been some discussion with one of our Board Members on the [West Parcel Mitigation Area Map and Summary](#).
2. Cabinet reviewed and approved the CCLC recommended revisions to the following Board Policies and Administrative Procedures, which will be forwarded to PAC for review:
 - [AP 4010 – Academic Calendar](#)
 - [BP 4020 – Program, Curriculum, and Course Development](#)
 - [BP 4250 – Probation, Dismissal, and Reinstatement](#)
3. Cabinet reviewed the following documents related to [AB 1705](#). Larry Galizio, President and CEO of the Community College League of California, requested information from the field on the impact of this proposed legislation. FAC and the State Academic Senate oppose this legislation. Also discussed by Cabinet were the following:
 - Chancellor's Office [Letter of Support](#) and [Summary](#) of AB 1705
 - [Education Code Section 556063 – Minimum Requirements for the Associate Degree](#)
4. Human Resources has submitted a revised [Organizational Chart](#) that adds the operational functions of their area. Cabinet approved the HR org chart and directed that this addition of department/area level structure to organizational charts be included in other org charts as this level of information is helpful to the campus community in knowing which managers oversee each function under each VP.

5. There has been recent discussion about FLEX Days and how they are accounted for in the academic calendar and the term length multiplier. Cabinet reviewed the following documents:
 - [Attendance Accounting Manual – Flexible Calendar Operations](#)
 - [Data Mart Academic Calendar – Fiscal Year 2016-2017](#)
 - [Term Length Multipliers Fiscal Year 2021-22](#)
 - [Title 5, Section 58003.1 – Full Time Equivalent Student; Computation](#)

6. There was a [proposal](#) brought to the last AMAC by the Academic Senate for a new part-time Senator-at-Large who is an adjunct professor. The current job description for this position is not clear that it is for an adjunct. While Cabinet approved the overall move, we will have further discussion of the job description in AMAC to seek clarification.

7. Cabinet was joined by Tannia Robles, Associate Dean of Student Engagement; Matt Judd, Dean of Natural Sciences; Laura Sherwood, Special Project Manager for Noncredit Engagement; and Michael Carr, Director of Academic Technology, to provide a Return and Recover Initiative report on [Reconnect and Reengage](#). Highlights:
 - The group has expanded to include additional members.
 - They have come up with a student survey to send to those who have not returned to find out how can they be assisted and to reestablish a connection. The group will use this data to further offer services.
 - The team is looking at marketing and outreach to see how we are going to market to those students. What are we marketing and to whom are we marketing? How are we telling student stories? They are looking at additional targeted outreach events. The team is intentionally thinking about creating events that are not just for high school students but also for older adults who are thinking of returning to college.
 - The Instruction Leadership Team is looking at the right instructional modalities for right courses. ILT is working to make sure that they are prepared when students want to come back so that they can get into the classes they need.
 - The group is looking at the admission letter that students receive and looking at suggestions for changes. When students apply and are accepted, what does the process look like and how easy is it to maneuver?

8. Cabinet was joined by Clarence Banks, Director of the Center for Black Culture and Student Success; Lina Soto, Associate Dean of Counseling; and Aida Cuenza-Uvas, Director of AANAPISI, to provide a Return and Recover Initiative report on [Center for Black Culture and Student Success, MMI, Arise, and El Centro](#). Highlights:

Center for Black Culture and Student Success

 - They have seen Black student enrollment decline due to the pandemic and are working with Research to analyze the data.
 - There are currently 258 Umoja Aspire students who have enrolled for classes in Fall 2021.
 - A new mental health program called *Vibe Check with Tim* has been impactful to students and they have had good feedback.
 - They are beginning *Black Thursdays* outreach to continue to yield student exposure and participation.
 - They have been holding *Faculty First Fridays* meetings with selected Black faculty to develop a Black student success strategy. This has provided an opportunity to connect with various instructional departments on campus.

ARISE

 - They are piloting EAB Navigate with ARISE students, with 15% enrolled in English 1A and 18% in Math 71 or higher.
 - They conducted a second 8-week Spring enrollment campaign which yielded only 2 enrollments. They will be piloting a longer campaign for the Fall to identify potential students and information earlier.
 - They have been conducting 15-minute check-ins with ARISE students who are expressing concerns about the pandemic, anxiety, depression, anti-Asian racism, microaggressions, workload, and costs.

- They are considering submission of AANAPISI Cooperative Grant with Cal Poly Pomona.
- El Centro
- Participation has increased by 141 students since January.
 - Final approvals have been submitted for plans and furnishings for El Centro.
 - There are many events scheduled for the Spring semester.
9. Cabinet was joined by Kevin Owen, Director of Technical Services, Koji Uesugi, Dean of Student Services, and John Vitullo, Associate Dean of Natural Sciences, to provide a Return and Recover Initiative report on [Student Center Coordination](#). Highlights:
- They have expanded the group and added some members.
 - Space scheduling will happen in 25Live for reservable spaces. They are looking at two software products to test for room layouts for event coordinators to help plan events.
 - They are establishing a baseline schedule of institutional events for the third floor of the Student Center.
 - Student Life will have operational offices on the second floor. There will be spaces that will be coordinated by the Student Life office on the second floor.
 - Food Services will have an outdoor eating area on the second floor east side patio.
 - The group studying space will be overseen by a coordinator who will assist with the reservation of the rooms.
 - Hours of operation for the first and second floors is recommended to be from 7:00 a.m. to 9:30 p.m. based on data from the use of the Library.
 - Sodexo has stated that, if there is student demand for food services, they will be open for operation for all the hours of sufficient demand.
 - Police and Campus Safety will have a security office set up in the building at a location under discussion.
 - First floor divisible conference room use will be prioritized for use by the VPSS Office, and scheduled through 25Live with Event Services for operational support. Rooms will be available for others on campus to reserve during available times.
 - Building operational coordination will be handled via Technical Services staffing on the 3rd floor - a dedicated Building Manager position will not be added.
 - Morris and Kevin will be working on a safety plan to determine the open space safety and security camera needs.
10. Cabinet was joined by Michael Carr, Director of Academic Technology, Romelia Salinas, Dean of Library and Learning Resources, Tami Pearson, Dean of Continuing Education and Workforce Development, and Eric Lara, Associate Dean of Student Success & Equity, to provide a Return and Recover Initiative report on [Laptop Loaner Program](#). Highlights:
- The recommendation is to purchase 5000 laptops, 3000 hotspots, and 250 iPads for inventory.
 - Looking at a lower cost option for hotspots with T-Mobile. We are currently testing with a pilot program to evaluate reliability.
 - Additional costs related to operating budgets are being requested, such as part-time hourly positions, hotspot monthly service fees, and laptop and accessories replacement. Possible funding for some of these items has been identified from HEERF, SEAP and Lottery funds.
11. Cabinet approved the [Request to Fill Log](#) for the following positions:
- [ESL Outreach Specialist](#)
 - [Laboratory Technician, Child Development Observation](#)
12. Sokha reported:
- He attended the Statewide Diversity Committee meeting which has expanded to allow union participation regarding the mandatory DEI criteria in evaluations.
 - Effective May 4, LA County DPH Orders have changed, and we will be revising processes with Contact Tracing.

13. Morris reported:

- He thanked the VPs for turning in their status quo budgets.
- A new vending contract was approved with Auxiliary Services, which will phase in July 1.

14. Audrey reported:

- Student Services Professional Development Day is scheduled next week and the theme is Be the Change.
- She will be attending the AACC Conference and is presenting on MMI.
- The Innivee Solutions report for the Deaf and Hard of Hearing Program is completed and it has been released.
- The new Transfer Center Director has begun work.
- The Student Equity Plan is being completed and will require sign-off from almost all campus groups.

15. Kelly reported:

- Enrollment management for Summer 2022 begins with registration starting on May 4. The Summer schedule is about 50% online and 50% face-to-face for Summer 2022. Summer 2021, only 5% of the class schedule was face-to-face. The Fast Track programs in Philosophy, Communication, Business, and IGETC are kicking off this summer. In the process of finalizing a student-centered schedule for Fall 2022.
- Saturday, April 30, 2022: The 13th Annual Kepler Scholarship and Lecture Series Event will be on Saturday, April 30. The Mt. San Antonio College Astronomy Department awards the Kepler Scholarships annually to outstanding students who have achieved academically, completed astronomy coursework and/or contributed toward the advancement of the college's astronomy program
- Mt. SAC Speech and Debate Wins Gold at 2022 Phi Rho Pi National Championship. Mt. SAC won an overall Gold Medal at the 2022 Phi Rho Pi Speech and Debate National Championships held April 4-9, 2022 in St. Louis, Missouri. The team took home the 1st place award in Individual Event Sweepstakes along with 6 individual golds (national titles), 2 silver medals, and 24 bronze medals. The team won awards in 11 different speech and debate events.
- There was a beautiful Celebration of Life for Ron Kamaka on Sunday in Hilmar Lodge Stadium. Men's and women's track are ranked #1 in the state!
- Mt. SAC Music Department's Wind Ensemble *Bring Your Lunch* to the Performing Arts Center steps & enjoy beautiful music performed by the Mt. SAC Wind Ensemble!

16. Madelyn reported:

- There are Competency Based Education sessions that begin today and they are being recorded.

17. 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, 7/26)
 2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 7/26)
 3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 7/26)
 4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 7/26)
- 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, 5/10)

18. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 7/19)
- b. Room Utilization/Capacity-Load Ratio Project (**Gary, Meghan, Brandin, and Kevin, 5/3**)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 7/19)

- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 5/17)
- e. IT Projects Quarterly Report (Anthony, 5/17)
- f. Grants Quarterly Update (Adrienne, 7/19)
- 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**)