President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Kelly Fowler, *VP of Instruction* • Tom Mauch, *Acting VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Sokha Song, *VP of Human Resources* • Madelyn Arballo, *Provost of SCE*

March 21, 2023
Ryan sat in for Sokha

1. Cabinet reviewed and commented on the following information items:
    a. The 2023 Mt. SAC Alumna of the Year is Sona Movsesian! You may know her as Conan O'Brien's executive assistant. Currently, she is co-hosting a podcast with Conan called "Conan O'Brien Needs a Friend." She is also an author of a New York Times Best Seller, "World's Worst Assistant." Bill recently met with Sona and notes that she has a great story to tell and talked about Mt. SAC being key in her journey to her career.
    b. An article from The Chronicle of Higher Education, ChatGPT is Everywhere, highlights ChatGPT and how the program is already upending campus practices. The program uses a "large language model" word predictor that pulls information from large amounts of data.
    c. A Five Year Summary of Positions was provided to the Board at their March meeting. The document provides an employee group breakdown per Vice President area by constituent group over a five-year period. The document tells a great story, complete with a rich set of data.
    d. Also provided to the Board at their March meeting was the Full-Time Faculty Salary and Health and Welfare Benefits Comparison. The Board had been asking for comparison data for local colleges. A study that was published by the California Teachers Association was used to prepare this document.
    e. The Mt. SAC IEPI PRT Initial Visit Agenda was a full-day agenda by the visiting team that included discussion on a lot of information related to PIE, Outcomes, and Assessment. Conversations were honest and open, and the team is positive about the implementation of student learning outcomes.
    f. A Memo from the Chancellor's Office, California Apprenticeship Initiative (CAI) New and Innovative Grant Program Notice of Intent to Award, announced awardees of funding for the CAI Program, which granted up to $1.5M for Apprenticeship Program Implementation, $1M for Apprenticeship Program Expansion grants, $500K for Pre-Apprenticeship Implementation Grants, and $120K for Planning Grants. Mt. SAC was awarded $1.2M for Medical Assistant Apprenticeship Implementation and $120K for Vocational Nurse Planning Grants.
    g. An email was sent out to the campus, Update on Mascot and Moniker, providing information on the start of a Mascot Development Workgroup that will begin the process of the research of a new College mascot to replace Joe Mountie which was scrapped last year.
    h. The implementation of a smoke-free campus has begun, and the Workgroup will begin marketing and campaigning this change to the campus. There is a need for budget related to this rollout, and Tom will submit an Immediate Need Request for funding to Cabinet.
    i. Morris provided a presentation at the Board Study Session on Budget Trends.
    j. The Vacant Positions Under Active Search log was reviewed.

2. There was continued discussion on AB 1111 Common Course Numbering System (Berman). This bill would require coordination across the three segments of higher education to establish a common course numbering system to streamline transfer from community colleges to UC and Cal State campuses. The implementation depends on what the Community College Chancellor's Office is going to do; there is a workgroup that has been established to inform the process.

3. The Chancellor's Office held a webinar in February and issued a supplemental AB 1705 Frequently Asked Questions and Implementation Guide. The FAQ responds to questions asked about key provisions of AB 1705 which take effect in July 2023. FAQ topics include: AB 705 outcomes, default placement rules, below transfer level placement and enrollment, AB 1705 definitions and clarifications, corequisite support courses and tutoring, STEM calculus I and validation of prerequisites, dual enrollment, noncredit coursework, repeating coursework successfully completed in high school, articulation and math

prerequisites, English as a Second Language, common course numbering, failed attempts at transfer level, and guided self-placement.

4. The President's Office sent a letter to Senator Josh Newman supporting SB 467, which strengthens community college apprenticeship and internship training programs.

5. Cabinet reviewed AP 5030 – Fees. There have been changes in Ed Code that require some minor revisions of this AP. Yadira will coordinate the changes in OnBase and then advance this AP to PAC for recommendations.

6. Cabinet reviewed the following Academic Senate draft resolutions:
    - Affirming the Associated Students Resolution #3-2223: Campus Sexual Harassment Prevention and Education
    - Higher Education and the Health of Democracy: In Solidarity with CSU Faculty Colleagues to Preserve the American Institutions Requirement. AMAC is working with faculty teaching courses that meet the American Institution requirement and also collaborating with Kelly Rivera and Roger Willis.
    - Supporting Lifelong Learning and Self-Development and Language Other Than English Courses

7. The 2023 Board Goals have been drafted from the Board's self-evaluation instrument. The Board conducted their annual self-evaluation at their Board Study Session on March 18. These goals will be presented to the Board for first reading on April 12.

8. A Memo from the Chancellor's Office, Second Letter of Intent – Community Colleges Pathway to Law School Initiative (Cal LAW), announces the request for applications to solicit community colleges who want to participate in the Cal LAW program. Kelly will reach out to Karelyn Hoover for possible interest.

9. The Chancellor's Office notified us that Mt. SAC has been selected as one of 30 California community colleges to apply for the Native American Student Support and Success Program Grant (NASSSP). The program has been allocated $20M one-time that will be disbursed over a five-year period.

10. Cabinet approved an Immediate Need Request for Human Resources for search firm consulting service for $50,000 one-time.

11. Cabinet reviewed and approved the Technology Master Plan, which will move on to PAC for their review and comment.

12. Cabinet reviewed and approved the following job description:
    - Assistant Director, Audio Visual Services (revised)

13. Cabinet reviewed the legal opinion received related to the impact of merging canvas shells on FERPA compliance. The existing work group will continue its work on implementing this legal opinion.

14. Cabinet reviewed the Proposed Revisions to Title 5 Regulations Related to Supervised Tutoring.

15. Cabinet was joined by Lianne Greenlee, Assistant Dean of Accreditation; Patty Quinones, Director of Research and Institutional Effectiveness; and Barbara Mezaki, Faculty Accreditation Coordinator, for a quarterly update on the Accreditation Core Group. Highlights:

- Updated Standards packets were given to executive management for further review prior to release to the campus. The standard is condensed as it went through the Winter review, written to the review criteria.
- IEC and Accreditation Core team worked on and revised the integrated planning map, streamlined the map, and took it to IEC for review.
- There are 1499 pieces of evidence collected, and the team is working on accessibility with IT. Having the amount of evidence demonstrates who we are.
- They are working on an acronym list and glossary and will incorporate it into the ISER.
- A DEISAA and sustainability lens was incorporated into the standards, and professional development was woven through the standards.
- The emerging areas of focus key is: green=ready to go, close to crossing the finish line; Yellow=working on, confident they will cross the finish line; Salmon=areas of focus that we are looking to have recommendations on; Blue=opportunities-outreach with 651, 262, FA, Academic Senate, Management Steering.
- The team has discovered that AP/BP reviews are routinely done, but are sometimes not recorded. We have a process, and we are writing that we meet the standard.
- Feedback to the ISER can be provided anonymously.
- The final draft is expected to be completed by end of April. There is an understanding that adjustments will be made. The first reading for the Board of Trustees will be in June, with a second reading in July.
- There will be a signing celebration for all of the leaders (signature page).

16. Cabinet was joined by Meghan Chen, Associate Vice President of Instruction; Marlyn Holt, Interim Associate Dean of Dual Enrollment; and Lina Soto, Associate Dean of Counseling, for a quarterly update on the Dual Enrollment. Highlights:
- The team has hired two Program Specialists.
- They continue to collaborate with IT; IT has developed a report that provides enrollment, critical dates, and FTES information.
- Dual Enrollment went over enrollment for Winter-Spring and Spring courses.
- Workman Early College Academy Network (WECAN) will start their first credit course.
- A counselor has been designated to work at WECAN and will begin visiting the school, students, and program this semester.
- Program is currently working with department chairs to fill courses requested for Fall 2023.
- A dual enrollment survey has gone out to students, faculty, and partners on how to improve dual enrollment services. The team is working on providing more information to school sites on how to make the program stronger.
- The Mt. SAC Early College Academy of West Covina (MECA) will have their graduation on June 7, 2023. There will be 70 graduating students, and 3 early college academy students are on track to graduate with their degree.
- MECA hosted an Art Show "Ambient" at the Diana Berger Gallery at Mt. SAC. Opening night was very successful and had a great turnout.
- Ongoing planning meetings continue with Bassett USD, Pomona USD, and Covina USD. Covina High School is interested in offering courses that will lead students into the Fire Academy at Mt. SAC.
- Counseling continues to collaborate with school site partners, focusing o schools that have been identified as having challenges.
- MECA Senior Awards Night is scheduled on May 31 at the Design Technology Center.

17. Cabinet approved the [Request to Fill](#) log for the following positions:
- [Custodian I](#)
- [Senior Director, Maintenance and Operations](#)

18. Ryan reported:
- There is no longer a need to test after day 5 of testing positive for COVID.
- April is Sexual Assault prevention month. CalWorks is working with community and campus partners on a denim day display in 9C on April 26 at 11am.

19. Morris reported:
- The new parking permit system is ready to implement in the Summer 2023. There will be a proposal to the Board to increase parking rates.
- Due to low use, the vaccination clinic will no longer be offered on campus.
- He noted that the housing survey had a great response rate.

20. Tom reported:
- The first Mountie Mentor Meeting was held on March 9, and it was very well attended.
- Outreach held a Summer Program Extravaganza on March 11, with over 350 plus students even with the rain.
- Four women will be recognized at the Inspiring Women's Luncheon on March 28, 12:00-1:30.
- Ingrid Johnson is looking to restart the Legacy Roundtable in hopes of increasing the number of African American students in mathematics and STEM majors.
- A CalWorks audit will occur on March 30.

21. Madelyn reported:
- Adult Ed Day held on Friday, March 10 for adult school students interested in attending college but thought it was unattainable. There were 108 students in attendance even with the heavy rain with two different districts busing students to campus. Tischel Diaz, the recently hired Adult Ed Regional Consortium Director, and the SCE team led this successful event.
- Last week she and our policy advisor Ashley Walker met with Craig Ferguson and Michelle Nguyen from the Department of Finance about the LAO report on adult education funding. They claimed that the governor's office is not interested in any changes in adult education funding and that the recommendations seem to divide two systems that AB104/regional consortia intended to unite. The K12 organizations put out a statement yesterday with their points supporting the report.

22. Kelly reported:
- Summer 2023: 762 sections; 56% online; 41% face-to-face; and 3% hybrid.
- The Accreditation Core Team is focused on sharing the Standard drafts with the campus and getting campus-wide feedback.
- She is looking forward to the legal opinion discussion on Thursday with the Canvas Shell Workgroup.
- The Waitlist Work Group has been working with Academic Senate, Instruction, and Student Services to review and develop recommendations around improving the application of waitlist data.
- The Histotechnology Bachelor's Degree Program (BDP) Workgroup will start to meet this semester. This cross-functional and campus-wide team meets to discuss steps to successfully implement the Histotechnology BS degree.
- ILT will hold a DEISA Study Session. Author Dr. Nancy Dome and her team led the Instructional Leadership Team about key DEISA action-based strategies described and supported by the book, to dive deep into Dr. Dome's book, Let's Talk about Race.
- Professors have shared they are having issues with Chrome River. Delana met with FCLT and heard their concerns. Fiscal Services will be reaching out to the office of Instruction to collaborate on the issues and solutions.

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

   a. Return and Recover Initiative:
      1. Student Retention and Enrollment Outreach (Leads: Tannia Robles, Laura Sherwood, Denise Bailey, Pedro Suarez, and Sylvia Ruano 4/25)
      2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, Gio Rodriguez, and Aida Cuenza, 4/25)
      3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 4/25)
      4. Technology Loan Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 4/25)
   b. Multiple Measures Placement Workgroup (Madelyn, George, Ned, Elizabeth, Maria, and Jimmy, TBD)
   c. Student-Centered Funding Formula—Continued Follow-Up:
      1. Noncredit Support of SCFF & Multiple Measures (Tami and Shannon, 5/2)
      2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 6/6)

24. Quarterly Reports to Cabinet:
   - Emergency Response Plan Quarterly Report (Shannon and Sayeed, 4/18)
   - Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 5/2)
   - Faculty Position Control Quarterly Report (Rosa and Meghan, 4/11)
   - Construction Project/Scheduled Maintenance Quarterly Report (Gary, 5/23)
   - IT Projects Quarterly Report (Anthony, 5/23)
   - Grants Quarterly Update (Adrienne, 4/18)
   - International Student Quarterly Report (Chris, George, and Paty, 5/2)
   - Academic Support Coordination Project Quarterly Report (Romelia, 4/11)
   - Guided Pathways Quarterly Report (Meghan, Elmer Rodriguez, and Michelle Nava, TBD)
   - Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 6/20)
   - Title V Quarterly Report (**Lisa and Lizette, 3/28**)
   - AB 30 (Dual Enrollment, A&R, and IT, 6/20)
   - Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 6/20)
   - Financial Aid Update (Manuel, 4/11)
   - MESA Program Implementation (Pending, TBD)
   - Research on Enrollment: Wait Lists, Evening Student Loss (Quinones, TBD)
   - Apple Resources: App Design, Apple eBooks Online (Pending, TBD)
   - Student Equity Plan (Pending, TBD)