# 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, *VP of SCE*

**June 13, 2023**

1. Cabinet reviewed and commented on the following information items:
   a. The 2022-24 Guided Pathways Work Plan – Phase 2 Draft has been completed.  This work began in September 2022 and the collective group has been working on this plan that recenters on the Chancellor's Office focus on DEIA and classroom applications.
   b. The Chancellor's Office has provided an update to the Compendium of Allocations and Resources. This report gives specific details and guidance on amounts and restrictions on use of state appropriated funding.

2. Cabinet reviewed the following revised Board Policies and Administrative Procedures:
   - AP 3200 – Accreditation – Cabinet made changes related to the evaluation cycle, which is now eight years, and the inclusion of the Board of Trustees in the written ACCJC self-evaluation document.
   - BP 3200 – Accreditation – This BP is ready to move forward for review at PAC.
   - AP 4051 – Course Equivalencies and Variances – This AP needs additional review by Student Services and Instruction.
   - AP 4105 – Distance Learning – Cabinet recommended that footnotes be added to clarify the references then move forward for review at PAC.
   - AP 4230 – Grading Symbols – This AP is ready to move forward for review at PAC.
   - BP 5000 – Student Success – This BP is ready to move forward for review at PAC.
   - AP 7120 – Recruitment and Hiring:  Faculty – This AP will move forward for review at the Campus Equity and Diversity Committee.

3. Cabinet approved the Short-term Hourly Pay Schedule, which includes revisions in the hourly rates for Facilities Support staff.  These hourly staff rates have not kept pace with the regular rates of employees, and staff is finding it challenging to fill temporary pools.  This change will align the rates to be more marketable for hourly positions.  The changes will move forward for Board approval.

4. Cabinet approved an Immediate Need Request from Human Resources for continued negotiations training for $3,000 ongoing.

5. Cabinet was joined by Francisco Dorame, Dean of Counseling; Antonio Bangloy, Director of Enterprise Application Systems; Monica Cantu-Chan, Director of Information Technology Project Implementation; Caron Gomes, Systems Analyst/Programmer; and Kenny Yen, Business Analyst, for a quarterly update on EAB Navigate Schedule Building and Data Analytics.  Highlights:
   - The student appointment system is live with Athletics, Completion Center, Dual Enrollment, Counseling, and the School of Continuing Education.  Students can schedule advising appointments and will receive automated confirmation and reminders.
   - The student appointment system allows messaging between counselors, front office staff, and students within the platform.
   - The Early Alert system was offered to all math and English faculty for Fall 2022.  Of the 168 faculty invited, 10% created alerts for their students with 486 alerts issued to 352 students.  Of those who received an alert, 9% attended a counseling session and 57% attended tutoring.

6. Cabinet was joined by Patty Quinones, Director of Research and Institutional Effectiveness, for a report on [SEAP Outcomes and Research](#). The draft report outlines the continuous assessment process, which include SEAP work plans, and SEAP metrics dashboards. The resulting impact of students who participate in a SEAP-funded program is an increase in persistence rates and higher completion of transfer English and Math compared to other Mt. SAC students. While there are still equity gaps across ethnicity, the students who participate in at least one SEAP-funded program are persisting at a higher rate across the board when compared to other Mt. SAC students.

7. 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 7/25)
      2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Gio Rodriguez, and Aida Cuenza, 7/25)
      3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 7/25)
      4. Technology Loan Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 7/25)
   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, 8/1)
      2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 6/13)

8. Quarterly Reports to Cabinet:
   - Emergency Response Plan Quarterly Report (Shannon and Sayeed, 7/18)
   - Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 8/1)
   - Faculty Position Control Quarterly Report (Rosa and Meghan, 7/18)
   - Construction Project/Scheduled Maintenance Quarterly Report (Gary, 8/22)
   - IT Projects Quarterly Report (Anthony, 8/22)
   - Grants Quarterly Update (Adrienne, 7/18)
   - International Student Quarterly Report (Chris, George, and Paty, 8/1)
   - Academic Support Coordination Project Quarterly Report (Romelia, 7/11)
   - 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, 6/20)
   - Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 6/20)
   - Financial Aid Update (Manuel, 7/11)
   - [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)