



October 18, 2022

Jennifer sat in for Kelly

Alexis sat in for Sokha

1. Cabinet reviewed and commented on the following information items:
 - a. The 2022 Community College League of California Annual Convention [Schedule at-a-Glance](#) is out for the upcoming conference in November in San Francisco. There are some good presentations scheduled, with Mt. SAC staff participating in three presentations.
 - b. An Abstract of the [AANAPISI Part A New Awardees](#) was provided that summarizes the partnership between Cal Poly Pomona and Mt. SAC on this Federally funded Asian American, Native American, Pacific Islander Serving Institution Title V grant. These funds will allow us to continue the ARISE program here on campus—now in partnership with Cal Poly Pomona. The project will implement strategies in four project components: 1) Academic Development; 2) Transfer Collaboration; 3) Holistic Support; and 4) Community Engagement.
 - c. An article from Higher Ed, [A Nuanced Understanding of Race](#), provides disaggregated race data for students from information provided on the Common Application. The disaggregation of Federal classifications of race shows the differences in performance for college acceptance within race subgroups. This sort of disaggregation allows us to understand the diversity even within race classes, based on geographic location and other factors. This is something that has been discussed often but not described with such detailed subgroup data. The information makes some interesting points for us—if we just look at race-based disaggregated data and only use the typical definitions of race but do not include the secondary factors, we are likely not getting the full story. The report makes some useful distinctions on predictors of what these collateral factors within racial groups are on overall college success.
 - d. An article from Inside Higher Ed, [As the Pandemic Wanes, All Eyes are on Enrollment](#), is mostly focused on four-year colleges and universities, but the message is still relevant to us. The overall takeaway is that if we are just approaching enrollment as business as usual, no progress will be made in attracting students. Colleges need to look at their own individual situations to come up with solutions—several relevant examples are given in this report. This study reinforces the approach that we at Mt. SAC are looking at nontraditional students and providing wraparound services and recruiting with both inreach and outreach.
 - e. The Community College League of California keeps a [CEO Tenure and Retention Dashboard](#) that provides an overview of the tenure rates of California community college President/CEO/Chancellor positions. They, too, are part of the Great Resignation flood—many early retirements.
 - f. An article from The Hechinger Report, [What researchers learned about online higher education during the pandemic](#), provides links to multiple studies on the subject of online education. The pandemic-induced online education in higher education provided positives and negatives, both for students and for faculty. While the world is settling a bit, there will continue to be a blending of online and in-person instruction. Here at Mt. SAC, we are discovering students who are just taking online are not as successful as those students who are on campus at least part of the time.
 - g. The [Vacant Positions Under Active Search](#) log was reviewed.
2. In reviewing the [2022-23 COVID-19 Block Grant Requests](#) during the last Cabinet meeting, it was apparent that there were many different campus programs requesting similar augmentation for both mental health services and basic needs. To assure continuity of service of those two programs, Bill and Audrey met to go over a unified plan to coordinate those requests by concentrating mental health services in the Student Health Center with liaisons and dedicated service levels connected to the programs needing mental health support. This approach will also be used for supplemental funding for basic needs in many programs by increasing the service level capacity of the Basic Needs Resources Program. Audrey

presented a [draft template](#) that will be refined with requests from the original spreadsheet. Cabinet will continue the review of the requests for Block Grant funding during subsequent Cabinet meetings.

3. Cabinet reviewed the final agenda for the [Board Study Session](#) on November 12, 2022. There was discussion about the length of time set for presentations, as well as a reordering of some. It was determined that the sustainability presentation will be folded into the Quarterly Measure GO report. This is a good set of topics to guide us through the work that we have to do.
4. Cabinet discussed a new process in the CSEA 262 Reclassification Request process. There is a [new form](#) that will, hopefully, expedite the lengthy reclassification process. This new questionnaire will mostly replace the interview portion of the process and will provide requesting employees, managers, and the Reclassification Committee members additional details surrounding the request. This new questionnaire will be sent at the beginning of the process to run concurrently with other contractual requirements of the process. Cabinet will also oversee the development of a form for managers to approve and report out of class assignments up to the five-day statutory limit for such assignments. **Sokha and Alexis will guide the development of that process.**
5. Cabinet approved an [Immediate Need Request](#) from Public Affairs for the Annual Report for \$15,000 ongoing.
6. We have completed the [2022-23 Community College MESA Program Certification form](#). The MESA program provides academic and support services for disadvantaged students majoring in STEM (Science, Technology, Engineering, and Math) fields. There is still a lot of work to do to establish this program, **Kelly is working to put together a team that will provide quarterly reports to Cabinet.**
7. Koji Uesugi, who led the workgroup that made changes to BP and AP 3565 – Smoking on Campus, has provided the next step to those changes, [Smoke and Tobacco Free Campus Policy Implementation](#), which includes implementation next steps and budget requests. PAC will establish a new workgroup to plan and work through the implementation of these changes.
8. Cabinet was joined by Shannon Carter, Associate Vice President of Administrative Services, and Sayeed Wadud, Manager of Environmental Safety and Emergency, to provide a quarterly update on [Emergency Management](#). Highlights:
 - A new Mt. SAC Safety Procedures poster was previewed. This poster will be posted in strategic areas and will begin being posted in classrooms first.
 - The Building Evacuation training has been scheduled for twice a month. The training was recently done at the Management Staff meeting and was well-received. Marshals and Floor Captains will also receive some additional building evacuation information and direction related to their specific roles.
 - In-person training sessions on Surviving an Active Assailant Incident are being routinely conducted.
 - Staff met with Cal Poly Police and Emergency Management Department to discuss coordination in the event of an emergency.
 - Work is continuing on resolving violations cited by the LA County Department of Public Works, with one citation still outstanding. Work is being coordinated with Maintenance on resolving an issue with the underground storage tanks.
 - The Control of Ethylene Oxide and Chlorofluorocarbon Emissions from Sterilization or Fumigation Processes survey from the AQMD was completed.
 - Work on inspections of areas to identify hazardous situations is continuing.
 - Updates to the Emergency Operations Plan and identifying ERT members are continuing.
 - PPE distribution is continuing across campus.

9. Cabinet was joined by Adrienne Price, Director of Grants, to provide a quarterly update on [Grants](#).

Highlights:

New Grant Applications

- Los Angeles County through Amity Foundation – Care First Community Investment Funding is a 3-year grant with a total request of \$1.5M. The grant focuses on the previously incarcerated through recruitment, matriculation, and retention efforts. The third party administrator held a grant competition that seems focused around smaller non-profits, but we threw our hat in the ring for funding for the Rising Scholars program.
- California Department of Developmental Services – Employment Grants for Adults with Disabilities is an 18-month grant with a total request of 423,607. The grant focuses on work readiness training for adults with intellectual and developmental disabilities.
- Michaelson 20MM Foundation – Student Basic Needs Spark Grant is a one-year grant with a total request of \$25,000. The grant focuses on student basic needs. This project outcome is really looking for demonstration projects that they can share with others as best practices.
- US Department of Education – Basic Needs for Postsecondary Students is a three-year grant with a total request of \$813,552. The grant focuses on providing basic needs resources and wraparound services to formerly incarcerated students.
- National Aeronautics and Space Administration – University Leadership Initiative is a preliminary proposal for a partnership grant with Cal State Long Beach as the lead applicant. The proposal focuses on urban air mobility systems and looking at integrating that within existing transportation networks.

10. Cabinet approved the following position to proceed with recruitment:

- [Testing Center Manager](#) (School of Continuing Education)

11. Cabinet approved the following Change of Status to proceed:

- [Tram Driver](#) (.60 FTE to 1.0 FTE)

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

- [Administrative Specialist III](#) (ACCESS/DHH)
- [Project/Program Specialist](#) (Rising Scholars)

13. Alexis reported:

- Effective January 1, 2023, the minimum wage will increase. She is in the process of collecting data about the impacts on student workers.

14. Morris reported:

- He attended a statewide meeting last week and items discussed included part-time faculty health insurance program, Block Grant reporting requirements and Classified School Summer Assistance Program.

15. Audrey reported:

- Over 400 students are signed up for Cash for College event on Saturday.
- A Career Fair was held with over 50 employers last week.
- There will be a flu shot clinic held on campus on Tuesday, October 25, from 9:00 a.m. to 3:00 p.m. which students and employees can get a free flu shot.
- The workgroup assigned to review BP/AP 3900 – Freedom of Expression has made some changes that will be coming to Cabinet for review next week.

16. Madelyn reported:

- Current Fall FTES are trending about 200+ overall at Week 8 from F21. Headcount of 9,049 for NC classes is 472 higher than F21 and 3,196 than F20. Headcount is similar to pre-pandemic levels, but FTES have so far exceed pre-pandemic levels.
- Some of the ACS WASC Accreditation Criteria (aka standards) have changed, with one eliminated. Emphasis is on closing the loop with the data to prove it and now adding the DEISA filter for instruction, assessment, and student services.
- Academic Support Centers across campus held a convening for practitioners to reconnect. The areas of importance noted were: 1) tutor training that needs to add a DEISA lens, 2) increasing visibility of the centers both online and in person, and 3) actively engaging in the PIE process for outcomes and resources. Trista Payte and Christina Alvarado led the planning and facilitation for this event.

17. Jennifer reported:

- As of October 18, there are a total of 230 2nd 8-week course offerings. Total enrollment for all 2nd 8-week sections is 6,659. Of those, 77% of the sections are online; 23% of the sections are face-to-face. From October 4 to October 18, the total section count increased from 211 to 230 and enrollment increased by 516.
- Thanks to Audrey for her work on a great DEISA-focused Master Planning Summit.
- The second Mt. SAC Enrollment Management Academy will be held in February.
- The draft Strategic Plan will be going to PAC for approval on October 26.
- There will be an Accreditation forum on Friday discussing distance learning regular and substantive interaction.
- The American Bar Association will have a site visit November 16-18.

18. 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, Laura Sherwood, Denise Bailey, Pedro Suarez, and Sylvia Ruano 10/25**)
 2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (**Leads: Clarence Banks, Anabel Perez, Lina Soto, and Aida Cuenza, 10/25**)
 3. Student Center Coordination (**Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 10/25**)
 4. Laptop Loaner Program (**Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 10/25**)
- 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, 1/3)
 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 11/22)

19. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 1/17)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 11/1)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 1/10)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/15)
- e. IT Projects Quarterly Report (Anthony, 11/15)
- f. Grants Quarterly Update (Adrienne, 1/17)
- g. International Student Quarterly Report (Chris, George, and Paty 11/1)
- h. Academic Support Coordination Project Quarterly Report (Romelia, 1/3)
- i. Guided Pathways Quarterly Report (Meghan and Guided Pathways Coordinators, TBD)
- j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 12/20)
- k. Title V Quarterly Report (Lisa and Lizette, 11/8)
- l. AB 30 (Dual Enrollment, A&R, and IT, 12/20)
- m. Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 12/13)
- n. Financial Aid Update (Manuel, 1/10)

- o. [MESA Program Implementation](#) (Pending, TBD)
- p. [Research on Enrollment: Wait Lists, Evening Student Loss](#) (Quinones, TBD)
- q. [Apple Resources: App Design, Apple eBooks Online](#) (Pending, TBD)