President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Kelly Fowler, *VP of Instruction* • Audrey Yamagata-Noji, *VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Sokha Song, *VP of Human Resources* • Madelyn Arballo, *Provost of SCE*

November 29, 2022

1. Cabinet reviewed and commented on the following information items:
   a. An article from EdSource, California community colleges eye a different future amid pandemic disruption, reinforces Mt. SAC's current strategies in transitioning students from post-pandemic back to college. We are ahead of what other colleges are thinking—we are taking action on expanding dual enrollment, career training, and meeting students' mental health, social service, and basic living needs.
   b. An article from EdSource, Pandemic impact continues at Cal State with fall 2022 enrollment decline, describes the decline of undergraduate enrollment across the Cal State University campuses as attributed primarily to the loss of transfer students. System-wide there were 17 out of 23 campuses in decline with about 17,500 fewer students than the previous year. The article notes that new transfers from community colleges are down by about 12,000 students.
   c. The quarterly Management Staff Meeting is scheduled for December 1, with an update from Bill—agenda attached.
   d. A Memo from the Chancellor's Office, Results of Equitable Placement and Completion (AB 705) English and Math Improvement Plans for Implementation, provides guidance that addresses the continued progress in implementing remedial education reform, systemwide results from the Equitable Placement and Completion Improvement Plans, our individual results from the Equitable Placement and Completion Improvement Plan, an overview of AB 1705 and implications for implementation, and resources for continuous improvement. It is interesting that one of the main conclusions was that access was greatly expanded, but the data provided was just in the number of sections offered, not actual pass rates; they did not even include throughput data. How many students are not passing transfer math and English and, so, are not eligible for associate degrees?

2. Cabinet approved a reorganization of the President's Office to include a reclassification of the "Executive Assistant to the President/CEO and Board of Trustees" to "Director, Office of the President/CEO and Board of Trustees." This change recognizes the level of responsibility and delegation of the position. Accompanying this reorganization is the addition to the President's Office staff of a new position for an Executive Assistant II. The challenges of managing this institution have greatly increased with both expansion of the Board and the duties of the President's Office support staff. A New Resource Allocation for these changes was also approved.

3. Cabinet approved the following new/revised management job descriptions:
   - Director, Office of the President/CEO and Board of Trustees (revised)
   - Manager, Recruitment and Employment Services (new)

4. Cabinet approved an Immediate Need Request for the reclassification of a Human Resources Analyst to Manager, Recruitment and Employment Services with a cost of $14,644 ongoing.

5. Cabinet reviewed the draft Integrated Planning and Budgeting Process Calendar which will be a separate document from the Strategic Plan as well as a key element in implementing the Strategic Plan through integration of planning and budgeting. This calendar creates a timeline for aligning the steps in the processes of creating PIE reports, developing the college budget, and updating the Strategic Plan.

6. Cabinet approved the following positions to proceed with recruitment:
   - Project/Program Coordinator (Child and Family Support Services, Child Development Center)
   - Project/Program Specialist (Special Programs and Initiatives, Child Development Center)

- Project/Program Specialist (Nutrition Services, Child Development Center)
- Early Childhood Development Specialist I
- Early Childhood Development Specialist I

7. Cabinet approved the Change of Status to the Administrative Specialist II in the Business Division to increase FTE from .475 to .70.

8. Cabinet was joined by Francisco Dorame, Dean of Counseling; Chuong Tran, Assistant Director of Enterprise Application Systems; Monica Cantu-Chan, Director of Information Technology Project Implementation; Caron Gomes, Systems Analyst/Programmer; Tom Mauch, Associate Vice President of Student Services; and George Bradshaw, Dean of Enrollment Management, for a quarterly update on EAB Navigate Schedule Building and Data Analytics. Highlights:
   - The Early alert function in EAB Navigate has been implemented with faculty in English, math, and Natural Sciences. Participation has been limited.
   - The EAB Navigate Explore app and nudge messages were piloted with Bridge and STEP students.
   - There is no integrated connection between DegreeWorks and the EAB Navigate Academic Planner, so no data exchange between them is possible. In testing the functionality, the challenges identified are much too difficult to overcome. Because of the structure of EAB Navigate, the Academic Planner has to be used in conjunction with one-click registration. As a consequence, Cabinet directed that further development of the Academic Planner and one-click registration will not be continued.
   - The data analytics in Navigate offer robust search opportunities. The capabilities allow the compilation of groups and programs into lists depending on certain attributes. Further development of these features will continue.
   - The EAB Navigate Campaign group communication/announcement features were demonstrated and have been used effectively by various special population programs, and development will continue.

9. Cabinet was joined by Gary Nellesen, Executive Director of Facilities Planning and Management; Gary Gidcumb, Senior Manager of Construction Projects; Carol Minning, Senior Manager of Construction Projects; and Valerie Arenas Rey, Assistant Director of Capital Construction Programs, for a quarterly update on Construction/Scheduled Maintenance. Highlights:
   - The team has been working on setting up account structures for scheduled maintenance funding of $10M.
   - The Stadium, Central Campus Infrastructure, and Gateway Parking Structure are completed.
   - Grant funding projects coming online are the Continuing Education village and Library replacement.
   - There are 26 projects in planning, 39 major capital projects, 30 minor capital projects, 22 alteration/emergency/health and safety projects, 30 scheduled maintenance/small infrastructure projects, and 49 furniture and equipment projects.

10. Sokha reported:
   - HR has attendance scheduled at two job fairs and four conference job fairs. Both open positions and adjunct pools will be recruited from these events.

11. Morris reported:
   - All audit reports will go in December to the Board.

12. Audrey reported:
   - Adjunct counseling funds assigned to the SEAP budget for both carryover and ongoing funds.

13. Madelyn reported:
- Tami and Madelyn met with two Modesto Junior College deans to plan for a January 2023 Mt. SAC visit. Dr. Scroggins referred them so that SCE can help them in expanding their noncredit vocational programs. MJC plans to bring a group of college representatives comprised of faculty and managers.
- This Friday, SCE will have an off-campus division-wide planning meeting. This satisfies our annual requirement to review our WASC Action Plan and ensure stakeholder input for our self-study review.
- Community Education offered 3D Printing and Robotics for Kids this year with a full class. The Community Education faculty has been working with credit Robotics faculty to develop a VEX Robotics Competition fee-based course for middle and HS students that is on target for a winter offering. The faculty is a former robotics student/graduate who was on the robotics team at Mt. SAC.

14. Kelly reported:
- Enrollment is trending 67% online, 3% hybrid, and 30% face-to-face. In addition, FTES are down (6.0%) from Winter 2020 and up 3.1% from Winter 2022. Deans and Associate Deans will work closely with department chairs and coordinators in schedule adjustments based on enrollment trends and student demand. Winter 2023 sections scheduled: 53% online, 3% hybrid, and 44% face-to-face.
- Adding sections where there is a high demand as indicated by our waitlist data and student demand. Since November 7, an increase of 56 sections in which 37 of them were online.
- The Library Hours are extended started this week—with snacks and refreshments for students!
  - ➢ Wednesday, November 30: 7:30 a.m. – 11 p.m.
  - ➢ Thursday, December 1: 7:30 a.m. – 11 p.m.
  - ➢ Friday, December 2: 7:30 a.m. – 6:30 p.m.
  - ➢ Saturday, December 3: 7:30 a.m. – 6:30 p.m.
  - ➢ Sunday, December 4: 1:00 p.m. – 11 p.m.
  - ➢ Monday, December 5: 7:30 a.m. - 11 p.m.
  - ➢ Tuesday, December 6: 7:30 a.m. – 11 p.m.
  - ➢ Wednesday, December 7: 7:30 a.m. – 11 p.m.
  - ➢ Thursday, December 8: 7:30 a.m. – 9:30 p.m.
  - ➢ Friday, December 9: 7:30 a.m. – 4:30 p.m.
- On Tuesday, December 13, at 8 p.m., Winter Study Session to focus on equity and curriculum with Regina Stanback-Stroud leading the discussion.
- Congrats to our Athletics! Men's Cross Country – State Champions! Women's Cross Country - State Champions! Football (9-2) Earned the #3 Seed, lost in Regional Playoff Semi-Final on a last second TD to Fullerton - 45-41. Women's Golf - Qualified 2 Golfers into the State Tournament. Men's Soccer - Qualified for the State Championship Tournament beating the #2 Team in the Country, 1-0! They play on Friday at 10 am v Taft in Sacramento. Women's Soccer (19-2) Earned the #4 Seed and lost 1-0 in the So Cal Regional Final to the #1 Seed. Women's Indoor Volleyball (19-5) Earned the #6 Seed and lost in the So Cal Regional Semi Final. Men's Wrestling – Will Compete in the Regional Championship Tournament this weekend at East Los Angeles College to qualify for the State Championship Tournament in Central California. Men's and Women's Basketball are in the early part of their seasons.

15. 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 1/24)
      2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Gio Rodriguez, Lina Soto, and Aida Cuenza, 1/24)
      3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 1/24)
      4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 1/24)
   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, 2/28)

16. 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, 2/7)
    c.   Faculty Position Control Quarterly Report (Rosa and Meghan, 1/10)
    d.   Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/28)
    e.   IT Projects Quarterly Report (Anthony, 2/21)
    f.   Grants Quarterly Update (Adrienne, 1/17)
    g.   International Student Quarterly Report (Chris, George, and Paty 2/7)
    h.   Academic Support Coordination Project Quarterly Report (Romelia, 1/3)
    i.   Guided Pathways Quarterly Report (Meghan, Elmer Rodriguez, and Michelle Nava, TBD)
    j.   Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 12/20)
    k.   Title V Quarterly Report (Lisa and Lizette, 12/13)
    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)
    r.   Student Equity Plan (Pending, TBD)