



February 1, 2022

1. Cabinet reviewed and commented on the following information items:
  - a. In the Student Centered Funding Formula CEO Taskforce meeting, there was a lot of discussion about budget. Sierra College President Willie Duncan provided [talking points](#) from his presentation at the January BOG meeting—supporting the Governor's hold harmless proposal, which would eliminate the fiscal cliff that some colleges will face; an increase in base allocation, which would allow for the continued support of technology and staff to maintain that technology; STRS/PERS pension buy down, which would be funding directly to the STRS/PERS accounts to reduce the ongoing costs to districts; and a task force to analyze the impacts of enrollment declines and the use of Emergency Conditions.
  - b. The LA County Department of Public Health [Telebriefing for Institutes of Higher Education](#) provided no real change to any guidance. The continued message from the County is to encourage more people to get vaccinated and boosted.
  - c. An article from Public Policy Institute of California, [New Law Raises Standards for Police Officers](#), outlines changes made in [AB89](#) which improve training, increase age requirements for new hires, and encourages colleges and universities to improve their law enforcement courses to provide financial assistance to those from disadvantaged communities to pursue law enforcement degrees. This may be relevant to our Administration of Justice program.
2. Cabinet reviewed the language in [AB 1705 \(Irwin\)](#) to further limit multiple measures placement in English and math. It has already passed the Assembly. The bill contains several toxic changes to placement in Math and English. In particular, it would require all students to be placed into transfer level math. If implemented, it could decimate our associate degree programs by requiring those students to take math beyond the current requirement of intermediate algebra.
3. Cabinet approved an [Immediate Need Request](#) from Human Resources for legal services for \$80,000 one-time.
4. Cabinet approved the following job description changes:
  - [Coordinator, Project/Program](#) (revised) – Added a critical component to officially acknowledge that incumbents in that classification can provide training
  - [Lead Broadcast Engineer](#) (range change only) - This position has multiple failed recruitments following the approved changes to the title and MQ's; therefore, salary is being adjusted to be comparable to the industry market.
5. A campaign for Spring 2022 Vaccination Requirement messaging to students has been established. There will be a reminder going out today to students with more and more targeted emails as each notification goes out getting closer to the Spring semester.
6. Cabinet reviewed recommendations from the Classification and Reclassification Committee and made the following determinations:
  - Business Analyst (pay grade request) – Hold for additional information.
  - Program Account Specialist (pay grade request) – Approved.
  - Laboratory Technician – Astronomy (reclassification) – Hold for additional information.

7. Cabinet reviewed and approved the [Requests to Fill](#) log for the following positions:
  - [Administrative Specialist IV](#) (Arts)
  - [Administrative Specialist IV](#) (Vice President, Instruction)
  - [Lab Technician – Theater](#)
  - [Professor, Instructional Specialist DHH](#)
  - [Project/Program Specialist](#) (Academic Support and Achievement Center)
  - [Special Project Coordinator, Noncredit Engagement](#)
  
8. Cabinet was joined by George Bradshaw, Dean of Enrollment Management; Chuong Tran, Assistant Director of Enterprise Application Systems; Antonio Bangloy, Director of Enterprise Application Systems; Francisco Dorame, Dean of Counseling; Meghan Chen, Associate Vice President of Instruction; and Kenny Yen, Business Analyst, to provide a report on [EAB Navigate Schedule Building – Data Analytics](#). Highlights:
  - The Early Alert system was successfully piloted the Winter 2022 with English and math departments. Three alerts were placed: 1) class attendance/punctuality, 2) counseling, and 3) kudos/recognition of good work. There were 150 submissions for 50 students, with 52 alerts. Students were contacted and provided interventions in certain cases.
  - EAB was able to support the developments for the academic planner. The template used was a guided pathways format for certificates, associate degrees, and associate degrees for transfer. This will be ready to go after February 15. It will be promoted to students who are enrolling in the Summer.
  - One click registration work is still ongoing. There is a hope to be in a position to have all of the upgrades in place in February to begin the testing of the functionality. Challenges are the unknowns—impacts on the waitlist process, payment process, and moving from the waitlist. Goal for a go-live in Summer 2023.
  - There is a closing the loop piece in which the referring faculty are notified that communication has been made with the student.
  
9. Cabinet was joined by George Bradshaw, Dean of Enrollment Management; Chris Dickson, Director of International Students; and Paty Montoya, Assistant Director of Admissions and Records, to provide a report on [International Students](#). Highlights:
  - An annual report is published by the Institute of International Education on students studying from abroad in the US and US students studying abroad outside of the US. On average, there are 1M students studying abroad in the US; from 2019-20 to 2020-21 there is a 15% drop off in total enrollment. Further disaggregated, the largest loss impact is to the community colleges.
  - The Student Exchange Visitor Program (SEVP) field agents are still conducting their annual visits remotely. Nothing has recently changed with the guidelines—continuing students have the flexibility of taking all online courses if they've been with us in a continuing status. However, new students must be on campus, with only one course allowed online.
  - Consulates and embassies were shut down and are slowly starting to reopen, which is resulting in a backlog of students applying for visas.
  - LowerMark student insurance continues as the F-1 student health insurance vendor. They recently assisted a student's family with emergency services.
  - Fall enrollment data has remained unchanged from the last report.
  - Spring 2022 had 141 applications, which is the most we've had in a while. Just completed orientation with 96 students admitted, with 30 enrolled. As we know, many are bottlenecked in their home countries with consulates and embassy backlogged.
  - Using Keystone Academic Solutions for international recruitments, which include a marketing plan and recruit package. From August – December 2021, there have been 565 leads from 60,819 impressions.
  - Having ISP events live this Fall.
  - Eligible F-1 students received a \$1,000 disbursement for HEERF funding.

10. Morris reported:

- Farmer's Market is back on campus each Saturday which is a good outreach to the community.
- Conversations continued on HEERF funding and what to do with the balance of unused funding. Rosa will come in with a presentation to Cabinet on this information.

11. Audrey reported:

- She will be doing an AACC presentation on our Minority Male Initiative. She continues to stay connected to the Asian American Pacific Islander groups within the American Association of Community Colleges.
- There was an initial Commencement discussion with her staff and the initial recommendation was to keep the ceremony short. They are looking at continuing some of the changes last year to streamline ceremony. A meeting with the full Commencement Committee will be scheduled.

12. Sokha reported:

- Faculty negotiations are continuing and have been very collegial.
- Classified negotiation teams just completed Interest Based Bargaining training, and negotiations will be starting soon.
- The College is continuing to receive updated guidelines from Cal/OSHA and LA County Department of Public Health related to COVID protocols.

13. Kelly reported:

- Enrollment update is 46% in face to face classes, 47% in online classes, and 7% in hybrid classes. Face to face continues to slowly increase as enrollment grows. Currently, we are down 18.3% from Spring 2020 and 1.2% down from Spring 2021.
- We're exciting to be hosting the Society for University and College Planning workshop next week Thursday, Friday, Saturday, and is full.
- We want to congratulate the women's soccer Scholar Athlete of the Year, Freida Monsalvo.
- Just a reminder that the Hall of Fame Banquet is scheduled for Saturday, February 26.
- Many thanks to the math and English faculty for all of their work and conversations around implementing AB 705. Thanks to Audrey Yamagata-Noji and David Beydler and the entire Assessment and Matriculation Committee, as well as the Academic Senate, for their insight and innovations in meeting the requirements of this legislation.

14. Madelyn reported:

- Online and in person enrollment for noncredit is about 50/50. Student headcount is slightly higher off campus.
- For Spring outreach, our new noncredit re-engagement coordinator will focus on short term vocational programs as they have had the hardest time reestablishing. Every area in SCE has some short term vocational in their area.

15. 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, 4/26)
2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 4/26)
3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 4/26)
4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 4/26)

b. Multiple Measures Placement Workgroup (George and Team, 2/15)

c. Student Centered Funding Formula—Continued Follow Up:

1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 4/5)
2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 5/3)

16. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 4/19)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 5/3)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 4/12)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/15)
- e. IT Projects Quarterly Report (Anthony, 2/15)
- f. Grants Quarterly Update (Adrienne, 4/19)
- g. International Student Quarterly Report (Chris, George, and Paty 5/3)
- h. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 2/22)
- i. Guided Pathways Quarterly Report (Meghan, Shiloh, and Sarah, 2/15)
- j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 2/22)
- k. Title V Quarterly Report (**Lianne and Lisa, 2/8**)
- l. AB 30 (Dual Enrollment, A&R, and IT, 5/3)