



August 3, 2021

1. Cabinet reviewed and commented on the following information items:
 - a. An announcement from the US Department of Education, [U.S. Department of Education Announces \\$3.2 Billion in Additional Higher Education Emergency Relief Funds to Support Students at Historic and Under-Resourced Institutions](#), which allocates \$2.9B in emergency grants for student support at historic and under-resourced institutions of higher education. This is part of the additional higher ed emergency relief funding.
 - b. Custodial Services provided a [Building Cleaning Update 7-28-2021](#), which provides a timeline of preparing for reoccupation of campus buildings. Morris reports that Custodial Services is on track to complete by the deadlines set. Ken McAlpin will be meeting with cleaning contractors to be sure they're going to meet the timeline set for the buildings they were assigned. Morris notes that the recruitment for Custodian temps resulted in a good pool of temporary employees. Cabinet recommended that a regular cleaning schedule for buildings be established and shared so that areas are aware of their building's cleaning schedule for the Fall.
 - c. The Centers for Disease Control provided information on [COVID-19 Vaccine Breakthrough Case Investigation and Reporting](#), which includes information on hospitalized or fatal vaccine breakthrough cases. Of the 161M vaccinated in the US, hospitalizations have been between 5-6,000, with deaths much lower. CDC data show that 27% of those people were asymptomatic, which is interesting that some hospitalization rates we see are those who test positive for COVID but hospitalized for other medical conditions.
 - d. The Centers for Disease Control and Federal Drug Administration issued a [Joint CDC and FDA on Vaccine Boosters](#), which states that more data is needed to determine whether boosters will be needed by the general population.
2. Cabinet approved an [Immediate Need Request](#) from Human Resources for an ID card printer one-time for \$8,000.
3. Cabinet approved an [Immediate Need Request](#) from Administrative Services for an Ocularis Video Management system annual license ongoing for \$11,000.
4. Direction was given by President's Cabinet to have a full transition of employees back to campus by July 1. Human Resources has prepared a report based on a survey to managers of those who have transitioned back onto campus as of 7.29.21. Human Resources is working through requested accommodation meetings. Any employees who have not yet returned and have not scheduled a meeting with Human Resources will be contacted by Human Resources.
5. Cabinet reviewed and approved the following job descriptions:
 - [Dean, Instruction](#) (revised)
 - [Athletic Trainer](#) (revised)
 - [Instructional Designer](#) (revised)
 - [Instructional Services Analyst](#) (revised)
 - [Lead Broadcast Engineer](#) (new)
6. We have received [notification](#) that our allocation for Physical Plant Scheduled Maintenance and Instructional Support is \$15.85 million and must be encumbered by June 30, 2023. In good news for us, the definition for small capital projects limited at \$600K/project was removed which allows us to expend the funds on the larger scheduled maintenance projects. Kelly and Morris will meet to come up with a

prioritized list and timeline for scheduled maintenance, as well as instructional equipment. It will be important to look at any instructional equipment that is at end of life to replace, such as multimedia systems in older classrooms so that the systems are consistent, networked, and can be used more efficiently all across campus.

7. The [Fall 2022 Advance FON](#) is 435.1. Cabinet will be looking ahead to what we expect our projected enrollment in Fall 2023 so that we plan for the number of needed faculty accordingly.
8. Cabinet will continue the work on the Budget Planning and Priority Matrix for the first two Cabinet meetings in August. Rosa Royce is working on the impact from the dangling positions and other immediate need positions. This will help with the New Resource Allocation planning for Phase 13.
9. Yen reports that the 75th Anniversary event will be Friday, October 8 with a Movie at the Stadium. There will be some student performances prior to the movie. More details are to come soon.
10. Kelly reported:
 - She is working on enrollment management, paying attention to enrollment trends. Student enrollment is about 57% in person and 43% online with more on waitlists for online. The Instruction team is working to navigate the demand to add courses online. Some divisions are working on ordering supplies for to meet the enrollment demand.
 - She is excited to move forward with the organizational changes to both Office of Instruction and Library and Learning Resources. The Director of Research search was successful and they are finalizing some other hiring this week.
11. Morris reported:
 - The Bond sale is coming up tomorrow and Thursday.
 - There is a planned Friday shut down for system upgrades.
 - Alertus is planned for all new projects coming.
 - The campus has transitioned to Microsoft Teams and he reports that the Teams chat is logged and saved on the system.
12. Abe reported:
 - Human Resources welcome back retreat is happening today.
13. Audrey reported:
 - The Minority Male Initiative retreat is this week.
 - Student Services division meeting coming up in person.
 - There are new Schools First ATMs in Building 9B.
14. Madelyn reported:
 - SCE received WIOA II Literacy grant fund for 21-22; it is a performance based grant.
 - Engineering skills preparation class going on right now, first ever.
 - Makerspace faculty and managers and will be supported with noncredit faculty hours, but would like to add them to the academic support structure with hourly staff.
15. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)
 - a. Multiple Measures Placement Workgroup (George and Team, TBD)
 - b. Student Centered Funding Formula—Continued Follow Up
 1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 7/27)

- 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 9/28)
- c. AB30 (Dual Enrollment, A&R, and IT, 10/19)
- d. Promise Update (Audrey, 8/3)

16. Quarterly Reports to Cabinet

- a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris and Doug, 6/29)
- b. Emergency Response Plan Quarterly Report (Duetta, 10/26)
- c. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Mika, and Kevin, 9/7)
- d. Faculty Position Control Quarterly Report (Rosa and Meghan, 8/24)
- e. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 9/7)
- f. IT Projects Quarterly Report (Anthony, 9/14)
- g. Grants Quarterly Update (Adrienne, 10/26)
- h. International Student Quarterly Report (George, 9/28)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 9/14)
- j. Guided Pathways Reporting (Meghan, Shiloh, and Sarah, 10/26)
- k. Dual Enrollment at Local High Schools Quarterly Report (Meghan, Joel, Marlyn, and Lina, 8/24)
- l. Title V Quarterly Report (Lianne and Lisa, 10/19)