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* • Ibrahim "Abe" Ali, *VP of Human Resources* • Madelyn Arballo, *Provost of SCE*

August 24, 2021

1. Cabinet reviewed and commented on the following information item:
   a. As part of the information campaign to students regarding the Board's Resolution, an email was sent to students announcing details about the [Mt. SAC Vaccine and Testing Requirements for Fall 2021](). Many California community colleges are moving toward some sort of vaccination policy.

2. The Los Angeles County Department of Public Health announces that the [FDA Approves License for Pfizer-BioNTech COVID-19 Vaccine](), which is good news! The FDA approved the license for the vaccine for individuals 16 years and older, but remains available under the emergency use authorization for those 12-15 years old. More than 5.1 million LA County residents are fully vaccinated.

3. Cabinet had continued discussion on the student laptop loaner program. Some classified IT positions have been elevated and a couple of new management positions have been approved to support the program. As this is a collaborative effort between Administrative Services, Instruction, and Student Services, the team structure needs to be evaluated. The program needs to be reevaluated now that students are back on campus and needs may be different.

4. Yen reports that building signage related to the pandemic has been completed. This has been a big project and a lot of volunteers helped with completing this.

5. The 75th Anniversary movie night is scheduled for October 8. A Family friendly movie was selected, the Book of Life. There will be music and dance performances as well as food and activity booths.

6. The Mascot Task Force is still working on the formal process to evaluate the moniker and mascot. There has been no decisions made yet.

7. There was a first discussion of topics for the Board Study Session on Saturday, October 16:
   - Accreditation kickoff and ACCJC training for this next accreditation cycle
   - Update on Community Workforce Agreements
   - Update from our legislative lobbyist Ashley Walker and Jill Dolan on the recent legislative session and Mt. SAC's upcoming legislative priorities for 2022-23
   - Vaccination/testing process progress
   - Fall 2021 enrollment analysis including administrative practices, adjustment of enrollment based on student demand

8. The following new job descriptions were reviewed and approved as written:
   - [Director, Short-Term Vocational]()
   - [Manager, Noncredit Workforce]()
   - [Provost, SCE]()

9. Cabinet reviewed and approved the [Request to Fill log]() for the following position:
   - [Director, Honors Program]()
   - [Laboratory Technician – Physics]()

10. Cabinet supported the recommendation from the Reclassification Committee for a Reclassification Request from an Administrative Specialist I to a Project/Program Specialist.

11. Kelly reported:
    - Questions have come up about the Juneteenth holiday implementation going forward. This is going to be negotiated with the classified unions.
    - The Mt. SAC Academy at West Covina would like to use the Stadium for their graduation. Kelly will reach out to Event Services to set this up.
    - Jim Jenkins will be helping out in the Office of Instruction during the transition period at least until the Dean of Instruction position is filled.
    - Instructional leadership is doing a great job assisting faculty with messaging and communicating. All resources are on the Instruction Office website for easy access.
    - So much positive feedback was received from faculty and students on the first day of school yesterday.

12. Morris reported:
    - 3,035 on campus students uploaded their vaccination cards already on the first day of class.
    - A testing vendor has been selected, World Back to Work, and testing begins the week of September 7-11.
    - IT was all-hands-on-deck this weekend, both virtually and on campus as Administrative Services departments prepared for the first day of school.

13. Audrey reported:
    - All-hands-on-deck in Student Services getting things together. There were several new managers hired during the pandemic who are just now experiencing the return to campus.
    - Both parking lot shuttle tram drivers are back on campus and another is being trained for the evening.
    - The MMI kickoff event will be held in Founders.

14. Madelyn reported:
    - SCE is currently 65% in person overall, with ESL a little lower. Overall, the fact that the centers are back online has been a help in increasing in person enrollment.
    - SCE classes are pretty full and the energy is good.

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, 11/23)
        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, 9/28)
    d. Faculty Position Control Quarterly Report (Rosa and Meghan, 9/21)
    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)