



February 7, 2023

1. Cabinet reviewed and commented on the following information items:
  - a. The Accrediting Commission for Community and Junior Colleges (ACCJC) provided the [Commission Actions on Institutions](#). There were six colleges that reaffirmed accreditation for 7 years, one that was reaffirmed for 18 months with a follow-up report and visit, seven who were reaffirmed for the remainder of the cycle on the basis of a follow-up report and visit, two were deferred action on the basis of fiscal monitoring pending a comprehensive evaluation, and 12 whose midterm report was accepted. It looks like things are going pretty smoothly with the ACCJC.
  - b. At the Community College League of California Legislative Workshop in Sacramento, Tom Downes from Downes Government Affairs provided a presentation on the [Federal Legislative Update](#). He provided insights into each of the federal cabinet offices, many of which is under new leadership, congressional accomplishments, and opportunities for community colleges. This was timely as our trustees are currently in DC, and we continue our lobbying efforts in DC.
  - c. An article from EdSource, [Cal State contends with unprecedented enrollment declines](#), addresses the ongoing challenges the Cal State system continues to have with declining enrollment. Much of this is tied into community college enrollment as our transfer students are the largest feeder into the Cal State system. System-wide for Cal State, there was a decline in community college transfer students—the lowest number in seven years. As our enrollment declines, so, too, will Cal State transfers.
  - d. An article from the Public Policy Institute of California, [California's population](#), adds to the growing list of challenges for California community colleges. Along with the pandemic, social anxiety, high inflation, and a lower birth rate, California's population growth has slowed. The more awareness we have of this not just being a Mt. SAC problem but an issue in California is important. Not only are people leaving, but they are also not going to college.
  - e. An article from the Public Policy Institute of California, [Immigrants in California](#), shares information about California's immigrant population. While California has the highest immigrant population in the US, growth of that population has slowed in the past year, reaching historic lows, which has contributed to the decline in California's overall population. This immigrant group is a population that community colleges should be ready to serve. The article notes that 70% of those immigrating to California who are of working age do not have a high school diploma.
  - f. An article from the Chronicle of Higher Education, [Trauma and Social Anxiety Are Growing Mental-Health Concerns for College Students](#), examines the connection between mental health and academic success.
  - g. The Community College League of California's [CEOCCC Board Meeting Highlights](#) provides an update on partnerships with the Chancellor's Office, 2023-24 budget/legislative principles/federal update, and policy/action. It is a challenging time to be a leader in California community colleges. Executive management is seeing smaller pools of candidates to pull from across the board. There are a lot of pressures placed on executive management, making it a less desirable position in some colleges.
  - h. The Chancellor's Office provided a [2023 Federal Policy Platform](#) document which is being used by our Trustees for their legislative visits to Washington DC.
  - i. The [Mt. SAC IEPI PRT Initial Visit Agenda](#) for our Institutional Effectiveness Partnership Initiative Partnership Resource Team for March 16 is out.
2. Cabinet approved an [Immediate Need Request](#) from Dual Enrollment for textbooks and increase in costs for Instructional Service Agreements for \$179,859 one-time.
3. Cabinet approved an [Immediate Need Request](#) from Human Resources for additional implementation costs related to Cognos for \$60,000 one-time.

4. Cabinet approved an [New Resource Allocation](#) from Human Resources for a reclassification of the Director, HR Operations and Employee Services and one new Human Resources Coordinator, Project/Program for \$124,373 ongoing.
5. Cabinet approved a one-year temporary Professor of Physics out of the current Professor, Physics recruitment and one-year temporary Professor of Ethnic studies both to backfill instructors on sabbatical.
6. Cabinet approved the [Request to Fill](#) log for the following positions:
  - [Instructional Support Assistant](#) (English as a Second Language)
7. Cabinet was joined by Meghan Chen, Associate Vice President of Instruction; Kevin Owen, Director of Technical Services; Brandin Bowman, Assistant Director of Technical Services, and Gary Nellesen, Executive Director of Facilities, Planning, and Management, for a quarterly update on Room Utilization/Cap Load Ratio. Highlights:
  - Implementation of the streamlined block scheduling has been supportive of the room utilization work.
  - Faculty requests for additional room availability during hours with higher student demand are decreasing since the streamlined block scheduling has been implemented and while enrollment in online classes was 38% in Fall 2022.
  - The Office of Instruction and Technical services team began to pull data out of X25 the data analytics tool for 25Live room scheduling tool to see what data can be pulled and analyzed.
  - Room utilization has increased from Fall 2019.
  - Rooms that have over 100% capacity have gone down from Fall 2019. This seems to align with enrollment rates in face-to-face classes.
  - They are coordinating furniture purchases for each room to determine the number of stations per room.
  - A draft form has been created for a space utilization change request where a manager can request changes to an area. This process needs to be institutionalized so that we can track those changes in real time.
  - Capacity/Load ratio based on lab/lecture is trending down toward 100%. When looking at the 21 projects in the 5-year construction plan, the rates are around 130%. However, this does not take into place distance learning.
  - Facilities has received the State's long-range list of weekly student contact hours. The State uses this forecast as part of the equation to evaluate future State funding for campuses. The forecast shows growth of 1.7% in the near term. This seems like a low number and the thought is to challenge it to be 2.5%.
  - It is useful to include the following information so that we are making data informed decisions: 1) waitlist policy—it's built on assumptions about what students do when they're on a waitlist and giving them options to be on multiple waitlists; there is a good chance that the growth in online has made that decision moot and that we need to re-evaluate our waitlist policy and 2) class size—situations have changed, and it is time to reassess that.
8. Cabinet was joined by Chris Dickson, Director of International Students, and George Bradshaw, Dean of Enrollment Management, for a quarterly update on [International Students Program](#). Highlights:
  - The Open Doors report has been published and provides information on the previous years' demographics on students from abroad studying in the US and vice versa. The trend is going upward in terms of enrollment.
  - All institution types saw an increase except associate colleges, which saw a decrease of -12.5%. Associate colleges are the only group that is still in decline.
  - In terms of total US international student enrollment, the top countries are China, India, and South Korea. While China is still at the top, India is growing quickly.
  - New international students can no longer have all online courses. They must have at least one face-to-face course.
  - An updated SEVIS report should be out in May.

- An article from University World News indicates that China may not recognize foreign degrees that were a result of an online study abroad program. As of January 28, 2023, these students must return to their foreign study destinations.
- The partnership with LowerMark Student Insurance is going well. The services that they offer are helpful to both students and the ISP, and their price point is good comparatively.
- There have been 136 applications received for Spring, with 107 accepted (which is the most since 2020) and 55 have enrolled.
- Chris will be heading to Vancouver to recruit students and look at partnerships.
- The team continues to outreach to prospective students in multiple ways, including master agents, MOU's with English language schools, collaboration with High School Outreach, and other digital platforms.

#### 9. Sokha reported:

- HR is almost done with proposed revisions to the Faculty reduced workload program Administrative Procedure.
- CSEA 262 negotiations will begin soon.
- CSEA 651 negotiations to close the contract are continuing.

#### 10. Morris reported:

- The draft Emergency Conditions plan is almost complete. He is asking for a little more data and information to finalize for Board approval in February.
- There has been some newly developing possibility of fraud with credit card fraud related to international students. International Students program has been informing international student population about this scam.
- In about three weeks, wireless access will be available for guests on campus without a password in public spaces.

#### 11. Tom reported:

- A division meeting is scheduled for Thursday to provide reminders for the entire Student Services division.
- The revised Student Services organizational chart is almost done and will come to Cabinet soon for approval.
- The Commencement planning team has begun to meet and details are under way.
- EAB Navigate will be used for the student appointment system now that SARS is phasing out. There are some good applications available in the appointment system that will be able to be used in the new system.
- There were 3,500 students who were put on probation, with 1500 students participating in the intervention.

#### 12. Madelyn reported:

- Winter 2023 NC attendance is headed towards a small increase of about 60-75 FTES over Winter 22. The semester started out slowly, but later weeks picked up with strong attendance.
- Marketing reps from Hispanic Media/El Clasificado have reached out to us to host a career fair at Mt. SAC in May dedicated to Spanish-speaking populations and employers. They held a successful event at Cerritos College last month and will be holding one at Compton College. The marketing reps selected us due to our location among Spanish-speaking populations. We have made initial connections to Student Services (El Centro).
- She participated in a state panel in response to the LAO report on state adult education funding. We are opposed to most recommendations, particularly a phase out of dedicated state adult education funds (CAEP) to the community college noncredit programs. Much gratitude for Dr. Scroggins for his input, guidance, and strong conviction on the topic.
- They were just notified today that the WASC Visit is on April 22-24, 2024. It will begin with a Sunday visit welcoming the team. SCE is on track to complete the self-study draft by the end of 2023.

13. Kelly reported:

- The Accreditation Core Group is finalizing the final edits of the ISER. In addition, more information is to come regarding the process for collecting feedback and input from the campus and community.
- Spring 2023 enrollment is at approximately 7,800 FTES. Enrollment is trending 53% online, 5% hybrid, and 42% face-to-face. FTES are down 14.9% from Spring 2020 and up 2.7% from Spring 2022.

14. 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 4/25)
2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, Gio Rodriguez, and Aida Cuenza, 4/25)
3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 4/25)
4. Technology Loan Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 4/25)

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, 5/2)
2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 2/28)

15. Quarterly Reports to Cabinet:

1. Emergency Response Plan Quarterly Report (Shannon and Sayeed, 4/18)
2. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 5/2)
3. Faculty Position Control Quarterly Report (Rosa and Meghan, 4/11)
4. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/28)
5. IT Projects Quarterly Report (Anthony, 2/28)
6. Grants Quarterly Update (Adrienne, 4/18)
7. International Student Quarterly Report (Chris, George, and Paty, 5/2)
8. Academic Support Coordination Project Quarterly Report (Romelia, 4/11)
9. Guided Pathways Quarterly Report (Meghan, Elmer Rodriguez, and Michelle Nava, TBD)
10. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 3/21)
11. Title V Quarterly Report (Lisa and Lizette, 3/21)
12. AB 30 (Dual Enrollment, A&R, and IT, 3/21)
13. Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 3/21)
14. Financial Aid Update (Manuel, 4/11)
15. [MESA Program Implementation](#) (Pending, TBD)
16. [Research on Enrollment: Wait Lists, Evening Student Loss](#) (Quinones, TBD)
17. [Apple Resources: App Design, Apple eBooks Online](#) (Pending, TBD)
18. Student Equity Plan (Pending, TBD)