



April 25, 2023

1. Cabinet reviewed and commented on the following information items:
 - a. A Chancellor's Office Memo, [Notification of Intent to Award FY 2023-25 Culturally Responsive Pedagogy & Practices \(CRPP\) Innovative Best Practices Grants](#), notifies funding of \$17M grant awards to a total of 59 colleges. While the grants are still pending Board of Governor's approval, Mt. SAC was awarded the maximum of \$300,000 for Integration of College-wide DEISAA Programs for Student Success. These competitive, one-time grants are intended for faculty professional development focusing on nurturing the development of culturally responsive pedagogy and classroom practices.
 - b. A Chancellor's Office Memo, [Final FY22-23 Allocation of Local and Systemwide Technology and Data Security Ongoing Funds](#), allocates funds for 2022-23 based on the cybersecurity self-assessment completed last Fall. Mt. SAC was awarded a total of \$300,000, with two disbursements. Funding is expected to address end-of-life software and systems in use.
 - c. The Mt. SAC Newsroom posted an awesome video, [The New Gym and Aquatics Ctr. is Astounding](#).
2. Cabinet reviewed the following Administrative Procedures:
 - [AP 3110 – Academic Department Reorganization](#) (Revised) – The recommended revisions raise issues about programs that have a lot of adjuncts and labs. We need a clear definition of what is a coordinator and what is a chair, and Sokha reported that this will be worked out in negotiations. The proposed change would have an impact on the School of Continuing Education. Cabinet did not support the proposed changes in this AP.
 - [AP 4250 – Probation](#) (Revised) – This was submitted as a recommended revision in SPEAC in June 2022. Cabinet agreed to move the revisions forward to PAC.
 - [AP 4027 – Catalog Rights](#) (Revised) – A revised version of this AP was reviewed at the last Cabinet meeting, however, it was not the correct version. After a discussion in AMAC, the corrected version was moved forward. Cabinet would like to review and reconcile the versions before moving forward to PAC.
 - [AP 5011 – Admission and Concurrent Enrollment of High School and Other Students](#) – This AP was reviewed as part of the continued discussions related to dual enrollment. **This AP will be discussed in AMAC.**
 - [AP 7382 – Reduced Workload Program \(Faculty\)](#) NEW - This is a new AP that will go for second reading at PAC on Wednesday.
3. The following new position was reviewed for approval to recruit:
 - a. [Administrative Specialist II](#) (Associated Students) – This request was made as an Associated Students resolution. Cabinet had concerns about the funding source proposed by Associated Students. **Tom will look at the information received from Fiscal Services before bringing this proposal back to Cabinet.**
4. Cabinet approved a [COVID-19 Block Grant Request](#) from Information Technology for \$552,216 one-time to continue the use of temporary hourly IT staff to support students and faculty in our new hybrid-learning environment. In addition, the temporary hourly staff has enabled the IT department to work on College-assigned technology projects that will maintain and expand access to technology for student learning.
5. Cabinet approved an [Immediate Need Request](#) from the School of Continuing Education for \$23,000 one-time for an office DIRT wall.
6. Cabinet approved an [Immediate Need Request](#) from Technology and Health for \$8,520 ongoing for warranties for newly acquired lab equipment.

7. Cabinet approved an [Immediate Need Request](#) from Administrative Services for \$21,500 one-time for legal services.
8. Cabinet approved the [repurposing of funds](#) from a vacant Administrative Specialist II to convert to a Student Services Program Specialist II in EOPS.
9. Cabinet was joined by Tannia Robles, Associate Dean of Student Engagement; Laura Sherwood, Special Project Coordinator for School of Continuing Education; Pedro Suarez, Assistant Director of Academic Technology; and Denise Bailey, Dean of Natural Sciences, for a quarterly update on Student Retention and Enrollment Outreach. Highlights:
 - The team is continuing to create opportunities for both students and potential students to come to campus and really see themselves as students here at Mt. SAC.
 - Outreach events continue to generate enrollment for credit and noncredit students.
 - A major goal has been to increase Summer enrollment as well as participation in certificate and short-term vocational programs.
 - There are Fall and Spring parents' events scheduled, and a bonus is that many parents attending to support enrollment of their children also sign up for both credit and noncredit courses.
 - There are "Lunch and Learn" sessions scheduled for high school staff to learn more about Mt. SAC.
 - Student engagement events have an amazing overall show rate of 85%.
 - The Mountie Tech Hub will be in Student Center and will provide on-the-spot technical service to students with IT questions or needing IT support.
 - Programs around campus continue to use this funding to expose students to their programs with this funding. An example is the robotics team.
10. Cabinet was joined by Clarence Banks, Director of the Center for Black Culture and Student Success; Gio Rodriguez, Director of El Centro; and Tutsasi Aseuga, Student Services Program Specialist II, for a quarterly update on El Centro, Center for Black Culture and Student Success, and ARISE. Highlights:
 - Center for Black Culture and Student Success
 - Since January 1, 2023, there have been 1,129 visits to the center. More Black self-identifying noncredit students are enrolled at Mt. SAC than Black self-identifying credit students.
 - Cancelled the campus discussion on the State of Black Student Success due to low participation from presenters. The group also wants more institutional data for presentation information. CBSS will produce a State of Black Student Success Report during the 2023-24 school year.
 - Renewed partnership with the Council of African American Parents (CAAP) and their Legacy Roundtable Program. Legacy students will utilize the resources of the CBSS while completing their Summer coursework.
 - El Centro
 - There has been contact with 1,113 participants at El Centro events, 303 students checked in at the Center, and 96 total tutoring hours were offered in collaboration with the ASAC and Writing Center.
 - There has been a full schedule of Spring 2023 events with very good participation.
 - Collaborating with Reconnect and Reengage, they are providing an affirming and welcoming space, community outreach, and Celebrando Latinidad.
 - They are doubling their efforts to celebrate students by partnering with SCE to include noncredit student successes, as well.
 - Arise
 - Arise has served 509 students for Fall 2022 and 437 for Spring 2023, with a persistence rate of 77%.
 - The More You Know Series included a presentation by the Associated Students President and ICC Senator about getting involved and learning about leadership opportunities for students.

- Arise took a field trip on a walking tour of Little Tokyo, which included a visit to the Japanese American National Museum.
- They are continuing Talking Circles with Fale Fono, SEAA Space, Filamilya, and Ates & Titas.
- They are continuing their collaborating with the Pride Center for an equity speaker/monthly mentor meeting, and hosted Helen Zia, author of Asian American Dreams: The Emergence of an American People.
- In collaboration with Cal Poly Pomona and the AANAPISI Cooperative Grant, a launch and reception is scheduled for May 10 from 4:00-6:00 p.m. at Building 9C-Stage.
- The APIDA Family Festival is scheduled for May 13 from 3:00-6:00 p.m.

11. Cabinet was joined by Kevin Owen, Director of Technical Services; John Vitullo, Associate Dean of Natural Sciences; and Koji Uesugi, Dean of Student Services, for a quarterly update on [Student Center Coordination](#). Highlights:

- The furniture installation began on April 10 with the 3rd floor pending final finishes, repairs, and contractor completion.
- Programs in the building plan for move from mid-May through mid-June, with events beginning in early June.
- Current hours will be 7:00 a.m.-7:00 p.m. Monday-Thursday and 7:00 a.m.-4:30 p.m. Friday.
- Event spaces are reservable through 25Live.
- First floor will have seven study rooms and three divisible conference rooms, Rising Scholars, Mountie Tech Hub, convenience store, Police and Campus Safety, Custodial Services, and Technical Services loading dock/service yard.
- Second floor will have food services, Student Life, Associated Students, multicultural center, meditation and prayer room, lactation room, Student Senate chambers, and a multipurpose room.
- Third floor will have the Summit Event Center, Technical Services/Event Services offices, and open pre-function space.
- Hours on the third floor will depend on event needs.
- A baseline schedule was reviewed for the Summit Event Center for events with 200 or more participants.

12. Cabinet was joined by Michael Carr, Director, Academic Technology, Romelia Salinas, Dean of Library and Learning Resources; Tami Pearson, Dean of Continuing Education and Workforce Development; and Eric Lara, Associate Dean of Student Equity, for a quarterly update on the [Technology Loan Program](#). Highlights:

- The program is going well, and they continue to assist students with their technology needs.
- They continue to refine the process in both staffing and workflow.
- There are just under 5,500 technology items checked out, with 4,000 students being served
- There are 3,500 laptops checked out with 2,400 laptops in inventory and 1,750 hotspots checked out with 300 hotspots in inventory.
- The program is serving both credit and noncredit students.
- Laptops are on a refresh program to be sure that the latest technology is available to students.
- The top issues that students call in for to the Help Desk are laptop training, software support, and canvas support.
- The average ticket resolution is 48 hours. This means that if the Help Desk Technician cannot help them on the spot, the ticket is resolved within that time.
- The Technology Support website is continuing to get a lot of traffic, with 2,000 unique page views. The average visit is about 3 minutes.
- 52% of students are using their mobile devices to interact with the technology support website.

13. Cabinet approved the [Request to Fill](#) log for the following positions:

- [Professor, Accounting](#)
- [Professor, Nursing](#)
- [Professor, Physics](#) (Temporary, One-Year)
- [Professor, Sign Language and Interpreting](#)

14. Tom reported:

- The Student Services/Instruction Annual Planning Summit is being reviewed, and they are looking at the focus. This event will be postponed for the Fall.

15. Madelyn reported:

- Some noncredit programs are offering noncredit classes in languages other than English but AB 1096 is seeking to remove the concurrent ESL course from bilingual courses. Madelyn will monitor this bill and examine the impact.
- The Chancellor's Office requested two Mt. SAC students to attend a private meeting with the Secretary of Education Cardona's office and Daisy Gonzales, Chancellor. Students Shalea Smith and An Ha represented Mt. SAC and were able to share their educational journeys, including Mt. SAC's wrap-around services and supportive professors contributed to their success. The CO reported that they were excellent representatives of community college students.
- Professor Mike Hood and Madelyn met this week with CBE pilot faculty and shared a tentative CBE calendar format. About 15 faculty attended over two days to provide valuable input on a term-based model with 8 starts that are about 6-7 weeks apart. Considerations included financial aid compliance. There will be further discussion with faculty and the Faculty Association.

16. Sokha reported:

- There have been 34 faculty positions recruited, 22 faculty hired. Of the 22, 11 are white and 11 are non-white, 12 men and 10 female. There are three failed positions.
- SISC rates have officially come out, and there is an 8.19% increase in Kaiser base plan. Other plans have seen an approximate 8% increase. There was no increase in base dental and the Delta PPO 1500 and unlimited plans went down 6%. Vision went down 7.94%.

17. Kelly reported:

- Dejah has scheduled a meeting walking tour with the Amazon Studios.
- Instruction has finished faculty hiring.
- Madelyn and Kelly will be presenting at an ACCJC statewide webinar on Competence Based Education.

18. 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 7/25)
2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Gio Rodriguez, and Aida Cuenza, 7/25)
3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 7/25)
4. Technology Loan Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 7/25)

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, 6/6)

19. Quarterly Reports to Cabinet:

- Emergency Response Plan Quarterly Report (Shannon and Sayeed, 7/18)
- Room Utilization/Capacity-Load Ratio Project (**Gary, Meghan, Brandin, and Kevin, 5/2**)
- Faculty Position Control Quarterly Report (Rosa and Meghan, 7/11)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 5/23)
- IT Projects Quarterly Report (Anthony, 5/23)
- Grants Quarterly Update (Adrienne, 7/18)
- International Student Quarterly Report (**Chris, George, and Paty, 5/2**)
- Academic Support Coordination Project Quarterly Report (Romelia, 7/11)
- Guided Pathways Quarterly Report (Meghan, Elmer Rodriguez, and Michelle Nava, TBD)
- Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 6/20)
- Title V Quarterly Report (Lisa and Lizette, 6/20)
- Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 6/20)
- Financial Aid Update (Manuel, 7/11)
- [MESA Program Implementation](#) (Pending, TBD)
- [Research on Enrollment: Wait Lists, Evening Student Loss](#) (Quinones, TBD)
- [Apple Resources: App Design, Apple eBooks Online](#) (Pending, TBD)
- Student Equity Plan (Pending, TBD)