President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Kelly Fowler, *VP of Instruction* • Tom Mauch, *Acting VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Sokha Song, *VP of Human Resources* • Madelyn Arballo, *VP of SCE*

May 23, 2023

1. Cabinet reviewed and commented on the following information items:
   a. An article from EdSource, [Despite decades of calls to action, California community college students face roadblocks to transfer](#), is an uninformed, biased, incomplete, and misleading article. The fact that our former Chancellor blamed community colleges was disappointing. The article misses the fact that the Associate degree is not just for transfer but serves an important role in getting students employed in high skill, high demand, well-paying jobs.
   b. The [Expanded PAC Agenda](#) focuses on the collaboration to initiate activities to address the six Strategic Priorities (formerly called goals). Much of the developmental work on the Strategic Plan has been completed. The group will also work on the timeline of implementation of the activities, working in groups. This is the last big piece of the new Strategic Plan.
   c. From the office of the Assistant Secretary for Civil Rights Catherine E. Lhamon and Assistant Attorney General Kristen Clarke, [Dear Colleague Letter on Online Accessibility by Postsecondary Institutions](#), provides a high level of attention to an issue that has been around a while. While there has been long-standing legislation regarding online accessibility of websites, this issue regards both general accessibility and technology accessibility; there has not previously been this level of attention on the issue. The letter addresses efforts, including enforcement, to address barriers that prevent those with disabilities from participating in online higher education instruction and services. Community colleges have been doing this work at a high level for a long time.
   d. The [Vacant Positions under Active Search](#) log was reviewed. There was discussion about a regular report to Cabinet on retirements for which managers have not completed replacement Requests to Fill forms, and also to report on delay due to search committees without assigned EEO, delayed evaluation of applications for lack of compliant committee, and/or stalled/delayed meeting schedules for hiring.

2. Cabinet agreed to pause any further allocations of the COVID Block Grant due to the possibility, as proposals included in the Governor's May Revise for the 2023-24 budget will take back a significant portion of previously allocated funds.

3. Cabinet approved an [Immediate Need Request](#) from Event Services for funding for additional hourly staff for campus events for $45,000 one-time.

4. Cabinet approved an [Immediate Need Request](#) from Human Resources for temporary funding for a position for $52,780 one-time.

5. Cabinet was joined by Anthony Moore, Chief Technology Officer; Michael Carr, Director of Academic Technology; Chris Schroeder, Director of Infrastructure and Data Security; Antonio Bangloy, Director of Enterprise Application Systems; Monica Cantu, Director of IT Project Implementation, for a quarterly update on [IT Projects](#). Highlights:
   - Amazon Web Services training on the migration of data and information to the cloud has been completed.
   - The Change Review Group is still meeting and going well.
   - IT has received a "customer of the year" award from OmniUpdate.

   Academic Technology and IT Support
   - Purchasing and Academic Technology have been collaborating closely to streamline the software/hardware inventory process.

- *Microsoft Intune* is being tested to virtually manage desktops and laptops. This will help IT become more agile to support the mobile workforce. This product is expected to be deployed in the next 12 to 18 months.
- The Student Technology Support website continues to receive high traffic from both students and faculty.
- They are preparing an RFP for remote support.

Infrastructure
- They are working on a feasibility and cost study on moving Banner into the cloud.
- The team has been reevaluating the onboarding of multi-factor authentication.
- The replacement firewall hardware has been identified for a permanent fix.

Enterprise Applications and Projects
- Phase 1 of the School of Continuing Education dashboard has been completed which includes student demographics, grades, and certifications.
- The Counseling SARS schedule appointment system is being transitioned to the Navigate scheduler, which has broader uses as well.
- A total of 31 Banner upgrades were completed this last quarter.
- A student from CIS was hired to work with our data engineer on an automated process detecting fraudulent and spam college applications.

6. Cabinet supported the recommendation from the Reclassification Committee for a Laboratory Technician, which resulted in a new approved job description for [Planetarium Observatory Specialist](#) (new).

7. Cabinet approved the [Request to Fill log](#) for the following positions:
- [Coordinator, Computer Facilities](#)
- [Laboratory Technician II – Biology](#)
- [Professor, Communication](#)

8. Melba reported:
- She thanked everyone for the warm welcome and appreciation for visiting the Student Services Open House.

9. Madelyn reported:
- A representative from Futuro Health is coming to Mt. SAC to discuss the School of Continuing Education becoming one of their health careers trainers for their programs. Courses should be online, and some of the programs of interest are Medical Assistant, Pharmacy Tech, and others may be included as well.
- Off-campus Summer High School started this week at Hacienda La Puente high schools. Most courses are full.
- The WASC Accrediting Commission has named a Visiting Team Chair for our April 22-24, 2024, accreditation visit. The chair is from the Jurupa Valley adult education program.   Other members of the visiting team will be appointed by Fall 2024. A draft of the self-study will be completed by November.
- SCE Community Ed is now offering a course "Wines From A Land Down Under" taught by a Napa Wine Expert. The first class was held last weekend.
- The CBE pilot is progressing with the submission of the US Department of Education application, which is set for August 2023. Since we are missing an area D course, the CCCCO is working with us for solutions.

10. Kelly reported:
- Current Summer enrollment trends: 71% online, 4% hybrid/other, and 26% face-to-face. We have an increase of 4.6% in FTES and 6.9% in headcount enrollment comparing today's registration date with the same registration date for Summer 2022.
- The final elements of the Institutional Self-Evaluation Report (ISER) for accreditation are completed and being reviewed for the Board of Trustees meeting on June 28, 2023, for a first read. There is a special "ISER signing" ceremony planned for the June 28 BOT meeting. The second read by the Board of Trustees will be on July 19, 2023, with a submission to ACCJC by August 1, 2023.

- The Canvas Shell Workgroup met on Thursday, May 18. Good progress was made.
- The Office and Instruction and Department Chair Collaborative Meeting was a voluntary meeting open to all department chairs. It was entirely up to each department chair to determine their availability and preference to participate. The meeting agenda focused on several important topics that needed the collective input and expertise of the department chairs. Topics included faculty success stories, Fall 2023 Department Chair Training Topics (Wednesday, August 23, 9 – 11 am, Virtual), enrollment: innovations and strategies, student complaint process (Appendix J) and upcoming meeting dates and times for the Fall 2023 semester. While each monthly meeting will be virtual, the meeting on October 19, 2023, will be on-campus/in-person.
- Christine Cummings (Theater) established a Virtual Suggestion Box so students could communicate with the theater department to provide a process to hear their voices on DEISA+. In addition, the 1st Annual Equity & Diversity Forum to give a safe space for theater students to discuss with us how we are doing in terms of treating students with respect and creating safe and welcoming environments in our classrooms and rehearsal spaces.
- Dianne Rowley helped to offer the Transforming Teaching and Learning: Working with Equity, Justice, and Inclusion workshop in April that included over 70 faculty, classified professionals, and managers. Dr. Laura Rendon facilitated the group as well as hosted a follow-up book discussion on her book *Sentipensante (Sensing/Thinking) Pedagogy: Educating for Wholeness, Social Justice, and Liberation.* Dr. Rendon is professor emerita at the University of Texas-San Antonio and is a teaching and learning thought leader.
- A USA Today Op-Ed Article from Christine (Betty) Crocker, adjunct faculty from Biology, about school lunches and nutritional requirements.
- The Chemistry Department hosted its long-standing General Chemistry competition (over 15 years) established by Charlie Newman. The event was held at Founders Hall last week on May 17. President Scroggins, Dean Bailey and Interim Associate Dean Tamayo read rounds of questions to the student participants. . This is very inspirational for our students and faculty as well.
- Men's and women's track are back-to-back state champions; softball is in the top 5 in the state and had an overall 40-win season; men's golf has qualified for regionals; Mt. SAC #1 men's golfer earned All-State award and two softball were named All American; the men's swim is 3rd in the state and women's swim is 11th in the state; beach volleyball is undefeated; women's wrestling (inaugural season!) is 2nd in the state with 3 state campions in the 10 weight classes.

11. Shannon reported:
    - Commencement season is keeping Administrative Services busy, and they are working on continuing to improve processes.
    - Procurement needs are being reviewed and updated to support the campus.
    - End of fiscal year is impacting both procurement and the warehouse, and they appreciate everyone's patience.

12. Tika reported:
    - HR will work on a Cabinet report on the implementation of the remote work MOU with CSEA 262.
    - They will be communicating with management staff on tips for hiring and recruitment/orientation for the next management staff meeting.

13. 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, 8/1)
   2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 6/13)

14. 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, 8/1)
   - Faculty Position Control Quarterly Report (Rosa and Meghan, 7/18)
   - Construction Project/Scheduled Maintenance Quarterly Report (**Gary, 5/30**)
   - IT Projects Quarterly Report (Anthony, 8/22)
   - Grants Quarterly Update (Adrienne, 7/18)
   - International Student Quarterly Report (Chris, George, and Paty, 8/1)
   - 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)