



**June 27, 2023**

Shannon for Madelyn

1. Cabinet reviewed and commented on the following information items:
  - a. The [Mt. SAC PRT Institutional Innovation and Effectiveness Plan](#) has been completed and will be signed and submitted. The team was particular about having our student learning outcomes reflect the work through a DEISA lens. The ACUE training, which many faculty completed through our Title V HSI grant, leverages DEISA+ for outcomes assessment and is a good tie-in to the training, expected through this IEP plan. The IEPI process includes a \$200,00 seed grant which will support the training in the plan as identified in Area C. We know this will be a long process and much work to accomplish the outcomes specified in the plan.
  - b. The Board will consider adopting a [Resolution](#) supporting LGBTQ+ Students and Celebrating Pride Month. Bill has also scheduled a Town Hall discussion tomorrow in collaboration with Cara Tan, coordinator of the Pride Center.
2. Cabinet reviewed past phases of New Resource Allocations to analyze outstanding unspent balances. Cabinet stressed the importance of departments utilizing the money set aside during the NRA process. It is important to ensure that areas are aware of money that was allocated to them through the NRA process. Part of the challenge is the change in management as well as the difficulty in viewing NRA account balances. Cabinet will recommend a new process for NRA requests that allows flexibility and accountability of approved allocations.
3. ACCCA provided a Legislative Update on the [50% Law Compliance Audit](#). Assemblymember Rodriguez is advocating this audit of the 50% law. The CCLC is writing an opposition response for broad signature. This is an extremely politically charged situation.
4. Cabinet continued the review of proposed revisions to the following Administrative Procedures:
  - [AP 7135 – Temporary Special Projects Administrators](#) – Cabinet recommended some additional changes to the proposed AP.
  - [AP 5300 – Student Equity](#) – This revised AP is ready to move forward to PAC.
5. Cabinet approved an [Immediate Need Request](#) for Information Technology for SoftDocs for 76,627.53 one-time. It was recommended to institutionalize this cost through the next NRA phase.
6. Cabinet approved an [Immediate Need Request](#) for ACCESS for an Administrative Specialist I position that is on leave for \$105,934 one-time.
7. Cabinet did not approve an Immediate Need Request for Instruction for Honorlock, Turnitin, and Impact. Rather, because the need is ongoing, Cabinet recommended processing this request through the next NRA phase or through Lottery funds.
8. Cabinet approved an [Immediate Need Request](#) for Welding for propane storage cabinets and power supply for \$20,959.22 one-time.
9. Cabinet supported two recommendations from the Reclassification Committee related to the following positions:

- Benefits Specialist
  - Student Services Program Specialist II
10. Cabinet approved the following new positions to proceed with recruitment:
- [Project/Program Coordinator](#) (Technology and Health/TERC)
  - [Laboratory Technician II, Biological Sciences](#)
11. Cabinet approved revised job descriptions for the following positions:
- [Benefits Specialist](#)
  - [Human Resources Technician](#)
12. Cabinet reviewed the [Regular Substantive Interaction \(RSI\) Rubric and Process Findings by the Canvas Workgroup](#), which outlines the recommendations from the meetings of the Workgroup. The workgroup came to consensus on seven items and noted four additional items that will need to be negotiated with the Faculty Association.
13. Also reviewed was the [FERPA Compliance Canvas Shell Workgroup Recommended Process for the merging of Canvas shells](#). The document outlines recommendations on the training, certification, verification, and auditing process for those participating in the merging of Canvas shells. These recommendations will also need to be negotiated with the Faculty Association.
14. Cabinet approved the Request to Fill Log for the following positions:
- [Fiscal Technician II](#)
  - [Professor, Counseling](#) (SCE)
15. Kelly reported:
- Enrollment and fill rates are trending up for Summer.
  - There are a lot of exciting events going on tomorrow.
16. Melba reported:
- Federal Program Recertification form is coming and it is the first time the campus is noting we are participating in distance education.
  - There has been great work in providing services to students in Summer Bridge, 479 students in session 1 and 538 students in session 2.
  - They are looking forward to the ribbon cutting ceremony for Student Center on Wednesday.
  - They are continuing training for Student Services managers on EAB Navigate.
17. Morris reported:
- The Bookstore transition is continuing. All course packs will require copyright review through Follett.
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, 8/1)
  - 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 9/12)

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, 8/1)
- Faculty Position Control Quarterly Report (Rosa and Meghan, 7/18)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 8/22)
- 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, 10/23)
- Title V Quarterly Report (Lisa and Lizette, 9/26)
- Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 9/26)
- 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)