



July 26, 2022

Koji sat in for Audrey

1. Cabinet reviewed and commented on the following information items:
 - a. The Chancellor's Office annual [Budget workshop](#) is taking place on Thursday, August 25 from 9:00 a.m.-1:00 p.m. The agenda covers an overview of the State budget framework, apportionment and Student Centered Funding Formula, updates on categorical program funding and other funding sources, using data for student centered planning and actions, and leveraging investments to support student belonging, persistence, and success.
 - b. Our Center of Excellence was [notified](#) of a budget augmentation and extension of their grant. This is good news!
 - c. As part of the continued effort to engage with our local legislators and government officials, we received word that the [Department of Labor VETS](#) (Veterans' Employment and Training Service) Office will be [visiting campus](#) on Wednesday, September 28. This office prepares America's veterans, transitioning service members, and military spouses for meaningful careers, and promotes their employment opportunities.
 - d. Reporting by CBS 2 LA, [County-USC officials raise questions about COVID surge during internal town hall](#), uncovers information shared during an internal town hall meeting at County-USC that raises questions about COVID hospital admission reporting by the County. During this meeting, officials reported that "only 10% of our COVID positive admissions are admitted due to COVID." While they continue to agree that the pandemic remains a serious threat, they acknowledge issues with how the Department of Public Health reports COVID data.
 - e. An article from the San Gabriel Valley Tribune, [What You Need to Know About LA County's About-to-be-revised Mask Mandate](#), is a well-written article on what to expect if the County re-implements the masking mandate.
 - f. Back in April, we submitted a [request](#) for an Institutional Effectiveness Partnership visit related to outcomes assessment. As of now, we've gotten no response. **Carol will follow up on this request.**
 - g. An article from EdSource, [Enrollment decline: LAUSD'S families leaving the state or choosing to home-school](#), provides insight on the decline of more than 270,000 students—families are leaving the state or deciding not to enroll their children in a traditional school setting. Since K-12s are our pipeline, it begs the question of how this affects us.
 - h. The Chancellor's Office has announced [Wrenna Finche Appointed VC of Fiscal Health and Accounting](#). Wrenna has been at the Chancellor's Office for quite a while and will oversee fiscal standards, accounting, financial compliance, and risk management operations. This unit will be under Executive Vice Chancellor Lizette Navarette who has recently been given a broader scope in her role.
 - i. The [Vacant Positions Under Active Search](#) log was reviewed.
2. Cabinet continues to review reports from IT providing enrollment comparisons, one of the latest being of [Fiscal Year 2022 to 2020](#) and [Fiscal Year 2022 to 2021](#) as of 7.25.22. These reports show that enrollment is improving. The comparison to 2021 is up 5.5% in total students enrolled, however not up as much in FTES and contact hours. It is early in Fall enrollment to draw conclusions from those metrics, however.
3. Cabinet was joined by Matt Judd, Dean of Natural Sciences; Sylvia Ruano, Dean of Instruction; Laura Sherwood, Special Project Coordinator; Pedro Suarez, Assistant Director of Academic Technology; and Michael Carr, Director of Academic Technology, to provide a Return and Recover Initiative report on [Reconnect and Reengage](#). Highlights:
 - An effort for a student survey of those students who had not returned has already taken place, so the team agreed to reconvene and do an additional survey of those students who did return (approx. 1000) to determine

why they returned. The student survey just conducted was via phone calls, and there is reported evidence that the phone call efforts were more meaningful to students than an email or letter.

- The team has worked on lists of students who are a few courses away from a degree or certificate for each Division. Divisions will be working on sending out emails in the next couple of weeks to students.
- Instruction is using Strong Workforce and Perkins funding to promote 39 Career Education programs to attract new students for Summer and Fall.
- Instruction is continuing to adjust Fall course offerings to meet student demand and is using flexible and intentional scheduling strategies such as block scheduling, ASAP Program, Dual Enrollment, and Early Alert.
- The team has updated the welcome letter, and IT is currently working on integrating hyperlinks into the letter to provide connections for students to information on the college web site.
- There is a list of funding requests for money that is allocated to this project and the group will be meeting to distribute the money.

4. Cabinet was joined by Lina Soto, Associate Dean of Counseling; Clarence Banks, Director of the Center for Black Cultural and Student Success; and Aida Cuenza, Director of AANAPISI (Arise), to provide a Return and Recover Initiative report on the Center for Black Culture and Student Success, Minority Male Initiative, Arise, and El Centro. Highlights:

[El Centro](#)

- Students participating in El Centro have increased to 693 as of July 25.
- El Centro's accomplishments include in-person, online, and hybrid programming, including Nuestra Celebracion, Knowledge is Power Learning Communities, Nahuatl for Beginners, ASAC tutoring, and other culturally competent events.

[Arise](#)

- Arise has 474 students participating with an average cumulative GPA of 3.21.
- They are beginning to assess the number of their students who are enrolled by modality to see if there needs to be a shift in efforts for those students.
- They have established a faculty toolkit for classroom presentations, referrals, and program support to professors.
- They are looking to engage with the communities that they serve about the options for higher education.

[Aspire Center for Black Culture and Student Success](#)

- There is a Umoja summer learning institute in Oakland. The community is expanding throughout the west coast. This was the first opportunity for many to attend a professional conference.
- Aspire has received positive feedback from parents of their students, expressing gratitude for the center.
- They have a two-pronged approach to counseling students but need a full-time counselor and educational advisor to have multiple touches.

5. Cabinet was joined by Kevin Owen, Director of Technical Services; Koji Uesugi, Dean of Student Services; and John Vitullo, Associate Dean of Natural Sciences, to provide a Return and Recover Initiative report on [Student Center Coordination](#). Highlights:

- The group has met with building department occupants to determine the needs of this new building.
- There were four phase options provided, with services dependent on the staffing in the building upon opening.
- The group provided a security camera plan which lists all cameras in the building. These cameras are for safety and security and/or operational support, mostly around the exit and entry points of the building.

6. Cabinet was joined by Michael Carr, Director of Academic Technology; Eric Lara, Associate Dean of Student Equity; and Pedro Suarez, Assistant Director of Academic Technology, to provide a Return and Recover Initiative report on [Laptop Loaner Program](#). Highlights:

- Beginning August 8, hotspot service will switch from Verizon to T-Mobile. Students who do not qualify for a new hotspot will have their Verizon hotspot turned off on August 19.

- Every student on campus who is enrolled in at least one course will be eligible for a laptop. Based on the current inventory, this criteria should be sufficient.
 - To reduce the hotspot use to a max of 2500, an EFC of \$5,000/max will be eligible. REACH, Rising Scholars, DREAM, Veterans, or noncredit are excluded from the EFC maximum.
 - The technology loss rate (as of Winter 2022) was less than 1%. In Spring 2022, the loss rate was much higher.
 - A Student Laptop Loan Budget Forecast was provided for refreshing the loaner pool from 2024-25 through 2033-34.
 - The new Student Technology Support webpage will go live soon. This website will provide information on the availability of student printing, laptop loaner program, and internet and wireless devices, as well as links to other online supports for students.
7. Cabinet approved an [Immediate Need Request](#) for the President's Office/Technical Services for \$67,000 one-time and \$16,975 ongoing for additional equipment, captioning, and support for streaming monthly Board Meetings.
8. Cabinet approved the [Request to Fill Log](#) for the following positions:
- [Professor, Culinary Arts](#)
9. Sokha reported:
- He reminded managers that all applicant finalist salary step placements should be done by Human Resources, not the hiring manager.
 - CalOSHA is working on new language for COVID-19 requirements for employers which would make these requirements permanent. He will continue to keep his eye on any language changes.
10. Morris reported:
- He thanked everyone for their information for the emergency conditions application.
 - The COVID testing site has been overwhelmed with students who needed testing for some upcoming college sponsored trips such as visiting university campuses. He encourages managers to reach out and let his staff know when to expect an influx of students.
11. Koji reported:
- Preparing for the Emergency Allowance document offered the opportunity for further discussion on many areas of Student Services and how to plan to improve and expand.
 - New Student Welcome has close to 300 students registered.
12. Kelly reported:
- Fall 2022 Enrollment: face-to-face 54%; hybrid 7%; online 39%. Fall 2022 FTES is up 5.6% compared to Fall and down 3.4% compared to Fall 2021.
 - Division offices continue to work with department chairs, coordinators, and discipline faculty to modify the Fall schedule based on student demand and enrollment trends.
13. Madelyn reported:
- The CCCCO has a priority to develop methods for CBE attendance collection methods, which was confirmed by the Fiscal and Accounting CCCCO staff in various venues. The CCCCO shared in an ACCA presentation there is a research project in progress to evaluate whether using a CBE attendance collection method in noncredit is a possibility. She will inquire from her CCCCO contacts and keep an eye on this as it could impact our NC apportionment.
14. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)
- a. Return and Recover Initiative:

1. Reconnect and Reengage (Leads: Tannia Robles, Shannon Rider, Matt Judd, Pedro Suarez, 10/25)
2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 10/25)
3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 10/25)
4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 10/25)
- b. Multiple Measures Placement Workgroup (Madelyn, George, Ned, Elizabeth, Maria, and Jimmy, 8/16)
- c. Student Centered Funding Formula—Continued Follow Up:
 1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 6/28)
 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 8/23)

15. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 10/18)
- b. Room Utilization/Capacity-Load Ratio Project (**Gary, Meghan, Brandin, and Kevin, 8/2**)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 10/11)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 8/16)
- e. IT Projects Quarterly Report (Anthony, 8/16)
- f. Grants Quarterly Update (Adrienne, 10/18)
- g. International Student Quarterly Report (**Chris, George, and Paty 8/2**)
- h. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 9/27)
- i. Guided Pathways Quarterly Report (Meghan, TBD)
- j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 9/20)
- k. Title V Quarterly Report (Lisa and Lizette, 8/9)
- l. AB 30 (Dual Enrollment, A&R, and IT, 9/20)
- m. Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 9/13)