President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Kelly Fowler, *VP of Instruction* • Audrey Yamagata-Noji, *VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Sokha Song, *VP of Human Resources* • Madelyn Arballo, *Provost of SCE*

October 25, 2022
Tika sat in for Sokha
Tom sat in for Audrey
Shannon sat in for Morris

1. Cabinet reviewed and commented on the following information items:
   a. Notification was received from the Chancellor's Office that our 2022-23 COVID-19 Emergency Conditions Allowance was approved. This action applies emergency conditions protections for the 2022-23 Student Centered Funding Formula. This was a team effort and all input was appreciated.
   b. An article from Inside igher Ed, Despite Hopes for a Rebound, Enrollment Falls Again, provides a, thus far, bleak recovery from the pandemic for higher education. Many have been waiting for increased enrollment numbers for the fall, but nationwide higher education enrollment is down for the fifth semester in a row. However, the descent is slowing. The article notes that community colleges are the bright spot in this recovery, even though they were hit the hardest by the pandemic. The article notes that one of the major reasons that community colleges are recovering at a quicker rate is due, in part, to dual enrollment.
   c. An article from AP News, Governor to end coronavirus emergency in February, announces that the Governor's emergency order will officially end in February. This just means several of the executive orders that have not been lifted will expire. None of them seems to have a major impact on education.
   d. We received approval from the Accrediting Commission for Community and Junior Colleges that our Substantive Change for the Histotechnology Bachelor's degree was approved. This was the last approval we needed to implement Mt SAC's bachelor's degree in Histotechnology.
   e. The Los Angeles Regional Consortium (LARC) provided Regional Project Taskforce Recommendations which provides updated information on how the group will approve their projects on a go-forward basis. They have renamed Foundational Regional Projects as Cornerstone Projects that will continue to receive Strong Workforce funds without having to go through the competitive application process. For 2022-23, the following projects meet the criteria to be funded: 1) noncredit career pathways; 2) career pathways partnership; and 3) regional job placement and employment success. LARC also outlined their regional project process which established workgroups to create regional projects in the following areas: 1) student employment and job creation; 2) work-based learning; 3) workforce (employer) training; and 4) career pathways.

2. Bill provided a first-look at the COVID-19 Recovery Block Grant Requests and provided comments based on the justifications provided. There were a lot of good proposals and creative thinking. The overview vision for these comments and funding is 1) looking at emergency needs of students and the campus that are related to what we need to do to adjust to the post-pandemic environment and 2) looking at ongoing baseline needs that can be validated through proof of concept using this Block Grant funding as a bridge to future ongoing general fund allocations. We are in a transition period for the next 2 to 3 years as we recover enrollment and find ways to serve students in a post-COVID economy and society. Cabinet members will review these comments with their teams to begin the process of prioritizing funding from the state Block Grant allocation.

   There were a couple of identified clusters of requests, which will help us in determining how we are going to address these Block Grant funding requests. Identified clusters include: 1) mental health and social services; 2) basic needs; 3) instructional equipment; 4) software; 5) professional development; and 6) ongoing College operations. The first couple of groups we're looking to tackle are related to student mental health/social services and basic needs. The approach will be centralizing funding and oversight with allocations and liaison structures to serve specific programs receiving this support.

Bill has also asked Morris to provide an analysis of the 10-12 categorical funds provided to the College in the 2021-22 and 2022-23 State budgets. Morris will be preparing a compilation of what we actually received for these funding sources as well as how we are using and plan to use that money. This is important as these Block Grant requests really overlap with the purpose for which funds were provided. Cabinet will prioritize using Block Grant funds for areas in which there may be gaps in other funding. In addition, Cabinet will be coordinating some of these requests that already have a process established through another source.

The key for the first review is: pink is not moving forward for prioritization, blue needs additional work or may be funded by another categorical source, and yellow means it's approved to move forward for prioritization. This process will continue to evolve.

3. Cabinet reviewed proposed revisions for BP 3900 - Freedom of Speech: Time, Place, and Manner and AP 3900 - Freedom of Speech: Time, Place, and Manner from the workgroup. After review, there were some added comments in red. These two items will be going for legal review.

4. Cabinet reviewed a Draft Strategic Plan Draft dated October 19, 2022. Kelly notes that the Integrated Budget and Planning calendar is still being worked on. She also noted that there will be a planning activity at the Expanded PAC on November 30 related to the Plan.

5. Cabinet was joined by Tannia Robles, Associate Dean of Student Engagement; Laura Sherwood, Special Project Coordinator for School of Continuing Education; Sylvia Ruano, Dean of Instruction; and Denise Bailey, Dean of Natural Sciences, to provide a Return and Recover Initiative update on Reconnect and Reengage. Highlights:
   - Clarification: the team is now called the Student Retention and Enrollment Outreach team, SREO. The team has also changed membership and now includes Denise Bailey in place of Matt Judd and Pedro Suarez in place of Michael Carr.
   - The original goals were looking at student data as to why students were not returning, exploring preferred modalities of marketing and outreach, identifying the most effective modality of instruction for meeting student needs (online vs in-person), and revising the welcome letter.
   - The Reconnect and Engage project survey outcomes project came out of Student Services. The project was a one-year HEERF funded effort. A total of 3,782 students were contacted through phone calls, emails, and text messaging. The survey covered areas of resources utilized. It was a good start in looking at the student data to discover why they are not coming back to college. Some of the challenges identified were enrolling in classes, having and using technology, getting appointments with a counselor, meeting basic needs, and applying for financial aid. From this outreach effort, .56% of those students contacted subsequently enrolled.
   - A new campaign using Motimatic began on June 29 and ran for 61 days. This service provides targeted ads students who did not return between Fall 2019 through Fall 2021. From this effort, over 1,650 students returned to the College. Demographic information will be available to the campus from Motimatic later this month.
   - Cultural events for the Latinx, African American, and Asian Pacific Islander communities are taking place in the Spring and will involve participation from all divisions.
   - The welcome message has been updated to be more congratulatory and less process-oriented, and will contain active links for students. The letter was vetted through Instruction, Admissions and Records, Outreach, IT, and Marketing to make sure that everyone felt comfortable with the way the letter was crafted. It will be going out this Fall.
   - There has been work on updating the Assessment Questionnaire website to be more inviting for students.

- Marketing has hired [Intravision](#) who works with the Hispanic population and is creating materials in Spanish that are more people-friendly. The campaign will run from mid-November to mid-February for Spring enrollment.
- Student Services is developing questions and answers for a friendly chatbot, which will be powered through Ocelot.
- A 360-degree dynamic campus tour has been approved to be purchased.
- There is work being done to translate all credit flyers into multiple languages.

6. Cabinet was joined by Clarence Banks, Director of the Center for Black Culture and Student Success; Aida Cuenza-Uvas, Director of Arise; and Lina Soto, Associate Dean of Counseling, to provide a Return and Recover Initiative update on the Center for Black Culture and Student Success, MMI, Arise, and El Centro. Highlights:

Arise
- The team is continuing efforts to reconnect and re-engage Asian American and Pacific Islander (API) students. Of students participating in Arise in the Fall of 2019, 414 are currently unenrolled, 157 have since graduated or transferred (38%), and 257 require continued follow-up.
- The team shared an Arise Student Action Plan! (ASAP!) letter to all students, that provides a summary of that student's specific information, including their Peer Mentor, GPA, overall units completed/attempted, overall percent earned, English writing Requirements, and Math requirements. This letter also includes recommended follow-up actions for the specific student.
- The college has been awarded a $2.5M five-year federal AANAPISI Title V Part A Collaborative Grant in partnership with Cal Poly Pomona. The grant will focus on initiatives, academic development, holistic support, and community engagement for the underserved APIDA community. (API plus DA, those with heritage from the Indian subcontinent).

Center for Black Culture and Student Success
- There are 219 unduplicated students who are visiting the Center with very good engagement of 1,362 visits.
- There is now an A2MEND student charter on campus. The Student Charter President was chosen to attend the President's Round Table 11th Annual Men of Color Student Leadership Institute.
- The team is using data to determine the services to offer in the Center. Persistence for Black Umoja Aspire students is better than the percentage of all Mt. SAC students at 77.2% to 67.2% respectively. They have also identified that the Black Umoja Aspire students are trending much lower than typical credit students in Transfer Math at 29.9% and 50.0% respectively. Similarly, Transfer English success rates are trending lower than typical credit students at 45.7% to 56.9% respectively. They have established an ASAC Math 110 and Writing Center tutoring in the Center.

El Centro
- The number of student participants is 763 and the program continues to grow and offer activities for students.
- El Centro students have visited the Cheech Marin Center for Chicano Art and Culture, participated in the City of Pomona Community Pull Up Resource Fair, and collaborated with RAICES for Nuestra Excelencia.
- There is tutoring support for writing and math in collaboration with ASAC.
- The new El Centro director will be starting in November.

7. Cabinet was joined by Kevin Owen, Director of Technical Services; John Vitullo, Associate Dean of Natural Sciences; and Koji Uesugi, Dean of Student Services, to provide a Return and Recover Initiative update on [Student Center Coordination](#). Highlights:
- The approved positions for the new Student Center were: Student Center Coordinator, Custodian I, Custodian II, Event Coordinator, Event Technician II, and Student Center Administrative Specialist.
- Operational parameters based on approved staffing: building operation hours 7:00 a.m.-7:00 p.m. (M-Th) and 7:00 a.m.-4:30 p.m. (F).
- Sodexo is open to operating hours that we request, dependent on demand.
- The first floor will have study rooms available during building hours, scheduled through 25Live.

- The second floor will have a welcome counter, as well as Student Life, Associated Students, student club offices, and Associated Students Senate chambers.
- The third floor will be operational with limited/fixed configuration options. Event Services will begin a baseline event schedule for the building, which will be shared with Cabinet.
- Event Services has reported experiencing a number of event cancellations with less than 24 hours notice. To help reduce the reoccurrence of this, a $200 fee may be assessed. This would primarily apply to repeat offenders and be applicable to all events on campus.

8. Cabinet was joined by Romelia Salinas, Dean of Library and Learning Resources; Tami Pearson, Dean of Workforce Development; and Eric Lara, Associate Dean of Student Equity, to provide a Return and Recover Initiative update on [Laptop Loaner Program](). Highlights:
   - The team received the 2022-23 Management Recognition Award for outstanding support to students.
   - The hotspot exchange has been continuing. Students were notified about the eligibility changes and swapping of hotspots vegan on August 8. All Verizon hotspots were turned off on August 19.
   - IT continues to provide technical assistance to students with loaner laptops and wifi hotspots. The most common support request is software support.

9. Cabinet approved the [Request to Fill Log]() for the following positions:
   - [Coordinator, Events]()
   - [Executive Assistant I]() (Human Resources)
   - [Fiscal Services Analyst]()
   - [Lieutenant, Police and Campus Safety]()
   - [Skilled Trade Crafts Worker]()

10. 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 1/24)
      2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, Lina Soto, and Aida Cuenza, 1/24)
      3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 1/24)
      4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 1/24)
   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, 1/3)
      2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 11/29)

11. Quarterly Reports to Cabinet:
   a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 1/17)
   b. Room Utilization/Capacity-Load Ratio Project (**Gary, Meghan, Brandin, and Kevin, 11/1**)
   c. Faculty Position Control Quarterly Report (Rosa and Meghan, 1/10)
   d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/15)
   e. IT Projects Quarterly Report (Anthony, 11/15)
   f. Grants Quarterly Update (Adrienne, 1/17)
   g. International Student Quarterly Report (**Chris, George, and Paty 11/1**)
   h. Academic Support Coordination Project Quarterly Report (Romelia, 1/3)
   i. Guided Pathways Quarterly Report (Meghan and Guided Pathways Coordinators, TBD)
   j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 12/20)
   k. Title V Quarterly Report (Lisa and Lizette, 12/13)
   l. AB 30 (Dual Enrollment, A&R, and IT, 12/20)

m. Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 12/13)
n. Financial Aid Update (Manuel, 1/10)
o. [MESA Program Implementation](#) (Pending, TBD)
p. [Research on Enrollment: Wait Lists, Evening Student Loss](#) (Quinones, TBD)
q. [Apple Resources: App Design, Apple eBooks Online](#) (Pending, TBD)