



November 8, 2022

Shannon sat in for Morris

1. Cabinet reviewed and commented on the following information items:
 - a. The [2022-23 SWP Level 1 and Level 2 Proposal Ranking](#) sheet listed approval of Strong Workforce Program funding for various programs and equipment. Cabinet approved these programs for local Strong Workforce funding and noted there was a lot of competition this cycle for funding.
 - b. The Board Study Session scheduled for Saturday, November 12 will be busy with some really informative presentations:
 - [Brown Act Training](#)
 - [Use of Facilities/Civic Center Act](#)
 - [Enrollment Management and Data-Driven Decision-Making](#)
 - [Accreditation and Strategic Planning](#)
 - [Measure GO Quarterly Project Update](#)
 - [Dual Enrollment and Special Admit Enrollment and Outcomes](#)
 - [President/CEO Search Update](#)
 - Grant Funding for Facility Improvements
 - c. Notes from the Los Angeles County Department of Public Health [Telebriefing for Institutes of Higher Education](#) provide an update on the upcoming anticipated clash of COVID-19, Influenza, and RSV viruses. Also noted are minor updates to Institutions of Higher Education guidelines.
 - d. An article from PPIC, [Making Sense of California's Economy](#), addresses the top issues facing the State—the economy, jobs, and inflation. Much of the State is feeling financial hardship and this PPIC report does not predict a good outlook for the near future. Some hopeful signs from economic indicators are that unemployment rates across racial/ethnic groups are nearing pre-pandemic levels with some lower than pre-pandemic. While residents were provided one-time aid to respond to the COVID-19 crisis, the government is beginning to focus on the long-term. Similarly focused, this is one of the main messages we have been discussing in Cabinet—moving from the pandemic during which we were provided with a lot of one-time Federal and State relief money but were unsure of the future. However, we are now looking forward and are in a transition period—looking forward to what the future holds for us in the long-term. This is the same vision we are employing as we allocate funding in both new resource allocations and COVID Block Grant money.
 - e. The [Mt. SAC IT Survey Report](#) is out and provides perspectives from students, faculty, staff, and managers. Feedback received by student participants is positive about WiFi, overall service, Canvas, IT help services and support, and equipment access and loan programs being top strengths. Feedback from faculty, staff, and managers was a little more critical, however, some of these issues have already been identified and are being addressed. Strengths for these employee groups were the IT Help Desk and support, baseline technology, print services, IT response time, and critical systems. Cabinet discussed the need for additional budget for refresh rates with a recommendation to return to the discussion in the future.
 - f. We have received official notification of approval of a [Partnership Resource Team visit](#) in Spring 2023 to review our outcomes process. The first visit will use the appreciative inquiry model to determine successful practices that our College uses that can be applied to student learning outcomes.
 - g. Our [Full-Time Faculty Obligation Fall 2022 Compliance Report](#) was reviewed. There are 15 new positions already included in the adopted budget for 2022-23, with six retirees known as of October 11, 2022, and notification of six additional retirees that will be separating June 2023. This brings the total of Fall 2023 faculty new hires to 27. Prioritization of the disciplines in which these hires will be made is underway.
 - h. Bill will be providing an updated version of a previous presentation titled [COVID Impact on Community Colleges: Then, Now, and Beyond](#) for the Foundation President's Breakfast on Thursday, November 10.

2. A workgroup has revised [Board Policy 6250 – Budget Management](#) to meet the Government Finance Officers Association standards. These standards require colleges to have two months of operational costs set aside, inclusive of all account funds. The workgroup analyzed five years of Unrestricted General Funds and the salaries and benefits of restricted funds. In the analysis estimation, we would be required to set aside 18.5% of our ending fund balance. Morris notes meeting this requirement will not be an issue because of our conservative budgeting processes. Morris will start developing the follow-up report to the Recovery Plan and provide an updated report to both the Board and the Chancellor's Office to comply with the emergency conditions requirements. This BP has been reviewed by the Budget Committee and will move on to PAC for review and recommendation.
3. The Chancellor's Office Memo, [Changes to Part-Time Faculty Health Insurance Program](#), provides guidance on recent changes in eligibility, funding, and administrative requirements. The Program provides colleges with a reimbursement plan for health insurance provided to faculty who are assigned equal to or greater than 40% of a full-time teaching assignment. We currently exceed this requirement.
4. The 2022-25 [Student Equity Plan](#) is complete and had a lot of input from different areas, with some final formatting work that needs to be done. The Academic Senate is currently reviewing the document. It does not have to go to the Board of Trustees for approval, but it will go for information. With the 2022-25 Student Equity Plan, colleges were asked to focus on future efforts in sections involving student populations experiencing disproportionate impact and to make an active effort to target inequitable outcomes more aggressively for students of color. Colleges were also asked to reflect on their 2019-22 plan. It was recommended that this be added to the Cabinet quarterly update cycle.
5. The discussion of Block Grant Requests continues with a revisit of the Block Grant Requests Brief Summaries in which there were a few themes identified within the requests. A [summary](#) of the funding approvals made today will be reviewed at the next Cabinet meeting.

The Block Grant allocation (see the above summary link) for mental health and social worker assistance to students will be under the Dean of ACCESS and minigrants will be reviewed for funding by the Behavioral and Wellness Team now scheduled to be an operating committee. The Block Grant allocation for Basic Needs (see the above summary link) will be under the Dean of Student Services and minigrant allocations will be reviewed for funding by the Basic Needs Committee. Audrey will take the lead on the following transitions and work with the Vice Presidents and Provost to get input on processes and structure. Both groups will provide quarterly reports to Cabinet on the allocation process. In keeping with our transition concept, we're using this as a transition model as to what may be a permanent model of services. More on this process follows:

- a. Mental Health and Social Work Services – Currently, the Behavior and Wellness Team exists as a multi-disciplinary campus team who assesses and addresses concerning and/or threatening student behavior. The recommendation is that this team becomes an official governance team that reports to the Vice President of Student Services. This team will be allocated a portion of the COVID Block Grant to allocate funds on a mini grant basis, with priority given to those areas who have already submitted requests for services.
- b. Basic Needs – Similar to the Mental Health and Social Work Services direction above, the [Basic Needs Resource Committee](#) will oversee the allocation of mini grants to areas requesting services.

In the above Block Grant funding summary, two additional themes that emerged will have the listed requests funded. They are Student Success and Equity and Professional Development and Training. These two themes will have funds allocated directly to the requesting departments/areas as listed in the funding summary.

6. Cabinet approved changes to the following job descriptions:
 - [Director, Human Resources Operations and Employee Services](#) (title change to Director, Human Resources Employee and Benefits Services) – This is a title change only to better reflect the area of oversight and standardized DEI language was added.
 - [Sergeant, Police and Campus Safety](#) (range changed from M-7 to M-10) – Standardized DEI language was added.
7. Cabinet approved the following position to proceed with recruitment:
 - [Student Services Program Specialist II](#) (ACCESS)
8. Cabinet approved the official establishment of the Distance Learning department under Library and Learning Resources.
9. Cabinet approved an [Immediate Need Request](#) from Human Resources for consulting services for classification and reclassification training for \$25,000 ongoing and Interest Based Bargaining for \$20,000 ongoing. Both trainings are required through contract language. All constituent groups will go through these trainings.
10. Sokha reported:
 - Negotiations are continuing and the Academic Calendars for the next couple of years are being worked on by all groups.
11. Shannon reported:
 - She reached out to Associate Vice Presidents to meet with each other regularly to coordinate activities in each of their areas.
 - Working with Administrative Services departments to assess their areas.
 - A survey will be coming out for food services on campus.
12. Audrey reported:
 - A good planning day was held on Friday, and thoughts were shared about continuing work in Student Services and what it means to be a manager in Student Services.
13. Madelyn reported:
 - As a board member for the Association of Community and Continuing Education (ACCE) and this Thursday, she is facilitating a session with Vice Chancellors at a fall Zoom meeting. VCs David O'Brien and Sandra Sanchez and a dean from Ed Services will present updates as they relate to community and continuing education. Many SCE classified, faculty, and managers will attend.
 - The WASC manual has changed, and we are one of the schools that has a choice to stay with the old manual. The new one has much fewer questions and prompts, but it is heavy on analysis with a requirement to demonstrate we have used our results and made changes. Teaching and learning are the focus and the evaluation must also have an analysis of DEISA efforts. SCE leadership has decided that they will use the new manual.
 - A noncredit dashboard is currently in development and will be operational in Winter or Spring 2023. The initial data will mirror what we currently report in our annual research report. Some of those elements include demographics, headcount, and FTES at the course and program level.

14. Kelly reported:

- Registration for Winter 2023 began last week. Enrollment is trending 67% online, 4% hybrid, and 29% face-to-face. In addition, FTES are slightly up (0.6%) from Winter 2020 and up 22.0% from Winter 2022. Deans and Associate Deans will work closely with department chairs and coordinators in schedule adjustments based on enrollment trends and student demand. Winter 2023 sections scheduled: 52% online, 3% hybrid, and 45% face-to-face.
- The Instructional Leadership Team and Student Services will finish their ranking process of the faculty prioritization submissions on Wednesday. AMAC is scheduled to finalize the faculty rankings on Monday, November 21.

15. 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)

16. 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, 2/7)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 1/10)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/29)
- e. IT Projects Quarterly Report (Anthony, 11/15)
- f. Grants Quarterly Update (Adrienne, 1/17)
- g. International Student Quarterly Report (Chris, George, and Paty 2/7)
- h. Academic Support Coordination Project Quarterly Report (Romelia, 1/3)
- i. Guided Pathways Quarterly Report (Meghan, Elmer Rodriguez, and Michelle Nava, 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)
- r. Student Equity Plan (Pending, TBD)