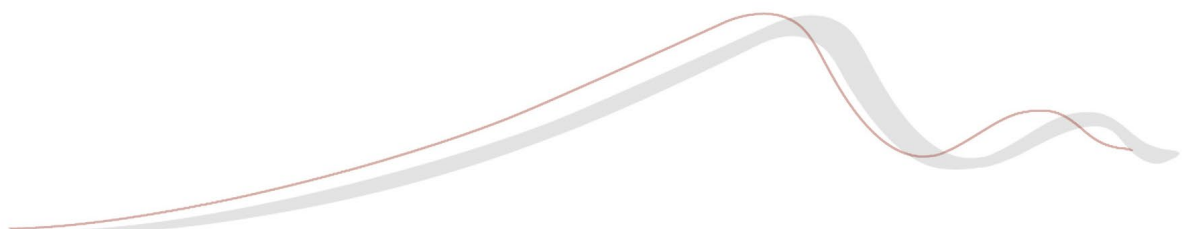


## **President's Cabinet Action Notes** **February 13, 2024**

1. Cabinet reviewed and commented on the following standing items:
  - a. Marketing and Public Affairs provided the following updates to Cabinet:
    - The College participated in the Rowland Heights Chinese Association's Lunar New Year event with help from two School of Continuing Education ESL counselors.
    - The Mt. SAC Chamber Singers choir was ranked #1 in the world, and a story was posted in the Newsroom.
    - An article will soon be posted regarding the Los Angeles Regional Consortium (LARC) economic impact report on the Newsroom.
    - The Beach Volleyball and Wildlife Sanctuary Ribbon Cutting ceremony will be held tomorrow afternoon. We are expecting staffers from the offices of Calderon, Newman, and Rubio, as well as the mayor for Walnut City.
    - The Ocelot chatbot was launched yesterday. There is a feedback form available to help us improve.
    - The Mascot Workgroup's recommendation to adopt the proposed bear mascot will be recommended to Board of Trustees tomorrow. Loma Media will attend the Board of Trustees Meeting to answer any questions related to the process.
  - b. Cabinet approved the [Request to Fill Log](#) for the following positions:
    - Pre-approval
      - [Laboratory Technician – Film and Television](#) – Repurposing of funds for a new position.
      - [Student Support Program Specialist II](#) (El Centro) – Repurposing of funds for a new position.
      - [Administrative Specialist IV](#) (VP Student Services) – Upgrade of a vacant position which includes repurposing of funds.
    - RTF Log
      - [Administrative Specialist I](#) (Part-time)
      - [Career Services Specialist](#) (Part-time)
      - [Lead Electrician](#)
      - [Manager, Maintenance and Operations](#)
      - [Assistant Director, Information Security](#) (General and Restricted Funds)
      - [Coordinator, Project/Program](#) (Employee and Benefits Services)



- c. The following Immediate Need Requests were approved:
    - [Technical Services](#) – a \$12,000 one-time request to cover overtime costs to support various construction projects.
    - [Dual Enrollment](#) – a \$235,000 one-time request to cover book costs and instructional service agreements.
    - [Dual Enrollment](#) – a \$10,000 one-time request to cover Mt. SAC Early College Academy administrator cost increases.
  - d. Cabinet received the following diversity, equity, inclusion, social justice, anti-racism, and accessibility updates:
    - SCE/Adult Basic Education collaborated with Rising Scholars in the Winter term to offer personal computer applications class, which was a huge success. It was a great partnership for students to learn how to use Canvas and Microsoft programs as a support in their credit courses.
    - The Office of Instruction continued their work on equity and diversity by leveraging DEISA+ principles to understand each other and meeting people where they are.
    - The Parent Institute is scheduled for February 21<sup>st</sup>. Dr. Garcia will provide the keynote speech and various workshops will be offered to students who are parents.
  - e. Enrollment Updates
    - Noncredit enrollment is trending approximately 50 FTES above last year at the same time.
    - Student Services is launching a two-day Senior Preview Day on March 6<sup>th</sup> and 7<sup>th</sup>.
    - Currently, Spring 2024 credit enrollment is lower in comparison to the same time last year. There was a decline in enrollment due to drops-for-nonpayment.
2. Kevin Owen and Brandin Bowman provided a report to Cabinet related to proposed revisions to AP 6700 Campus Events and Use of Campus Facilities. With an increase in event space, Event Services has been reviewing how to support events on campus. New facilities are introducing complex event needs, resulting in stretched and limited resources and funding. Revised AP 6700 includes new definitions, a process for conducting events, and prioritization of support to events. Cabinet will review the proposed changes and provide feedback.
  3. The Chancellor's Office Memo, [2024 Classified Employee of the Year Awards](#), announces the nomination and criteria for the Board of Governors Classified Employee Award. This is a yearly opportunity to nominate classified employees who exemplifies excellence.
  4. ACCJC has recently updated its [Policy on Substantive Change](#) and [Substantive Change Manual](#) and has clarified distance education approval requirements as seen in the U.S. Department of Education's [Letter on Accreditation and Eligibility Requirements for Distance Education](#). Since Mt. SAC has received approval to offer many of our programs online/distance learning, we can continue to offer those programs and courses online. However, if new programs are approved in which 50% or more of the total program, including GE courses, are offered via distance education, we must go through the Substantive Change process with the Commission.
  5. Cabinet continued review and discussion of the Saturday, March 2<sup>nd</sup> draft Board Study Session Agenda.

6. Cabinet reviewed the recently PAC-approved Board Policy and Administrative Procedure Regular Review Cycle document. This document reflects the process for continuous review cycle for Board Policies and Administrative Procedures. The documented process will ensure that there is both an annual review of Chapters and identifies leads responsible for tracking the revisions through the process. This documented process will provide clarity and transparency to the campus, as well as it demonstrates that we are meeting the accreditation standard.
7. The following Revised Board Policies and Administrative Procedures were reviewed:
  - BP 2210 – Officers – Requires additional review by Dr. Garcia.
  - [BP 2340 – Agendas](#) – Approved, will be forwarded to PAC.
  - BP 2610 – Presentation of Initial Collective Bargaining Proposals – Requires additional review by HR.
  - BP 2730 – Health Benefits – Requires additional review by HR.
  - AP 7400 – Conference and Travel – Requires additional review by Cabinet.