

President's Cabinet Action Notes **August 15, 2023**

1. Cabinet reviewed and commented on the following standing items:
 - a. Public Affairs and Marketing provided updates to Cabinet:
 - The Mascot Workgroup has selected a vendor to help facilitate the next phase of the process to change the mascot. The company is experienced in this area. The recommendation for contract approval will be included in the September Board Meeting Agenda.
 - Campus messaging related to the HVAC building flooding incident continues. Additional communication will be distributed to students to ensure they have the information they need to find relocated classes. Melba stated that Student Services will have additional staffing and student ambassadors on campus to help students find their classes during the first couple weeks of the Fall semester.
 - b. Cabinet approved the following positions to proceed with recruitment:
 - [Special Project Manager](#) (Competency Based Education)
 - [Executive Assistant I](#) (Human Resources)
 - c. Cabinet approved the [Request to Fill Log](#) for the following positions:
 - [Specialist, ESL Instructional Support](#) (Restricted Funds)
 - [Computer Facilities Assistant](#)
 - [Coordinator, Computer Facilities](#)
 - [Horse Barn Technician](#)
 - d. Cabinet approved the recommendations from the Reclassification Committee for the Tutorial Services Specialist and Student Services Program Specialist II.
 - e. Cabinet received the following Diversity, Equity, Inclusion, Social Justice, Anti-Racism, and Accessibility updates:
 - The Office of Instruction, Research and Institutional Effectiveness, Dual Enrollment, and Grants team held a study session on August 7 focused on discussing the book *The Sum of Us* and spent the day unpacking two chapters on structural racism. They translated the discussion into action and what individuals and departments can do. Strengthsquest was utilized to help connect as a team and realize the bigger context of combating structural racism.
 - f. Cabinet received the following enrollment updates:
 - School of Continuing Education continues to analyze noncredit enrollment for Summer 2023.
 - Credit enrollment increased 6.5% in FTES compared to Fall 2022. This is excellent news, as we are reducing the gap to within 5% between pre-pandemic enrollment to current enrollment. They continue to collaborate with Student Services and the School of Continuing Education to grow enrollment.
 - Since the beginning of Fall registration, 53 classes have been added, with Humanities and Social Sciences accounting for most of them.

2. Cabinet reviewed the dangling positions list and provided direction on funding.
3. Cabinet reviewed [BP 7400 - Travel](#) and [AP 7400 – Conference and Travel](#) to understand the restriction on travel to banned states as identified by the [California Office of the Attorney General](#).
4. Cabinet discussed topics for the quarterly Management Staff Meeting scheduled for Thursday, September 7.
5. Cabinet discussed topics for the Board Study Session, which is scheduled on Saturday, October 28, 2023. Topics to consider will be included as a discussion item on the September 13, 2023, Board Meeting Agenda.
6. Administrative Services continues to assess individual room spaces in the buildings affected by the HVAC flooding to determine if they will be ready for occupancy at the beginning of the Fall semester. Portable classroom and office spaces will be placed at some of the parking lots to accommodate classes and offices if needed. Additional modular units were placed on hold in the event that additional modulars are needed. Cabinet expressed their appreciation for all the work completed to support relocating classes and offices.