

President's Cabinet Action Notes
October 3, 2023
Cabinet will be on hiatus next week

1. Cabinet reviewed and commented on the following standing items:
 - a. Marketing provided the following updates to Cabinet:
 - Launch of the new homepage design took place on October 2nd and there has been positive feedback provided.
 - Management Professional Development Committee selected Omni Rancho Las Palmas to hold the annual retreat, the contract agenda item will be included on the October Board meeting agenda.
 - b. Cabinet reviewed and approved the following job descriptions:
 - [College Sports Publicity Specialist](#) (previously Sports Publicist) (Revised)
 - [Communications Specialist](#) (Revised)
 - [Equipment Assistant](#) (Revised)
 - [Manager, Exercise Science/Wellness Center](#) (New)
 - c. Cabinet approved the following to proceed with recruitment:
 - [Sergeant, Police and Campus Safety](#)
 - [Project Program Specialist](#) (School of Continuing Education)
 - [Temporary Special Project Administrator](#) (First Peoples Native Center)
 - d. Cabinet approved the [Request to Fill Log](#) for the following positions:
 - [Career Services Specialist](#) (Career Education/Natural Sciences)
 - [Program/Project Specialist](#) (Dual Enrollment)
 - [Project/Program Specialist](#) (Student Services/Equity Center) (Restricted Funds)
 - [Testing Center Clerk](#) (Community and Contract Education)
 - e. Cabinet approved the following Immediate Needs Request:
 - [Human Resources](#) request – a \$37,000 one-time immediate needs request was approved to enable Bodine Group to provide additional services pertaining to negotiations facilitation.
 - f. Cabinet reviewed and made recommendations on the following Reclassification Committee recommendations:
 - Administrative Specialist I
 - Coordinator, Project/Program
 - g. Cabinet received the following Diversity, Equity, Inclusion, Social Justice, Anti-Racism, and Accessibility update:
 - Noncredit to Credit/Career Transitions for Adult Learners facilitated workshop with WestEd was held on Friday, September 29, which was a collaboration with the School of Continuing Ed, Student Services, and Instruction. The focus is on increasing noncredit to credit transitions. One in 10 noncredit students in California is enrolled at Mt. SAC SCE. A workplan is in development and there will be a final report out in February 2024. There was a great turnout at the event and positive feedback. WestEd recognized the College's high-impact practices that are being implemented and followed.

- The Mt. SAC Transfer Center and the Center for Black Culture and Student Success is proud to announce that the Historically Black College and Universities (HBCU) Caravan College Fair will be held on October 25th, from 10:00 a.m. to 1:00 p.m., and is specifically tailored to serve Black, African American Students. It is an amazing opportunity to be selected as a stop on the caravan tour.
 - The Transfer Fair is scheduled on October 25th at 10 a.m. El Centro is providing a workshop on the Latin transfer experience.
 - The Mid-Autumn Festival was held at Mt. SAC over the weekend of September 29th by an external group celebrating both Chinese and Vietnamese cultures. It was a two-day event that brought in food, shopping, live performances, and a talent show. Melba provided remarks along with High School Outreach, ARISE, and Continuing Education. They expected 3,000 visitors and there was a greater number than that.
 - The expanded Instructional Leadership Team met on September 27th and reviewed the humility pillar from “The Book of Joy.” The meeting focused on emphasizing the importance of self-reflection.
- h. Cabinet received the following enrollment updates:
- Noncredit headcount is growing, after week five (5) compared to Fall 2022, an increase in unduplicated noncredit headcount of 2,796 students. CDCP classes have seen an increase of 1,820 students, or a 65% increase. Of those, 738 students are represented in face-to-face tutoring/academic support centers (non-CDCP). There is an estimated overall increase of 53 noncredit FTES.
 - Credit enrollment has increased by 957 FTES, compared to last year this reflects a 10.6% increase, although we have not restored to pre-pandemic numbers. Enrollment by modality is as follows: 56% face-to-face, 5% hybrid, 39% online.
2. Cabinet discussed the process for updating the Academic Calendar. It is important to ensure that those departments that are impacted by the Academic Calendar are included in the planning process, a cross-division team will draft academic calendars for years 2024-25, 2025-26, and 2026-27 in preparation for negotiations. Instruction, Student Services, and School of Continuing Education will work together, and the representatives include: Kelly, Melba, Madelyn, and George Bradshaw.
3. The process for [use of facilities](#) was discussed. Employees wishing to rent campus facilities for events non-college related have the right to rent the facilities and be charged the same as a regular business, same price, and access.
4. Student Services and Administrative Services have been working closely with the family of Ralph Barragan regarding the installation of a memorial bench.