President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Kelly Fowler, *VP of Instruction* • Tom Mauch, *Acting VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Sokha Song, *VP of Human Resources* • Madelyn Arballo, *Provost of SCE*

January 24, 2023
Kevin sat in for Morris

1. Cabinet reviewed and commented on the following information items:
   a. We have received [confirmation](#) of dates for our comprehensive review, as well as the Chair and Vice Chair of the peer review team, from the Accrediting Commission for Community and Junior Colleges (ACCJC). These dates are right around the corner, with the Institutional Self-Evaluation Report (ISER) Review on October 18, 2023, and the Focused Site Visit the week of February 26, 2024.
   b. Cal Poly Pomona's [Community College Leadership Summit](#) is coming up on Tuesday, March 14, 2023. This annual event invites local community college leaders to the Cal Poly campus to receive updates on admissions policies, impaction, and career ready preparation. This is a valuable event that is well attended by Mt. SAC.
   c. The California Community Colleges Bachelor's Degree Programs [California Community College Baccalaureate Degree Workshop](#) is taking place on Thursday, March 2 at Golden West College. This Workshop is open to all community colleges that currently offer baccalaureate degree programs. We have a cadre of people attending.
   d. A Memo from the Chancellor's Office, [FY 22-23 January IT Infrastructure and Cybersecurity Funding Updates](#), provides recommendations gleaned from the CCCCO's system-wide survey. Six goals were identified: 1) systemwide implementation of the Microsoft A5 Security Suite, 2) systemwide implementation of vulnerability scanning, 3) systemwide adoption of SuperGlue, 4) systemwide implementation of the Course Exchange, 5) all districts progress on eliminating End-of-Life (EOL) technology, and 6) all districts mature information security training. Typical of the Chancellor's Office, they dangle the carrot for the possibility of future system-wide funding.
   e. The Institute of Education Sciences provided the [IPEDS Data Feedback Report 2022](#). This report provides a compilation and summary of data submitted by postsecondary education systems that are eligible for Title IV funding. These are always interesting reports because they compare Mt. SAC to other colleges around the nation.
   f. The draft of the Association of Community and Continuing Education's (ACCE) [Response to LAO Report: Redesigning California's Adult Education's Funding Model](#) includes feedback from both Madelyn and Bill related to the LAO's recommendations that are inconsistent with the positions held by most community college noncredit programs.
   g. A news article, [Suspect in Monterey Park massacre may have had illegal semi-automatic handgun](#).

2. Cabinet reviewed and revised the [Board Study Session Draft Topics](#) for the Board Study Session scheduled for March 18, 2023.

3. Cabinet was joined by Laura Sherwood, Special Project Coordinator for School of Continuing Education, Pedro Suarez, Assistant Director of Academic Technology, and Denise Bailey, Dean of Natural Sciences, for a Return and Recover Initiative update on [Student Retention and Enrollment Outreach](#). Highlights:
   - The first allocation funding for $2.3M is being reconciled to see what has been spent this fiscal year and what will need to be encumbered for the next fiscal year.
   - The new allocation of $3.4M will fund projects focused on high-touch interventions and re-engaging and connecting with students who withdrew due to COVID-19, prospective students hesitant to enroll, and disproportionately impacted students.
   - The work will continue to make funding recommendations that explore new projects and continue on campus cross-collaboration.

4. Cabinet was joined by Clarence Banks, Director of the Center for Black Culture and Student Success, Gio Rodriguez, Director of El Centro, and Aida Cuenza, Director of Arise, for a Return and Recover Initiative update on the Center for Black Culture and Student Success, Minority Male Initiative, Arise, and El Centro. Highlights:

   El Centro
   - El Centro has brought on a professional expert to assist with the transition to the new El Centro space.
   - In the Fall, El Centro served 946 students with 96 total tutoring hours offered through a partnership with the ASAC and Writing Center.
   - A pilot cohort for the Knowledge is Power Learning Community continues in partnership with Humanities Faculty, Center for Black Culture and Student Success, Arise, and El Centro.
   - Spring 2023 event programming is scheduled and will continue to be scheduled.
   - Weekly newsletters are being emailed to students to inform them about El Centro support.

   Center for Black Culture and Student Success
   - The Aspire Program took 15 students to the Umoja Conference, and Clarence co-presented with the RP President on "The African American Tipping Point."
   - The Center offered extended hours, partnered with ASAC and the Writing Center, and provided warm snacks for finals week.
   - Upcoming is the Black College Expo (on January 28) and the Black History Month Luncheon (on February 2).
   - The A2MEND Annual Summit will take 16 students from March 1-3. The team has been invited to participate in the "Knowledge Bowl" at the Summit, and is the first time we will participate in a Jeopardy-style contest. Our Student Charter President has been invited to apply and serve on the statewide student's committee.

   Arise
   - Continuing to make calls and reach out to students who did not return after Fall and/or Spring semesters.
   - There were 494 students who completed the Fall 2022 term who were sent the Arise Student Action Plan Letter with an overall GPA of 3.11, 82% have completed ENGL 1A or 1C, and 59% have completed MATH 100+.
   - The AANAPISI Part A Collaborative Grant had a planning retreat on January 13-14 with representatives from Cal Poly Pomona.

5. Cabinet was joined by Kevin Owen, Director of Technical Services, and John Vitullo, Associate Dean of Natural Sciences, for a Return and Recover Initiative update on Student Center Coordination. Highlights:
   - Building operation hours will be 7:00 a.m.-7:00 p.m. Monday through Friday and 7:00 a.m.-4:30 p.m. Fridays.
   - Sodexo's timeline for move-in is in the summer for complete operation by Fall.
   - Police and Campus Safety will be clearing the building at closing time.
   - Student Services and Event Services are currently in the hiring process for positions that support the Student Center.
   - There is continued discussion about the move in for departments in the building. Audio visual systems need to be complete prior to move in for some occupants. Audio visual system completion will follow the furniture installation scheduled for March.

6. Cabinet was joined by Michael Carr, Assistant Director of Academic Technology, Tami Pearson, Dean of Continuing Education and Workforce Development, and Eric Lara, Associate Dean of Student Success and Equity, for a Return and Recover Initiative update on Technology Loan Program. Highlights:
   - Loaned 14,000 technology items over the last two years, with 6600 students served.
   - There are currently 4,292 items loaned out, with an expected increase in Spring.
   - The EFC limit was removed for students to loan electronic devices.
   - There has been good collaboration with IT, Library, Student Services, and School of Continuing Education.
   - There's a T-Mobile coverage map that can be used to see if there is network in the areas where students are using the hotspots.
   - The student technology support website has had 1,400 page views, and the average time on each page is about 3 minutes, with 61% using a mobile device to access the information.

7. Sokha reported:
   - Negotiations are continuing with CSEA 651. Interest-Based Bargaining training has been completed with CSEA 262, and negotiations will begin soon.
   - On campus availability for Livescan will begin soon based in Human Resources.

8. Kevin reported:
   - Morris is off campus taking a look at Cal Poly Pomona Student Housing.
   - Draft Technology Master Plan has been given to ITAC for comment.
   - Cybersecurity was running some pseudo-phishing attempts last week; data will be available soon.
   - There have been discussions with Facilities, Planning, and Management around accessible parking for employees in areas where there is construction happening.

9. Tom reported:
   - AB2881 (Berman) mandates priority registration for student parents, effective July 31, 2023. SPEAC is working on understanding this information.
   - There have been reassigned counselor coordinators for both the Career Center and the Completion Center.

10. Madelyn reported:
   - After two years, SCE health careers offerings are expanding in Winter and Spring. Early interest shows that we will most likely add three more additional EMT and two additional Pharmacy Tech cohorts. Winter/Spring 2023 career education offerings are at the highest since 2020.
   - As part of an ACCE team, she participated last Friday in a strategy meeting with three CCCCO VCs and community college lobbyists to review the alignment of positions and talking points about the LAO Report. Important points include maintaining CAEP resources for underrepresented noncredit students.
   - As of week 3, Winter 2023 noncredit headcount is up by 788 students as compared to the entire Winter of 2022. CDCP courses are up by 2%
   - The SCE testing center was recently approved to offer the Medical Assistant NCMA Certification test because we are now certified for test administration by NCCT (National Center for Competency Testing).

11. Kelly reported:
   - SCE testing center was recently approved to offer the Medical Assistant NCMA Certification test, because we are now certified for test administration by NCCT (National Center for Competency Testing).
   - We have received information that the At One training is no longer being funded. This is really disruptive, and while there appears to be some sort of transition to a replacement distance education/online learning professional development, no one knows what that is.
   - Accreditation is moving forward and doing some review.
   - The Business Division is hosting its annual High-School Outreach (HSO) event on Friday, February 3. Over 300 students from 11 feeder high schools will engage in information sessions lead by faculty from the Business Management, Culinary Arts, Child Development, Computers Information Systems, Fashion, Interior Design, and Nutrition & Foods programs. High school students will learn more about the program and engage in hands-on activities related to their discipline of interest.
   - An art show was held last night with over 50 student art exhibits as part of the opening night activities. West Covina student Lauren Pate shared that each art piece "works together to create an atmosphere of beautiful, chaotic freedom…and illustrates a limitless environment and community of imagination." The Art Show will continue throughout the week in the Diana Berger Gallery.
   - Reflect, Review, Revise Curriculum Retreat is soon. Over 100 participants will attend this two-day retreat led by faculty. Activities and break-out sessions will provide an opportunity for faculty to engage in self-reflection, data review, and curriculum revision to work toward closing activity gaps. The keynote speaker, Dr. Regina Stanback-Stroud and other guest speakers will share strategies on DEISAA in the classroom, equitable teaching strategies, and change management.

- The second Mt. SAC Enrollment Management Academy (MEMA) will be held January 30-January 31 at Pacific Palms Resort and will focus on the key elements of enrollment management.
- Instructional Leadership Team Retreat was last week. She shared an update regarding the DEISA training and the RIR approach shared with ILT by Dr. Stanback-Stroud

12. 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 4/25)
      2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, Gio Rodriguez, and Aida Cuenza, 4/25)
      3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 4/25)
      4. Technology Loan Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 4/25)
   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, 1/31**)
      2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 2/28)

13. Quarterly Reports to Cabinet:
   - Emergency Response Plan Quarterly Report (Shannon and Sayeed, 4/18)
   - Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 2/7)
   - Faculty Position Control Quarterly Report (Rosa and Meghan, 4/11)
   - Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/28)
   - IT Projects Quarterly Report (Anthony, 2/28)
   - Grants Quarterly Update (Adrienne, 4/18)
   - International Student Quarterly Report (Chris, George, and Paty, 2/7)
   - Academic Support Coordination Project Quarterly Report (Romelia, 4/11)
   - Guided Pathways Quarterly Report (Meghan, Elmer Rodriguez, and Michelle Nava, TBD)
   - Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 3/21)
   - Title V Quarterly Report (Lisa and Lizette, 3/21)
   - AB 30 (Dual Enrollment, A&R, and IT, 3/21)
   - Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 3/21)
   - Financial Aid Update (Manuel, 4/11)
   - MESA Program Implementation (Pending, TBD)
   - Research on Enrollment: Wait Lists, Evening Student Loss (Quinones, TBD)
   - Apple Resources: App Design, Apple eBooks Online (Pending, TBD)
   - Student Equity Plan (Pending, TBD)