President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Kelly Fowler, *VP of Instruction* • Audrey Yamagata-Noji, *VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Sokha Song, *VP of Human Resources* • Madelyn Arballo, *Provost of SCE*

July 5, 2022

1. Cabinet reviewed and commented on the following information items:
   a. A [California Community Colleges Memo](#) dated June 27, 2022, references "Approved ESL Assessment Instruments and Updates on the Chancellor's Office Assessment Advisory Committee" and the fact that AB 705 is essential and remains an important priority for ESL students seeking a transfer and the requirement to enter and complete a transfer-level English course or equivalent.
   b. AMAC reviewed [AP 4027 - Catalog Rights](#) and gave approval with a few edits made.
   c. A PAC workgroup reviewed the [DEISA Purpose and Function Statement](#) and made edits that will be brought back to PAC for approval.

2. Related to the State Budget and Mt. SAC's Strategy for stability, Cabinet reviewed and discussed the following documents:
   • The [2022-23 Budget Strategy NRA Guidance](#) summary document, which was written taking both the State budget and the College budget and commitments into consideration. This internal guidance document was written to integrate continuing discussions in guiding Cabinet during the upcoming allocation discussions. This is a unique period of time with significant incoming funds from the State budget for 2022-23. The rise of inflation and supply chain issues are creating the risk of at least a mild recession. Cabinet will use the six priorities listed to guide allocation decisions. Vice Presidents were asked to review the document and return to the next meeting with comments.
   • The [California Community Colleges Joint Analysis Enacted 2022-23 Budget](#) report is well done and reflects the many budget augmentations such as the significant increase to the base allocation. This analysis presents details about the 2022-23 budget enacted by the Governor and Legislature. It focuses on both appropriations and policy changes.

3. Related to 2022-23 Budget allocations:
   • The ["Dangling Positions" List](#) (or positions without future funding) was reviewed. The five classified positions listed are approved to move to the Unrestricted General Fund. There are two Management positions on the list that have confirmed additional funding from a Chancellor's Office grant.
   • Cabinet approved the following positions to be funded July 1, 2022, out of New Resource Allocation Phase 14:
     o Associate Vice President, Administrative Services
     o Systems Analyst, Technical Services
     o Manager, Plant Engineering and Energy Services, Facilities
     o Administrative Specialist III, Human Resources
     o Lab Tech, Foods, Business (4 positions)
     o Lab Tech II, Chemistry, Natural Science
     o Reclassify Marlyn Holt from Asst. Director, DE to Director, DE, Instruction
     o Associate Dean, Instructional Dual Enrollment, Instruction
   • New Resource Allocation Requests were approved for the above items are documented on the following NRA forms: [Human Resources](#), [Instruction](#), [Administrative Services](#), and [School of Continuing Education](#).

4. Cabinet reviewed a [list of all position vacancies](#) on campus. The list identifies both budgeted positions (i.e., there has been no RTF completed) and budgeted positions that are in some phase of the recruitment process (i.e., there has been an RTF completed). Some positions seem to have been in recruitment for quite a long time. Cabinet discussed how to resolve hiring for these lagging positions. Sokha notes that

there are a variety of issues, including lack responsiveness, low hiring pools, uncompetitive salaries/benefits, and failed searches. HR will review the highlighted positions and contact the hiring manager with processing challenges. HR will also refer these positions with delayed hiring to the appropriate Vice President to work with those managers to resolve problems. ==Vice Presidents were asked to review the list to ensure the funding source did not change and to get these positions into the RTF process. HR will also work with classified unions to facilitate the timely appointment of classified members to search committees. Morris will work with Fiscal on developing a process in the funding from a vacant position to hire temporary help while the job description and funding are being resolved==.

5. The 2021-22 Budget Act included $100M to hire additional new full-time faculty in order to increase each community college district's percentage of full-time faculty toward meeting the 75 percent full-time faculty goal. Mt. SAC was allocated $2,528,297 with a requirement of 29 new faculty full-time hires by Fall 2023. Cabinet agreed to authorize 15 such faculty hires with the process starting this Fall and completed in time for Fall 2023.

6. Morris reported:
   - He is ready to distribute the Emergency Conditions Plan to all Vice Presidents. There is a two-week timeline to write a policy for implementation and present it to the Board for approval in August.
   - The Bookstore was closed for a day due to staffing issues.
   - We received DSA approval on the Instruction building.
   - The four-story Tech and Health building has been submitted to DSA.

7. Audrey reported:
   - We have a permanent hire in Rising Scholars.
   - The Summer counseling course is in person.
   - There is a lot of hiring in Students Services with many positions down to the finalist.
   - DHH will be hiring a new director.

8. Madelyn reported:
   - There are initial conversations with PVMC on referring technicians to our college.
   - There is an issue with training non-credit workers, retention, and unrepresented populations. We want to start working on a partnership with the LA County Assessor's Office.

9. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)
   a. Return and Recover Initiative:
      1. Reconnect and Reengage (Leads: Tannia Robles, Shannon Rider, Matt Judd, Assistant Director, Academic Technology, 7/26)
      2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 7/26)
      3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 7/26)
      4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 7/26)
   b. Multiple Measures Placement Workgroup (Madelyn, George, Ned, Elizabeth, Maria, and Jimmy, 8/16)
   c. Student Centered Funding Formula—Continued Follow Up:
      1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 6/28)
      2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 8/9)

10. Quarterly Reports to Cabinet:
    a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 7/19)
    b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 8/2)

c. Faculty Position Control Quarterly Report (**Rosa and Meghan, 7/12**)
d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 8/16)
e. IT Projects Quarterly Report (Anthony, 8/16)
f. Grants Quarterly Update (Adrienne, 7/19)
g. International Student Quarterly Report (Chris, George, and Paty 8/2)
h. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 9/27)
i. Guided Pathways Quarterly Report (Meghan, Shiloh, and Sarah, TBD)
j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 9/20)
k. Title V Quarterly Report (Lisa and Lizette, 8/9)
l. AB 30 (Dual Enrollment, A&R, and IT, 8/2)