President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Richard Mahon, *VP of Instruction* • Audrey Yamagata Noji, *VP of Student Services*
Mike Gregoryk, *VP of Administrative Services* • Ibrahim "Abe" Ali, *VP of Human Resources*

July 23, 2019

Cabinet will be on vacation hiatus until Tuesday, August 13, 2019

1. Cabinet reviewed and commented on the following information items:
   a. Tilden Coil produced a brochure (Tilden Coil Brochure) on the Business and Computer Technology Complex which highlighted their in-house Building Information Modeling (BIM) team's use of 3D laser scan to coordinate the extensive rerouting of site utilities.
   b. The Congressional Staff Network for Economic Advancement is holding a forum on Thursday, July 25 to discuss bridging the gap between noncredit and credit programs (CSN Flyer). Our own Madelyn Arballo will travel to Washington DC to be one of a panel of four testifying to congressional staffers.

2. Cabinet discussed the current use of classified pay grades and the concept of the "high value criteria" skills. Job description format was also reviewed and discussed. Cabinet reviewed the following documents:
   a. Approved pay grades per classification as of July 28 (Approved Pay Grades List). Abe will work with the Classification Committee to ensure that pay grades are being implemented appropriately and that the directly related criteria is documented.
   b. Cabinet reviewed the list of current employees receiving pay grades.
   c. Cabinet reviewed the CSEA 262 contract language on pay grades (CSEA 262 Pay Grade Contract Language) and the D-2 Form (CSEA 262 D-2 Form). Bill will review and sign D2 forms going forward.

3. Cabinet reviewed a Chancellor's Office board item (CO Board Item) on proposed changes to the Title 5 regulations for non-credit curriculum. The new change establishes local control for approval of non-credit curriculum as long as the standards are met. The process now aligns approval of curriculum for credit and non-credit courses.

4. Rio Hondo is currently offering general education credit courses at an adult education site for the Hacienda La Puente USD, which may violate laws and regulations (Ed Code 78032). Discussions are taking place with Rio Hondo to discontinue this practice. Richard to follow up.

5. Cabinet was joined by Dale Vickers, Chief Technology Officer, Antonio Bangloy, Director, Enterprise Application Systems, and Chau Dao, Director, Financial Aid to provide an update on increasing financial aid awards (Financial Aid Completion Plan).

6. Cabinet was joined by Darren Grosch, Director, International Students to provide a quarterly update on the International Student Program (F-1 ISP Update).

7. Cabinet approved four new Requests to Fill (RTFs).

8. Cabinet approved an Immediate Need Request (Immediate Need Request) for transportation.

9. Cabinet reviewed New Resource Allocation – Phase 11 requests of One-Time Funds for 2019-20, including some previous years' clean up:
   a. Institutional summary of NRA requests (2019-20 NRA-Phase 11 Summary), with funding notes.
   b. 2019-20 positions without funding (2019-20 Positions Without Funding), with funding notes. Mike to work on an analysis and plan of the four positions funded by parking funds.

c. 2019-20 positions funded with one-time funds [(2019-20 Positions Funded With One-Time Funds)](#), with funding notes.

d. 2018-19 NRA Phase 10 positions funded with three years of one-time monies [(2018-29 NRA Phase 10 Positions)](#), with funding notes.

10. Human Resources provided a proposed reorganization of their department [(HR Org Chart)](#) for information and continued further discussion.

11. Cabinet discussed the use of AirBNB related to conference and travel. Fiscal Services has prepared an analysis of concerns related to the use of AirBNB along with their recommendation [(AirBNB Discussion)](#).

12. Audrey reported that the Completion Center is open in 9G under the direction of Francisco Dorame. Staffing is hired and counselors have been assigned. Staff is working on a plan to ensure students are aware of completion requirements.

13. Audrey reported a problem with Banner on Sunday which may have impacted registration. IT was quick to respond and Banner was back up running Sunday afternoon.

14. Our new Vice President of Instruction, Richard, has been making his way around campus, visiting buildings (and getting lost)!

15. Items for future agendas (items for the next Cabinet meeting are shown in BOLD:
    a. New AP on process for determining educational administrator status **(Abe, 8/13)**
    b. Alertus System **(Chris Rodriguez, Kevin Owen, Chris Schroeder, Dale Vickers, Teresa Patterson, 8/13)**
    c. AP 3725 Information Communications Technology Accessibility/Acceptable Use (Audrey, Grace, 8/20)
    d. Multiple Measures Placement Workgroup (Audrey, Joumana & Team, 8/27)
    b. Student Centered Funding Formula—Continued Follow Up
       A. Tracking Students in Support Cohorts (Student Support Workgroup (Dale, Antonio, Barbara, 8/27)
       B. Noncredit Support of SCFF & Multiple Measures (Madelyn, 9/24)
       C. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 9/17)
       D. CalPASS-PLUS follow up for K-12 full participation (Barbara, Bill, 9/17)
       E. Auto Award/Near Completion/Counselor-aided student assent system **(Audrey, George, Francisco, Dale, 8/13)**
       F. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup--Dale, 8/20)

16. Quarterly Reports to Cabinet
    a. Emergency Response Plan Quarterly Report (Duetta & Melonee, 9/24)
    b. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, Kevin Owen, 10/8)
    c. Faculty Position Control Quarterly Report (Joumana & Rosa, 10/15)
    d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 8/20)
    e. IT Projects Quarterly Report (Dale, 9/17)
    f. Grants Quarterly Update (Adrienne, 9/17)
    g. Dual Enrollment at Local High Schools Quarterly Report(Joumana, Joel & Francisco, 9/10)
    h. International Student Quarterly Update (Audrey & Darren, 10/22)
    i. Academic Support Coordination Project Quarterly Report (Madelyn, Meghan, 8/27)