



September 6, 2022

Tika sat in for Sokha

Tami sat in for Madelyn

1. Cabinet reviewed and commented on the following information items:
 - a. The [ACCJC Draft 2024 Accreditation Standards](#) were received. These criteria and suggestions for evidence will be effective during the next cycle of accreditation. It appears we will be one of the last colleges to use the old standards. While there are still four standards, they have been reshuffled a bit, and there appear to be a lot fewer sub-standards. The new standards are Standard 1: Institutional Mission and Effectiveness; Standard 2: Student Success; Standard 3: Governance and Decision-Making, and Standard 4: Infrastructure and Resources. They are more focused on outcomes and less focused on processes. Given the great variety of institutions, the broad view will be more applicable to those who have to meet those standards.
 - b. The PAC-approved Purpose and Function Statement for the [Diversity, Equity, Inclusion, Social Justice, and Anti-Racism \(DEISA\) Council](#) has been sent to the identified tri-chair, Kelly. Kelly will be working on contacting the constituent group leaders for their membership appointments.
 - c. Bill shared his [Flex Day statement on equity-minded leadership](#) to Regina Stanbeck Stroud. Regina's presentation was well-received; she was practical yet inspirational.
 - d. The [Guided Pathways Acknowledgement of Assurances – Phase 1 Report Plan](#) was submitted to the Chancellor's Office.
 - e. In looking at how we fare with other local community colleges in enrollment, the [LACCD Headcount Enrollment 2018-2019 to 2021-2022](#) was reviewed. Many of the Los Angeles County Community College District colleges show significant losses in student enrollment.
 - f. As part of the Chancellor's Call to Action for the California Community Colleges, a Task Force was established to reimagine campus policing. Jill attended a webinar from Atkinson, Andelson, Loya, Ruud, and Romo, on [New Campus Climate and Public Safety Regulations](#). The Task Force's charge was to make recommendations concerning baseline policies and regulations for campus policing to align with campus cultures that focus on student success. The Task Force recommended [changes to Title 5](#) were approved at the May 23, 2022, Board of Governors meeting. Jill reports that there is no implementation date set yet. There has to be a lot of "meaningful policy discussion" with stakeholders. We may need to strengthen our Board Policy and Administrative Procedure related to this Title 5 regulation change. We have training regulations as being POST certified.
 - g. The grant awards for the [Regional K-16 Education Collaboratives Grant Program – Phase 1 Grant Awards](#) were distributed. This is an \$18.13M grant to the L.A. Region Collaborative, for which [Unite-LA](#) is the convener and LACCD is the fiscal agent. There will be five subgrants focused on the five Cal State Universities that support the LA region. This is what we would call a pathways grant program that emphasizes initiatives such as dual enrollment and community college to CSU transfer.
 - h. The Chancellor's Office has issued an [SCFF Resource Estimator User Guide](#) which is a new tool that pre-populates data so that districts can estimate their SCFF funding. Morris was an early evaluator of this tool and he notes that while it is helpful, it does require districts to add additional data to properly estimate their SCFF revenue.
 - i. The [Vacant Positions Under Active Search log](#) was reviewed.
2. The recently developed [2022-23 California Community Colleges Compendium of Allocations and Resources](#) is a great document that has been much needed. It is quite useful to have this information in one resource document that the Chancellor's Office will be updating.

3. The Chancellor's Office issued a Memo, [Equitable Placement: Required AB 1805 Reporting](#). This Memo contains the template for the reporting piece required by AB 1705. Colleges must certify that students are being informed of their right to access transfer-level coursework.
4. Produced by LA County Public Health, the [Guidance for Institutions of Higher Education Requirement and Best Practices](#) was updated to align with the Quarantine Health Order issued May 18, 2022, and which now changes contact tracing reporting. This information has already been implemented campus-wide.
5. Human Resources has submitted an updated [Professional Experts Hourly Pay Schedule](#) that shows an increase in hourly rates for Category III positions for Interpreter and Real-Time Captioner. These have been hard-to-fill positions, and this hourly rate change is comparable to similar positions at other agencies. This revised Pay Schedule will go for Board approval on September 12.
6. Cabinet was joined by Koji Uesugi, Dean of Student Life, to discuss the work of the [Smoke and Tobacco-Free Task Force](#). Highlights:
 - The Task Force has done work on revising the BP and AP for Smoking on Campus. It is currently being reviewed by the Faculty Association.
 - The campus will move to a completely smoke and tobacco-free campus, including vape products.
 - There was discussion about how to enforce the Policy and Procedure. An implementation group for campus distribution of the new policy and procedure will be established. The group will work on implementing temporary and permanent signage and information on cessation
 - The implementation workgroup will be solicited from PAC and/or Cabinet: Yen, a representative from HR, a representative from Police and Campus Safety, a representative from Student Health Center, and a representative from facilities.
7. Cabinet approved the following position to proceed with recruitment:
 - [Administrative Specialist III](#) (Basic Needs Resources Center)
8. Cabinet approved the [Request to Fill Log](#) for the following positions:
 - [Administrative Specialist I](#) (Financial Aid)
 - [Administrative Specialist I](#) (Financial Aid)
 - [Administrative Specialist IV](#) (Humanities and Social Sciences)
 - [Event Services Technician](#)
 - [Lead Custodian](#)
 - [Manager, Academic Support Coordination](#)
 - [Sergeant, Police and Campus Safety](#)
 - [Simulation Laboratory Specialist](#)
9. Cabinet reviewed and approved the following revised job descriptions:
 - [Coordinator, Events Services](#)
 - [Event Technician I](#)
 - [Event Technician II](#)
 - [Manager, SCE Testing Center](#)
10. Tika reported:
 - Recruitment season is coming up and various areas will be called upon to help with job fairs.
 - The Campus Equity and Diversity Committee is working on the EEO Plan.
 - HR had some presentations at FLEX Day, and the sessions were well-attended. HR also had presentations at CPD-Day which were all well-attended, and survey responses were positive.

11. Morris reported:

- There will be a temporary reduction in water starting today through 9/20. This is due to a repair that the County is making to a major feeder line. There are continued stressors to our system to keep up with the heat.
- The Technology Plan is moving forward and Morris thanked Cabinet for their input.
- The Metro GO pass is connected to Foothill Transit and must be proactively connected with the Metro by students. Instructional information to students needs to go out.

12. Audrey reported:

- Upward Bound currently offers 6 college-level courses with a 100% pass rate. There are currently 54 students participating, with most coming from Ganesha High School and La Puente High School.
- Student Health Services continues to provide a plethora of services to students including general consultations, STD testing, TB Risk Assessments, physical exams, and COVID-19-related inquiries. The clinic has served 126 total visits from August 22-26.
- ACCESS student counts have increased by 188 students this year, which puts them above their pre-pandemic numbers.
- Counseling notes that a lot is going on during the first week of school. Counseling has a “quick question” format to see as many students as possible. There has been an increase in drop-in and express Zoom counseling services with 1,098 students seen. Counselors working remotely have seen 253 students.
- Financial Aid has disbursed \$4,459,080 in Pell Grants during the first week of school for 7,458 students.

13. Tami reported:

- National Adult Education Literacy Week is September 18-22, and there are a variety of campus events planned to bring awareness of noncredit and its benefits to students, campus, and the community. A highlight is a student panel with a sharing of students’ start in adult ed and their current success. Trustee Manuel Baca will also be on this panel as a former adult ed student. A flyer with the week’s events will be sent to Announce-C this week.
- Summer noncredit attendance is counted, and FTES are at 4132 which is over half of 21-22 FTES. All areas had an increase and faculty, managers, and staff were fully invested in recruitment, growth, and retention. Fall enrollment is overall strong with Short-Term Vocational back to increased sections, along with ESL and Adults With Disabilities. This year’s outreach efforts will continue to focus on re-entry students and those with lower-level literacy and language skills seeking to move into vocational and college pathways. Funding from NRA, engagement, instructional equipment, and other resources will support the continued growth of noncredit programs.
- Accreditation Criterion Focus groups begin this week. The groups are curriculum and instruction, instructional programs, assessment, and student services. They are equivalent to ACCJC standard teams and chaired by faculty and managers and include a cross-representation of SCE programs. The individual program areas have already been working since last year.

14. Kelly reported:

- Fall 2022 Enrollment: face-to-face, 55%; hybrid, 7%; online, 38%. Comparison of FTES from 2021 to 2021: up 2.2%. Comparison of FTES from 2019: down 17.1%.
- The Accreditation Forum was a success with over 100 participants with the VP of ACCJC, Gohar Momjian, helping to lead the discussion. The Finishing Teams Workshop will be on Friday, September 16, from 3-5 p.m. via Zoom. Look for your invitation if you are on a Finishing Team.
- The Instructional Leadership Team is developing DEISA goals for the 2022-2023 academic year and beyond.
- Congratulations to Chaz Perea. Recently Chaz was recognized in the LA Times and Sunset Magazine for his work in developing a botanic garden at Dodger Stadium. Thanks to Chaz’s experience, knowledge, and innovation, this is the first and only accredited botanic garden at sports arena.

15. 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, Pedro Suarez, 10/25)
 - 2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 10/25)
 - 3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 10/25)
 - 4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 10/25)
- 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, 9/27)
 - 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 11/23)

16. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 10/18)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 11/1)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 10/11)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/16)
- e. IT Projects Quarterly Report (Anthony, 11/16)
- f. Grants Quarterly Update (Adrienne, 10/18)
- g. International Student Quarterly Report (Chris, George, and Paty 11/1)
- 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, 11/8)
- l. AB 30 (Dual Enrollment, A&R, and IT, 9/20)
- m. Accreditation Core Group Update (**Lianne, Barbara, Allie, Patty, Michelle, and Laura, 9/13**)