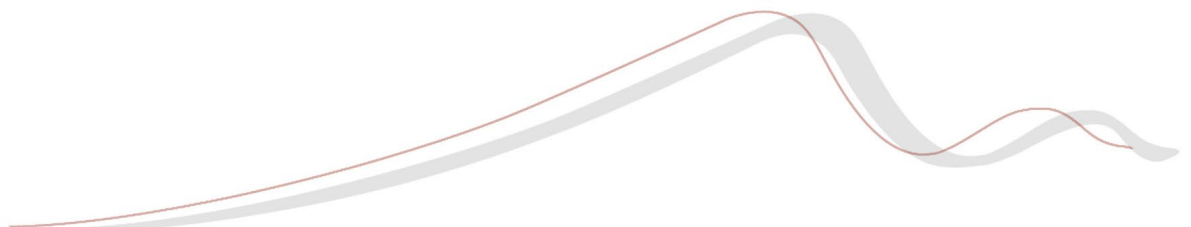


President's Cabinet Action Notes **November 21, 2023**

1. Cabinet reviewed and commented on the following standing items:
 - a. Marketing and Public Affairs provided the following updates to Cabinet:
 - Marketing and Communications was awarded five [Medallion Awards](#) by the National Council for Marketing and Public Relations, with two of those awards shared with Broadcast Services for radio ads and Public Affairs for the annual report.
 - Yen noted that there will be a survey administered next week related to the mascot change.
 - b. The following job descriptions were reviewed and approved by Cabinet:
 - [Lead Custodian](#) (Revised)
 - [Chief, Police and Campus Safety](#) (Revised)
 - c. Cabinet approved the following positions to proceed with recruitment:
 - [Medical Assistant](#) (New) (Restricted Funds) – Repurposing of Staff Nurse, Administrative Specialist I, and Mental Health Clinician funds
 - [Registered Nurse Practitioner](#) (New) (Restricted Funds) – Repurposing of Staff Nurse, Administrative Specialist I, and Mental Health Clinician funds
 - d. Cabinet approved the [Request to Fill Log](#) for the following positions:
 - [Administrative Specialist I](#) (Part-time; restricted funds) (Student Health Services)
 - [Associate Dean, Dual Enrollment](#)
 - [Lead Custodian](#)
 - [Sergeant, Police and Campus Safety](#)
 - [Professor, Aeronautics \(Commercial Flight\)](#)
 - [Professor, Biology \(Anatomy and Physiology\)](#)
 - [Professor, Child Development](#)
 - [Professor, Ethnic Studies](#)
 - [Professor, Ethnic Studies](#)
 - [Professor, Geography \(Geographic Information Systems\)](#)
 - [Professor, Music \(Choral\)](#)
 - [Professor, Registered Veterinary Technician/Animal Science](#)
 - e. Cabinet approved the following Immediate Needs Requests:
 - [Grounds Department](#) request – a \$255,000 one-time request was approved to meet a compliance requirement pertaining to Los Angeles County Fire Code. The compliance obligation is related to brush clearance at Buzzard Peak.
 - [Police and Campus Safety](#) request – a \$275,000 one-time request was approved for additional safety resources and risk mitigation efforts.



- f. Cabinet received the following enrollment updates:
- SCE is trending approximately 170 FTES above last year at the same time. They are anticipating increasing an additional 150-170 FTES, which will result in a total increase of approximately 400 FTES for Fall 2023. Most of the increase is correlated to tutoring.
 - Credit FTES for Winter is trending at about 1,900 total, which reflects an increase of about 20 FTES in comparison to this time last year. The student demand reflects that their preference learning modality for Winter 2024 is online. Winter learning modalities reflect about 69% online, 28% face-to-face, and the remaining in hybrid format.
2. Morris provided an update on the New Resource Allocation Phase 15, which is scheduled for December 5th Cabinet discussion. The NRA sheets have been sent out to all VP Executive Assistants. Cabinet will discuss one-time categorical funds on November 28th for requests that are allowed as an expenditure under one of the following funding sources: COVID-19 Recovery Block Grant; Retention and Enrollment Outreach; or Physical Plant and Instructional Support.
3. Cabinet discussed the Agenda for the December 7th Quarterly Management Staff Meeting. Topics will include Accreditation; Registration Changes; Budget; Grievances; and BP/AP 3050 – Institutional Code of Ethics.
4. Cabinet discussed Vision 2030 in terms of noncredit and adult learners. There is a statewide effort for noncredit reform. This includes changing the name of noncredit; addressing systemic barriers for adult learners; and operational issues such as attendance collection, all impacting noncredit student access and inclusion. A Chancellor's Office workgroup was formed and will start meeting in December, it includes representatives and practitioners from the noncredit field, the State Academic Senate, and the Chancellor's Office. Madelyn will serve as a field practitioner.
5. Cabinet discussed the following revised Board Policies and Administrative Procedures:
- [AP 4027 – Catalog Rights](#) (Third Review) – Requires additional Cabinet discussion.
 - [BP 5400 – Associated Students](#) (Second Review) – Reviewed and will be forward to PAC.
 - [BP 5410 – Associated Students Election](#) (Second Review) – Reviewed and will be forwarded to PAC.
 - [AP 4050 – Articulation](#) (Second Review) – Reviewed and will be forwarded to PAC.
 - [AP 5400 – Associated Students](#) (Second Review) - Reviewed and will be forwarded to PAC with minor revisions.
 - [BP 6150 – Designation of Authorized Signatures](#) (First Review) - Reviewed and will be forwarded to PAC.
 - [BP 3900 – Freedom of Expression](#) – Requires additional Cabinet discussion.
 - [AP 3900 – Freedom of Expression: Time, Place, and Manner](#) – Requires additional Cabinet discussion.
 - [AP 4024 – Units-to-Contact-Hour Relationship](#) (First Review) - Reviewed and will be forwarded to PAC.
 - [AP 2365 – Recording](#) (First Review) - Reviewed and will be forwarded to PAC.

6. The EAB contract must be renewed; the SARS system has been archived. There are changes proposed for the new EAB agreement. The new agreement will include the early alert system, which has been successfully implemented. It will not include the one-click registration system, which was determined to not be compatible. There will be the addition of a recruitment management module, which will include a minimal start-up cost. This module will provide the ability to load up prospective students and be able to contact them. Cabinet determined that we would utilize SEAP carryover to fund this software program.