



**June 11, 2019**

1. Cabinet reviewed and commented on the following information items:
  - a. The Chancellor's Office *First Friday Update* for June 2019 ([attached](#)) reported:
    - The deadline to submit the DSPS Program Evaluation Plan is 6/30/19.
    - The 2018-19 Mental Health mid-term report ([link](#)) is due 7/31/19.
  - b. A presentation ([attached](#)) was made to the Management team on health benefits through CalPERS versus SISC.
  - c. Mt. SAC Athletics has captured its seventh consecutive NATYCAA Cup Championship ([story attached](#)).
  - d. The School of Continuing Education has created 23 Short Term Noncredit Vocational Certificates ([list attached](#)).
  - e. The PPIC report, "Preparing for California's Next Recession" ([attached](#)) makes these observations:
    - California's tax structure is highly sensitive to economic change: recessions hit the state's budget very severely.
    - A mild recession: General Fund revenue drops between \$28 billion and \$36 billion spread over three years.
    - A moderate recession: revenue declines between \$69 billion and \$100 billion over four years.
    - A severe recession: deeper declines, between \$173 billion and \$185 billion over five years.
    - California is prepared to withstand a mild recession given its current level of reserves.
    - Moderate and severe recessions exhaust reserves and create a gap from \$5 to \$18 billion each year, for several years.
    - Prop 98 guarantee falls \$4–5 billion per year in a mild recession and \$8 to 15 billion in moderate and severe scenarios.
2. Cabinet reviewed changes to AP 4285 Credit for Extra Institutional Learning. Proposed revisions ([attached](#)) were developed in AMAC. The Academic Senate Executive Committee will review the suggested changes before further action is taken.
3. The Budget Conference Committee has concluded its work ([attached](#)) including the following actions:
  - Changes to the Student Centered Funding Formula:
    - o Cap the student success allocation at 10% of the total formula allocation
    - o Clarify that for 2018-19, transfer data is based on publicly available information
    - o Starting in 2019-20, transfer data is based on recently enrolled students
    - o Implement a three-year rolling average for the student success metrics
    - o Implement an unduplicated count for the highest award obtained
  - CalSTRS & CalPERS retirement fund employer rate relief (\$500 M in 2019-20 and \$350 M in 2020-21), divided into the two funds. Rate effect ([attached](#)) for 2019-20 CalSTRS is 18.13% to 17.10% but CalPERS unknown.
  - \$5 million ongoing increase to veterans resource centers
  - \$3.9 million one-time fund to address student hunger and basic needs
  - Provide no additional full-time or part-time faculty funding
  - Retain the K-12 Strong Workforce Development program under the California Community Colleges
4. Cabinet reviewed Chancellor's Office Student Equity & Achievement Program (SEAP) Workgroup meeting notes ([attached](#)) provided by Madelyn Arballo, Associate Vice President, School of Continuing Education. Cabinet highlighted two points in particular:
  - Allocations for 2019-20 will be the same amount as last year and distributed by district.
  - Expenditures – reminder that specifically WHAT to spend the funds on is not a CO decision, it is a local decision—as long as it meets the expenditure guidelines and is approved by college governing board.
5. The Chancellor's Office is in the process of developing a Request for Proposals for a new Chancellor's Office Curriculum Inventory (COCI), the system's curriculum and catalog management system ([link](#)). See the [attached message](#) that was sent to potential reviewers of the draft RFP.

6. Cabinet reviewed a request ([attached](#)) related to ESL student enrollment and retention. The issue of declining noncredit ESL enrollment was analyzed, and two factors identified as needing attention:
  - Faculty professional development occurs but is limited and not ongoing, including deeper examinations of curriculum and teaching methodology
  - Scheduling and enrollment practicesAfter discussion with ESL faculty, a plan evolved for using some existing adult education dollars to provide faculty non-teaching hours and form a community of practice with leadership from the adjunct ranks, possibly as a one-year temporary full-time assignment. Cabinet supported this plan and agreed with having Madelyn and ESL Faculty discuss the concept with the Academic Senate.
7. Cabinet reviewed an Immediate Need Request ([attached](#)) for \$90,000 to expand the Pride Center facility. Cabinet agreed with the direction of the work but withheld approval pending discussion with Facilities Planning and Management.
8. Cabinet was joined by Lianne Greenlee, Director of Professional Development, to discuss a reorganization that would place Professional & Organizational Development as part of the Human Resources team. After discussion of issues related to the transition, Cabinet approved the change.
9. Cabinet was joined by Joel Monroy, Director of Dual Enrollment, and Marlyn Lanuza, Assistant Director of Dual Enrollment, to provide the Quarterly Update on Dual Enrollment ([attached](#)). Also provided was a list ([attached](#)) of dual enrollment courses authorized by department chairs to be offered.
10. Cabinet was joined by Rosa Royce, Chief Compliance & College Budget Officer, to review the draft 2019-20 Tentative Budget ([attached](#)).
  - Also provided was the Budget and Actuals Comparison History ([attached](#)) showing three scenarios: conservative, likely (recommended), and optimistic.
  - Cabinet also discussed the negative impacts on Mt. SAC's allocations through the Student Centered Funding Formula ([attached](#)) including:
    1. no funding for the \$5,147,484 earned at 2018-19 P1;
    2. cut of \$1,902,468 in the "constrained" 2018-19 P1 due to lack of SCFF funding, and
    3. cut of \$1,293,937 for 2018-19 and ongoing due to Chancellor's Office error in miscounting transfer studentsEach of these is marked in yellow on the attachment.
11. Abe presented a process ([attached](#)) for determining whether a manager is an educational administrator. Cabinet agreed in principle but directed that the process be included in an Administrative Procedure.
12. Cabinet discussed actions to maintain a sustainable balanced budget under the uncertain future of the Student Centered Funding Formula. In particular, decisions that increase the compensation of employees based on reclassification and/or reorganization was identified as needing to be accompanied by a commitment for additional ongoing funding for such changes. The following process was approved.
  - Reclassifications that result in additional ongoing costs will require approval of funding through the New Resource Allocation process.
  - Changes in job descriptions that include range changes will continue to require Board approval but will not be implemented until a New Resource Allocation is approved for the additional ongoing funding.
  - Request to Fill forms will be signed by Fiscal Services only when all compensation is fully funded.

11. Cabinet approved an Immediate Needs Request ([attached](#)) for \$135,000 to augment the Student Transportation fund.
12. Cabinet formed a management workgroup to identify action agendas and line item fund allocations to programs and projects receiving categorical restricted funds through SEAP, Promise, Pathways, Strong Workforce, Basic Needs, and other such funding streams. Members include Madelyn Arballo, Joumana McGowan, Jennifer Galbraith, Rosa Royce, and three Student Services managers appointed by Audrey. Bill will convene the meetings.
13. 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, 8/6)
  - b. Alertus System (Chris Rodriguez, Kevin Owen, Chris Schroeder, Dale Vickers, Teresa Patterson, 8/6)
  - c. AP 3725 Information Communications Technology Accessibility/Acceptable Use (Audrey, Grace, 8/20)
  - d. Multiple Measures Placement Workgroup (Audrey, Joumana & Team, 7/16)
  - b. Review of Holds Placed on Student Registration (Workgroup: Joumana, Tom, Doug, 8/13)
  - c. Student Centered Funding Formula—Continued Follow Up
    - A. Tracking Students in Support Cohorts (Student Support Workgroup (Dale, Antonio, Barbara, 8/6)
    - B. Noncredit Support of SCFF & Multiple Measures (Madelyn, 6/25)
    - C. Implementing SCFF Research Agenda and Data Reporting/Analytics (**Barbara, 6/18**)
    - D. Auto Award/Near Completion/Counselor-aided student assent system (Audrey, George, Francisco, Dale, 7/30)
    - E. *EAB Navigate* Schedule Building & Data Analytics (Student Support Workgroup--Dale, 7/30)
    - F. Increasing Financial Aid Awards: *ProVerify* software and Case Management (Audrey, Chau, Dale, 7/30)
14. Quarterly Reports to Cabinet
  - a. Emergency Response Plan Quarterly Report (Duetta & Melonee, 6/25)
  - b. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, Kevin Owen, 7/9)
  - c. Faculty Position Control Quarterly Report (Joumana & Rosa, 7/16)
  - d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 8/6)
  - e. IT Projects Quarterly Report (**Dale, 6/18**)
  - f. Grants Quarterly Update (**Adrienne, 6/18**)
  - g. Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel & Francisco, 9/10)
  - h. International Student Quarterly Update (Audrey & Darren, 7/9)
  - i. Academic Support Coordination Project Quarterly Report (Madelyn, Meghan, 7/21)