



May 21, 2020

1. Cabinet reviewed and commented on the following information items:

- a. Our own Dr. Ann Walker, M.D. provided feedback on the criteria announced by LA County Department of Health for the reopening of businesses (May 13 Update [attached](#) and May 20 Update [attached](#)). She provided an analysis of the regional variance and the County criteria that introduce some new measurements in assessing a county's readiness to reopen college campuses. These are very high standards that seem unattainable for Mt. SAC and other colleges.
- b. A press release from the LA County Economic Resiliency Task Force ([attached](#)) sets sights on a July 4 reopening to Stage 3 of the County's Roadmap to recovery ([link](#)). The announcement reveals the proposed timetable that was unveiled during the task force's second meeting and includes a presentation by the Los Angeles Economic Development Corporation. This Workgroup is looking to open up county businesses for economic recovery. However, the LA County Department of Public Health seems hesitant to move to Stage 3. Mt. SAC will continue to tell our story to local public officials so that they have a good understanding of our needs. Bill has also been talking to the officials about our budget, including continued discussion with the Legislative Analyst's Office. Cabinet recommended an update meeting for local legislators and/or their staff. **Jill will work on scheduling such meetings.**

2. Cabinet continued discussion of the 2020-21 State Budget and the May Revision:

- a. The presentation of the 2020-21 Tentative Budget is scheduled for June 24. That budget uses as its beginning fund balance the ending fund balance for the previous year, 2019-20. This has been an unusual year in that the College did not receive its unrestricted fund allocation until the P1 Rebenching in February 2020. Coupled with additional expenses stemming from COVID-19 and distribution of 3.26% COLA, the ending balance for 2019-20 will need extensive revision (from the September 2019-20 Adopted Budget) to produce a good estimate for the ending balance. Cabinet discussed having a Special Board Meeting a week before the regular June 24<sup>th</sup> Board Meeting to present the revisions of the 2019-20 budget. **Board of Trustees, and Morris will report back on the planning for the potential of these two Board presentations.**
- b. The Assembly Budget Subcommittee on Education Finance provided an Overview and Assessment of Higher Education May Revision Proposals ([attached](#)). The elements reviewed are that the May Revision: 1) withdraw most January proposals; 2) enacts base reduction of 10%; 3) proposes a "trigger off provision whose cuts would be backfilled with one-time funds from a potential federal bailout", and; 4) provides a few other key elements such as reducing funding for CalBright.
- c. As we have seen in the May Revision, the Strong Workforce budget has taken a hit of over 57%. Although the exact amount is unknown, this cut impacts Mt. SAC's SWF allocation, and our SWF team has been looking at how that may affect us ([attached](#)). In the analysis, the proposal is to move two full-time faculty positions currently paid from SWF to the General Fund. **Cabinet approved this recommendation.** There are staff positions funded by SWF that will require further discussion. Before any other changes, the SWF group will reassess the projects funded by SWF to evaluate areas that can be eliminated or reduced. The regional SWF groups are also evaluating the impact of SWF funding cuts on regional projects.

- d. School Services of California provided a Community College Financial Projection Dartboard Governor's May Revision for 2020-21 ([attached](#)). See table to the right.
- e. At the last Cabinet meeting, it was determined that, in order to manage the projected budget cuts, the College is implementing a hiring frost. Cabinet adopted criteria ([attached](#)) to determine which vacancies would be delayed and which would move forward for hiring. Cabinet discussed the following points:

Factor	19-20	20-21	21-22	22-23
Statutory COLA	3.26%	2.31%	2.48%	3.26%
Funded COLA	3.26%	0%	0%	3.26%
Funded Growth	0.55%	0%	0%	TBD
COLA	3.26%	0%	0%	3.26%
California CPI	2.06%	0.62%	1.73%	2.12%
10-Yr Treasuries	1.22%	0.93%	1.23%	1.80%

- 1) The criteria are comprehensive, they allow several critical vacancy situations to move ahead.
  - 2) Each area will need to evaluate its priorities: Administrative Services, Human Resources, Instruction, President's Office, and Student Services.
  - 3) The criteria retain management judgement to maintain essential positions reflecting unique situations.
  - 4) Implementation is going to require VP discussion with their managers to understand the priorities.
3. Abe provided new/revised job descriptions for the Custodian positions, which will now be a three-tier position ([attached](#)). This is partly in response to COVID-19 and the desire for increased levels of responsibility and advanced pathogen training. Abe will evaluate the financial impact of this increased staffing as part of the May Revision budget analysis. During the review with Human Resources, the salary level was also adjusted to be internally aligned with the Grounds Equipment Operators tier of positions. These Custodial position and range adjustments will help recruitment for the many perennial vacancies. Cabinet approved the job descriptions.
4. Cabinet approved the following recommendations from the Reclassification Committee:
- Evie Loadjaja, Program Account Specialist (Range 88)
  - Katherine MacDonald, Project/Program Specialist (Range 79)
  - Louis Pesuti, Media Production Specialist (Range 95)
  - Melissa Shepard, Media Production Specialist (Range 95)
  - William Cason Smith, Media Production Specialist (Range 95)
5. RBC Capital Markets provided a Term Sheet for Pre-payment of the 2017 Bond Anticipation Notes ([attached](#)) and a Time and Responsibility Schedule for the issuance of Measure GO Bonds ([attached](#)).
6. The SEAP Management Workgroup continues their work ([attached](#)). The move of the accounts to the new budget structure is almost complete. The group is bracing for a 15% cut in budget.
7. Cabinet reviewed the Management Steering Committees Meet-and-Confer proposals. See the [attached overview](#) for summary of each proposal and the outcome for each—with the exception of Management Evaluation which was held over for further Cabinet discussion.
8. Abe reported that HR staff continue the work with all constituent groups. A topic of discussion has been how to support classified and managers during the telecommute time. There was discussion on providing training (both mandated and professional development) for those who do not have regular assignments while telecommuting. Abe will work with POD to put a menu of options together.
9. Morris reported:
- a. The Return to Campus Task Force met last Friday and made good progress in developing an initial task list and working on those tasks. They are meeting again on Friday to update the task list and assign tasks to individual members. As there may be some tracking/tracing COVID-19 contagion contacts (a LACO Department of Health requirement to reopen campus), the workgroup will analyze options for this task.
  - b. The preliminary recommendation is to make the OPEB Trust contribution for 2019-20 and pay the 2019-20 retiree benefit cost from OPEB Trust investment earnings (limited due to poor stock market performance) with the remainder from current year unrestricted general funds.
  - c. The STRS/PERS Trusts also lost approximately 10% due to the pandemic. While there is concern about tapping this Trust when its value is down, this fund will be used to reduce the cost of the annual employer contribution to the STRS/PERS pension fund pools. The most likely scenario is to use this trust to make appropriate reductions in this cost over each of the next three fiscal years.
10. Richard reported:
- a. The Instruction team has spent much time talking about Summer scheduling. Most of the conversation was on the Fall semester and how to handle scheduling. Richard sent an email to Chairs and Deans relaying information about the Summer semester.

- b. Jennifer Galbraith and Madelyn Arballo reported that Rio Hondo College has scheduled on-campus courses beginning June 1st. East Los Angeles College and Orange Coast College are also reporting that they will offer courses on campus. There were questions about compliance by these colleges with county COVID-19 restricted opening orders.

11. Audrey reported:

- a. Student Services staff are busy planning ceremony celebrations, but the challenge is how to celebrate equitably. Some programs have staff and budget to do these celebrations, and some do not.
- b. There have been thoughts of having a health-focused town hall meeting with our health professionals.
- c. There has been discussion in Student Services about student workers and short-term hourly employees, and the challenge that we are not going to be able to bring them back to work—even remotely. Cabinet would like to see more efforts in hiring students/short-term employees as study group support and peer mentors. There was further discussion about supplemental instruction that could use high performing student SI group facilitators who are imbedded in the courses and available for student study time.

12. Items for future agendas (items for the next Cabinet meeting are shown in BOLD):

- a. SEAP Allocation Model (Audrey, Madelyn, and Rosa 6/2)
- b. Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 7/28)
- c. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 6/2)
- d. Student Centered Funding Formula—Continued Follow Up
  - 1. Noncredit Support of SCFF & Multiple Measures (Madelyn, 8/11)
  - 2. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 7/21)
  - 3. DOE and CalPASS-PLUS follow up for K-12 full participation (Barbara and Bill, 7/21)
  - 4. Auto Award/Near Completion (Audrey, George, Francisco, Dale, 8/11)
  - 5. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 8/18)
- e. Changes to AP 5520 – Student Discipline Procedures per Changes in Title V (Audrey, TBD)

13. Quarterly Reports to Cabinet

- a. Emergency Response Plan Quarterly Report (Duetta, 7/14)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, and Kevin, 7/21)
- c. Faculty Position Control Quarterly Report (Joumana and Rosa, 7/21)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 8/18)
- e. IT Projects Quarterly Report (Dale, 8/11)
- f. Grants Quarterly Update (Adrienne, 7/7)
- g. Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, Marlyn, and Lina, 7/28)
- h. International Student Quarterly Update (**George and Darren, 5/26**)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 7/7)