



June 9, 2020

1. Cabinet reviewed and commented on the following information items:
 - a. Due to cuts in Strong Workforce funding, the Los Angeles/Orange County Regional Consortium (LAOCRC) announced ([attached](#)) the closing of its regional downtown LA office, with existing staff moving to Rancho Santiago Community College District offices, the fiscal agent for the state LAOCRC grant. The LAOCRC Executive Committee has a plan to survive by reprioritizing.
 - b. As Bill has been meeting with state legislators to discuss the proposed state community college budget for 2020-21 and the devastating cuts to Strong Workforce funds, College CTE programs have provided six Strong Workforce Success Stories ([attached](#)) which have been invaluable in that advocacy. Included are the Drone Photography program, Business Division Work Experience Career Support, Registered Veterinary Technician program, the Physical Therapy Aide program, Child Development Apprenticeship program, and Studio13 Graphic Design program. This is very impressive work, and the Strong Workforce initiative team collaborates incredibly well across division boundaries, as is evidenced in the stories.
 - c. During the last monthly Advancement Group meeting with Bill, Adrienne Price, Director of Grants, shared our amazing recent grant achievements ([attached](#)). Over \$3.2M in grants have been secured in the last quarter, which included considerable collaboration with faculty. These accomplishments are to be celebrated! **Jill will work on more publicity around these grant awards.**

2. In light of recent events, Cabinet has had frank discussions on not only talking about, but taking action on, implementing and sustaining a more equitable and diverse campus, particularly in support of Black students. Discussion:
 - a. Cabinet reviewed a document from June 2009, *Equity for All – Institutional Responsibility for Student Success* ([attached](#)). This was a research project in collaboration with the Center for Urban Education (CUE) at the University of Southern California. Faculty, staff, and administrators worked with CUE staff to plan, research, develop, and present the findings. Spearheaded by then Academic Senate President Phil Maynard, the team looked at four cohorts of first-time freshmen students who enrolled at Mt. SAC for the Fall semesters of 1997, 1998, 1999, and 2000. African American, Hispanic, and Mexican American students consistently were found below equity in almost all indicators. The team encouraged the College leadership to seriously study, engage in campus-wide dialogue, and take purposeful steps to address the inequities. The team traveled to many states doing presentations on equity.
 - b. Further discussion centered on how to more broadly enact change. A wide ranging discussion ensued:
 - It is important to get students to register and vote this year. Policy change begins at the ballot box.
 - Also discussed was how to remove institutional racism in hiring as during last year's faculty hires, not one out of 166 applications submitted by African Americans were selected for interview while all met minimum qualifications. We need to remove the bias of "just like me." Discussed was educating hiring committees of certain characteristics that are associated with institutional racism. How do we stop past discrimination being used as current discrimination? This is deeply imbedded in hiring faculty with education levels and years of experience beyond the minimum and favoring degrees and work experience from specific colleges.
 - c. Fondly remembered was the late Professor Phil Maynard, a man who spent his life not only talking about equity and diversity, but doing it. As referenced above, he was central in the creation of Mt. SAC's first Student Equity Plan, long before anyone was creating these types of plans statewide. Phil was instrumental in creating the "Knowledge is Power" Black College Fair at Mt. SAC with 30 institutions represented, including 21 historically black colleges and universities. We hope everyone reads the stories about his work and finds it motivational ([attached](#)).

3. Cabinet reviewed the revised Mission, Vision, and Core Values ([attached](#)) that was approved at PAC on May 27. It will be going for discussion/information to the Board in June/July.
4. Cabinet continued discussion of the 2020-21 State Budget and the May Revision. Discussion:
 - a. At the June 24 Board meeting there will be two separate presentations, first on the revised 2019-20 budget and then on the 2020-21 tentative budget which will include an agenda item regarding the OPEB Trust. Morris and his team have developed good estimates of revenues and expenditures for the tentative budget and will use the more conservative May Revision numbers rather than the legislature's proposed budget. Fiscal Services will be simulating both scenarios.
 - b. Abe reported that the Overtime Workgroup will be meeting in the next few days and includes Abe, Joe Jennum, Morris/Rich Lee, and Tom Mauch. The group will be reviewing and revising AP 7234 – Overtime.
 - c. Positions without funding will be discussed at Thursday's meeting.
 - d. The unit line item budget reduction memo will be discussed at Thursday's meeting.
 - e. Morris, Rich, Abe, and Alexis will get together to talk more about short-term/temporary employees/professional experts. Abe's waiting for May pay information to come in to give better data.
 - f. Discretionary faculty reassigned time will be discussed at Thursday's meeting.
5. Discussion continued on the Mt. SAC Path to Recovery and campus reopening:
 - a. The letter received from the LA County Department of Public Health ([attached](#)) confirms that we can allow face-to-face courses for first responder, health professions, and construction courses that cannot be done remotely. Courses identified are in the programs of CNA, Fire, HVACR, Paramedic, Respiratory Therapy, EMT, Histotechnology, Nursing, Radiologic Technology, and Welding. Richard reports that Welding and HVACR are anxious to get back, but there has been no schedule submitted. With these being the only programs which LA County approves to be offered on campus, it is now clear that the only options for other programs is fully online course offerings for the Fall class schedule.
 - b. Cabinet discussed options for faculty schedules and facility use to maintain social distancing now that the above programs will be offered on campus. Concerns include class size, lab capacity for social distancing, and cost for faculty splitting a lab class into two sections each with load. Discussions with chairs, deans, and Richard will pursue options. Cabinet noted that some options would include workload changes and discussion with FA.
 - c. The California Department of Public Health announced Critical Supplies and Guidance to Support Re-Opening of Schools and Childcare Facilities ([attached](#)). The report provides guidance to assist in planning for the upcoming school year. While the criteria are aimed at K-12, much of the information is appropriate to colleges, too. The Department of General Services will be providing PPE and other supplies through a statewide process.
 - d. Morris and the Return to Work Task Force has been meeting with subgroups working on different areas. Morris provided the Fall Term 2020 Operational Buildings Draft ([attached](#)), with an estimated 23 operational buildings. The group is looking at cleaning protocols, airflow need, and division usage. There is still a lot of work to be done.
 - e. Employee Return to Work Phasing and Criteria Progress Report will be discussed at a future Cabinet meeting.
6. Cabinet reviewed an update on two committees proposed by the Academic Senate.:
 - a. Richard received some proposed language from Chisa regarding the Mapping and Catalog Committee, but has not had a chance to compare side-by-side. Cabinet highlighted draft is [attached](#).
 - b. Audrey drafted proposed changes on the Student Intervention Committee ([attached](#)).
7. Cabinet was joined by Madelyn Arballo, Associate Vice President of the School of Continuing Education, and Rosa Royce, Chief Compliance and College Budget Officer, to provide an update on the Management Workgroup for SEAP ([attached](#)).
 - The SEAP Management Workgroup is almost finished with the new allocation structure. Wherever applicable, if a program also has an allocation from the Unrestricted General Fund, the org numbers for the two funds will match for each program. This allows a total accounting of programs and

services. There will be a customized Argos report so program managers can oversee their SEAP allocation line items. **Morris will convey the importance of this report to IT.**

- The allocation model incorporates 22 programs and projects within Instruction and Student Services. Professional Development and Research funding are set up as service accounts for SEAP programs overseen by Instruction. Separate approval queues will be in place for Instruction programs and Student Services programs, each leading to their respective VPs as final approvers. Approval queues will be in place by July 1.
 - As part of building these account structures, some expenditures were moved from SEAP to the Unrestricted General Fund to align with more appropriate uses as defined for SEAP funds. The total College SEAP allocation for 2019-20 was a little more than \$13M and was reduced by 15% in the May Revision to \$11.1M for 2020-21. After the SEAP Management Workgroup allocation adjustments, the overall budget going into 2020-21 will be \$11.95M, an \$850K shortfall. In order to balance the budget, carryover from 2019-20 will be used on a one-time basis. Conversations will continue on how to make decisions on the carryover for future years, especially taking into consideration that the SEAP state allocation does not receive COLA.
 - The state SEAP workgroup, of which Madelyn is a member, conducted a virtual quarterly meeting last week. Because the group devoted time to discussing the civil unrest protests, the meeting never got to business. As this group has a charge to meet the needs of the most marginalized students they felt that they needed to address inequities as a group. They have been talking about Assembly Constitutional Amendment #5 ([link to ACA 5](#)) which would place a proposition on the November 2020 ballot to repeal Proposition 209¹. They will be writing a letter to legislators to support the repealing Proposition 209 and supporting full funding of SEAP.
8. Cabinet approved an Immediate Need Request ([attached](#)) from Library and Learning Resources for Acland Anatomy and Visible Body, which are anatomy databases for \$13,732 ongoing. This resource supports anatomy course offerings online.
 9. Richard reported there will be an anti-racism training at Flex Day.
 10. Abe reported that he has been working with CSEA 262 to resolve the vacation cap and floating holiday issues. He is working on an amicable resolution that also preserves the College interest that taking time off is important.
 11. Morris reported that his first meeting as the President of ACBO, the Association of Chief Business Officials, is on Thursday.
 12. Audrey reported:
 - The student ID/Foothill bus pass issuance is still a problem as the Bookstore is closed. Should we charge students a transportation fee if we're not going to give them the pass? More discussion is needed.
 - Commencement planning is on-going. There are already 350 students signed up to participate in a drive-thru commencement ceremony.
 13. Items for future agendas (items for the next Cabinet meeting are shown in BOLD):
 - a. Follow Up on Committees: Richard on Mapping & Catalog; Audrey on Retention & Persistence **(6/11)**
 - b. Adjustments to the 2020-21 budget to Meet State Allocation Reductions **(ALL, Each Cabinet)**

¹ Proposition 209, approved in November 1996, amended the state constitution to prohibit state governmental institutions from considering race, sex, or ethnicity, specifically in the areas of public employment.

1. Delay Vacant Position Hiring
 2. Trim Unit Operational Budgets
 3. Review New Resource Allocations for Reduction
 4. Manage OPEB and STRS/PERS Trusts
 5. Limiting Short-term Hourly and Professional Expert Positions
 6. Balance SEAP Budget at 15% Cut
 7. Balance Strong Workforce Budget at 57% Cut
 8. Manage Overtime Assignments and Costs
 9. Manage Cash Flow to Meet Deferral Requirements
 10. Review Discretionary Faculty Reassigned Time
 11. Review Contracts and Related Costs
- c. Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 7/28)
 - d. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 9/8)
 - e. 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)

14. 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, 8/25)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 7/7)