



June 30, 2020

1. Cabinet reviewed and commented on the following information items:
 - a. The ACCJC provided a report, Commissions Actions on Institutions June 2020 ([attached](#)), which provided a summary of the institutional actions on the accreditation status of community colleges. This report demonstrates that ACCJC is holding all individual colleges accountable and only making recommendations to meet accreditation standards where they are truly deserved.
 - b. The recent conversations regarding the museum in Heritage Hall at the East Athletics Complex included a discussion of additional locations for the extension of the museum into other areas within the complex. A draft illustrating the location of 'heritage' elements was provided ([attached/link](#)) either as fixed elements currently in design or as potential future additions. The linked video, created by Gary Gidcumb's son who is a Mt. SAC alumnus, interviews construction workers who built the Stadium and is impressive.
 - c. *Inside Higher Ed* published an article, Report Lays out How Community Colleges Could Save Economy ([attached](#)), which asserts that community colleges are in the best position to upskill and train millions of Americans who became unemployed due to the COVID-19 pandemic. The list of recommendations was inspiring to Cabinet. The essential elements of the Strong Workforce Program are timely for discussions among the LAOCRC Consortium, which will in turn make recommendations. Actually making changes in the Strong Workforce Program will depend on CEO leaders and the Chancellor's Office who may not be on the same page.
 - d. The President's Office received a letter from the Los Angeles Superior Court ([attached](#)) requesting that we assist the court with the process of empaneling juries (jury pool selection) by providing a location on campus that accommodates social distancing requirements. As part of our civic duty, we are happy to assist the County of Los Angeles.
2. Cabinet discussed the Committee Progress Reports and Outcomes ([attached](#)) that were reviewed at the last President's Advisory Council (PAC) meeting. PAC made many constructive recommendations. A list of those recommendations has been provided to the Vice Presidents for follow-up.
3. Continuing Education is very interested (see their [attached](#) memo) in moving forward with a letter of commitment for our noncredit and credit students to be part of the Federal Fresh Success Program (see Fresh Success [attached](#) Information and [attached](#) FAQ). It is a new program that specifically includes benefits for adult education students. The benefits are so critical and rarely available to noncredit students, including those programs for first responders and essential workers, as well as ESL, adult high school students, and others. **A team will be created to have Mt. SAC apply for Fresh Success.**
4. Cabinet continued discussions on the Mt. SAC Path to Recovery and campus reopening:
 - a. Current Los Angeles County numbers as of June 23, 2020 (compared to May 18, 2020 variance criteria) ([attached](#)), were reviewed by Cabinet. Moving to Phase 3 does not look promising yet. Many business locations in LA County are being ordered to close again. One factor driving the higher number of COVID-19 positive tests is that more testing is occurring. The data show that lower social economic levels in a highly populated area are more affected in addition to those families impacted by job loss.
5. Cabinet continued discussion of the 2020-21 State Budget:
 - a. In a letter of June 25, 2020 ([attached](#)), Governor Newsom issued a budget emergency proclamation which permits the state to draw from the \$16.1 billion in the state Budget Stabilization Account.
6. Each Vice President received a spreadsheet showing line item budget and expenditure comparative data over the last three years. The data is organized by the units which report directly to that VP. These

reports are used to reduce line item budgets showing a three year pattern of expenditures less than the funds budgeted.

7. The reaction to the Board Budget Presentation was all positive with good feedback. Morris will prepare a summary campus announcement to keep us all apprised as the budget evolves and when the P2 comes out. He will also start reviewing the line item budget worksheet reductions reported by VPs.
8. Cabinet is concerned about short-term and adjunct hourly budgets. Departments are going over budget and/or not controlling expenditures appropriately. More work needs to be done on the management level analyzing and controlling unit budgets and expenditures. Some key factors include matching budget with actuals, planning and monitoring expenditures, and management of personnel time. **Morris and Doug Jenson will develop reports and monitoring protocols for use by each cost center manager to stay within budget.**
9. Cabinet approved a Request to Fill ([attached](#)) for an Assistant Director, Behavioral Services, Student Health Services and a revised job description for an Instructional Designer ([attached](#)).
10. Cabinet discussed the critical need for a well-staffed hotline to answer questions students may have regarding Counseling, Financial Aid, and Admissions. This needs to be an “all hands on deck” approach since time is of the essence. We need knowledgeable employees that can walk a student through the schedule planning, financial aid, and registration processes step by step. Hours of operation should be revisited so support is offered at extended times in peak periods. **Audrey will work on the staffing part and look at utilizing employees that are currently telecommuting and not being fully utilized. Morris will work on the hotline. Abe will work with CSEA 262 on the need of flexibility for employees.** Richard can assist if there is a need for communication with the Faculty. Marketing this is essential. There is also a need for a generic email box that is monitored where students can submit questions and get a timely response.
11. Cabinet agreed on the importance of “Path to Recovery” emails coming from President rather than as a general campus announcement.
12. Richard reported:
 - Counselor appointments have a reduction of “no-shows” which is a very good sign.
 - He attended a WASC meeting in which there were three themes:
 - WASC is working on data analysis linked to clusters of similar institutions, thus putting performance data adjacent to colleges with a similar profile, etc.
 - What can accreditors do to make sure the colleges are having internal conversations on equity and inclusion?
 - Awareness of how well Mt. SAC does with being fiscally conservative. Many four-year colleges are facing severe fiscal challenges (furloughs, salary roll-backs). Kudos to us!!!!
 - An email from the Instruction Division regarding faculty reassigned time for DL course review (as required by the Chancellor’s Office, even for classes with no long-term plan for online delivery) highlighted the need for communication with division deans. This topic will be added to tomorrow’s Instruction Team Meeting. Chisa has already identify four faculty members to provide additional support for the work.
 - Conversations with the Deans as a group and one-on-one is needed to discuss the expectation of their PIE’s. Deans need to rethink what their division PIE looks like and not just take all their department’s PIE and make minimal edits. Collaboration needs to be done more on a division level to be more proactive than reactive.
 - Barbara McNeice-Stallard is asking for more flexibility with her budget, particularly related to the part time Researcher Position.

13. Abe reported:

- CSEA 651 is working on developing a rotation schedule to bring back its employees to campus.
- The College needs to prepare for rotating staff on campus overall, excluding vulnerable staff.
- A key element is overtime with those who return to work at time and a half pay rate.
- Employees must feel a level of safety in coming back to campus.
- The topic of this week's Management Meeting will be overtime and short-term and professional expert employees.

14. Audrey reported:

- Student input shows that more complicated College processes make it harder for them to understand what to do. For example, students are often confused about what form they need. Even if all the information is available online to students, not being able to physically go to an office is a concern for them.
- There is a critical need for routine student forums to answer questions. Students are looking at Canvas messages from their instructor but not necessarily at their emails.
- Processes need to be updated for the Bookstore. The process of returning rental textbooks to the bookstore needs to be clearer (UPS printed label can credit correct account). There is no clear payment process for EOPS students using financial aid vouchers for a textbook and needing to personally pay the balance beyond the voucher amount. Student Services staff have offered to help in the Bookstore.
- There is a need for a Student ID system that can be synched for Foothill Transit. A system that allows them to upload their own photo, as well as a larger physical alternative location to process ID's. Bookstore Manager Suzanne Luetjen is going to come up with draft plan. There will be a need to move on it very quickly.
- The BRIDGE Program met their Summer enrollment target.
- Summer Transition Enrichment Program (STEP) has two sessions, the first one is ending this week and the second session is scheduled. STEP sessions help the students get connected.
- Connect 4 is running workshops for high school students on how to register, and Student Services staff are in touch with them on a regular basis.
- Mountie FastTrack is experiencing very low attendance at its education planning workshops.
- Getting student Comprehensive Education Plans done prior to registration is a challenge. Consequently, Abbreviated Educational Plans are being completed instead. We will have to see how it goes next week.
- Her team met about the CARES Act and decided for the Summer to award the DREAM students as well as the students who are on the list through the application process. We will then ramp up for the Fall with a new plan. There are 10,774 students enrolled for Summer that did not get CARES Act grants in the Spring. Some may be brand new or dual enrollment students. Some of the others may also be university students who are just picking up a course for the Summer with us. This is why we will be looking at Summer differently. We are waiting on information from Madelyn about the non-credit situation.
- We distributed 200 laptops last week which was a record. The laptops are going to noncredit and first-time students. We need to reevaluate the responsibility for staffing the laptop distribution process particularly because we are overworking volunteer staff. We need to look at how to sustain this going into the Fall which will require the designation of a lead person.
- The new SEAP allocation process is still progressing. A form has been developed for managers to be accountable for their funds and activities. The carry-over is expected to be about \$4 million.
- Late in the year variables are putting some categorical budgets in red. In particular, the Food Pantry, where budget estimates were too low and actual expenditures went over available funds. The program will need some assistance with covering the deficit. A fund expenditure transfer from President's hospitality fund could be considered if available.

15. Morris reported:

- We are working through the process of having a Safe Return to Campus Plan and are approaching confidence that we will have implementation in place for on campus courses when they start this Fall. Many classified employees are looking forward to coming back to work.
- We had a good meeting with Suzanne Luetjen in the Bookstore. We are looking at textbook rental refunds and the return book process. We are not planning to charge any late fees until the Fall and will use a mail in process. The Bookstore website needs updating. Work still needs to be done on how to assist financial aid students in getting their textbooks. The system doesn't support using a voucher and paying the balance – splitting the bill. More work needs to be done for the online process.

- Student ID's and the coordination with Foothill Transit is being looked at. A system is needed to upload a picture through their internal system and processes. A barcode system compatible with Foothill Transit would be optimal. An external location, such as a kiosk, would eliminate the crowding in the bookstore.
- There is a concern that the Bookstore is placing the order for textbooks and then the faculty is providing a PDF version that eliminates the need to purchase the textbook. **Suzanne will work with Richard on this issue.**

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

- a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris, Doug, 7/28)
- b. Adjustments to the 2020-21 budget to Meet State Allocation Reductions (**ALL, Each Cabinet**)
 1. Manage OPEB and STRS/PERS Trusts
 2. Limiting Short-term Hourly and Professional Expert Positions
 3. Manage Overtime Assignments and Costs
 4. 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)

17. 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, 9/8)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 7/14)