



October 1, 2019

Sokha Song attended for Abe Ali and Doug Jenson attended for Mike Gregoryk

1. Cabinet reviewed and commented on the following information items:
 - a. The California Student Aid Commission has issued a report ([attached](#)), "2018–19 Student Expenses and Resources Survey: Initial Insights," which is an initial look at the obstacles students face affording higher education. For California Community College students, 6,608 responses were received, an 8.1% response rate.
 - 64% cited cost of college or balancing school and work responsibilities as their highest concern.
 - Using a standard multiple question format, 35% had food insecurity and 33% had housing insecurity.
 - Students' estimates of monthly cost beyond tuition and fees averaged \$1,991 per academic month.
 - Students' reports of monthly housing cost varied from \$755 in the Central Valley to \$1183 in San Francisco.
 - b. The second 2019-20 Pell Disbursement report ([attached](#)) as of September 12 shows 8,040 Pell Grant recipients up from 5,699 at the same period a year ago. Wow! Great work by our Financial Aid team.
 - c. Bill will be on a panel at the AACC Pathways Regional Workshop in Denver ([agenda attached](#)).
 - d. A recent report, "Broken Mirrors II: Latino Student Representation at State Public Colleges," is [attached](#).
 - Of particular concern is that "Underrepresentation was worse at the associate degree level, where Latinos are more underrepresented among associate degree earners than among bachelor's degree earners in two-thirds of states."
 - California community colleges get a B grade on access and a C grade on share of associate degrees earned by Latinos.
 - Our public universities, UC & CSU, get a C grade on access and a D on share of bachelor's degrees earned by Latinos.
 - e. Now with an educational facilities school bond on the March 2020 state ballot, a PPIC Report ([attached](#)) recalls that their April 2019 survey showed 57% of likely voters would vote 'yes' on such construction bonds.
 - f. The Campaign for College Opportunity ([link](#)) named Mt. SAC ([attached](#)) a 2019 Champion of Higher Education for exemplary work in implementing the Associate Degree for Transfer (ADT). Recognition is on November 14.
 - g. A recent article ([attached](#)) reports on progress made from the state's \$10 million investment in 2016 on Zero Textbook Cost degrees ([link](#))—23 community colleges developing open educational resources. Initial reports show substantial cost savings to students and even a positive influence on course performance.
2. Cabinet discussed the status of changes to five Administrative Procedures originating from the Community College League Policy and Procedure Update Service and distributed in Cabinet on 9/17/19.
 - a. AP 3435 Discrimination and Harassment Investigations ([attached](#)). An updated draft will be brought to Cabinet by HR.
 - b. AP 3540 Sexual Misconduct-Dating Violence-Domestic Violence-Stalking ([attached](#)). Update due to Cabinet by HR
 - c. AP 4100 Graduation Requirements for Degrees and Certificates ([attached](#)). To be discussed in AMAC.
 - d. AP 4222 Remedial Coursework ([attached](#)). To be discussed in AMAC.
 - e. AP 4230 Grading Symbols ([attached](#)). To be discussed in AMAC.
3. Cabinet reviewed and approved the job descriptions in Facilities Planning and Management as distributed at the September 17th Cabinet meeting: Director of Maintenance & Operations ([attached](#)), which was funded with a previous New Resource Allocation as Deputy Director, and Assistant Director of Maintenance & Operations ([attached](#)) which is currently unfunded but awaiting a reallocation of existing funding to be proposed to Cabinet.
4. Cabinet approved the job descriptions associated with the Center of Excellence Chancellor's Office grant: Director ([attached](#)), Account Technician ([attached](#)), and Account Specialist ([attached](#)).
5. AB 705 Credit ESL Guidance from Chancellors Office has been issued ([attached](#)). Key elements:
 - Students must be informed of their right to access transfer-level English 1A and credit ESL (our AMLA program).
 - Students must be informed of the college's multiple measures placement policies.
 - Information provided to students must be easily understandable and prominently featured in all formats.
 - Credit ESL is permitted to use assessment instruments approved by the Board of Governors through Fall 2020.
 - The AB 705 ESL Advisory Committee will work with the Chancellor's Office to examine placement options for credit ESL programs, including the use of assessment instruments as a multiple measure.

6. The [attached](#) CCCCCO Memo announced these funding allocation changes:
 - Equal Employment Opportunity funding was adjusted to allocate \$45,000 to Citrus College.
 - Guided Pathways funding will be allocate in September 2019 rather than in the second half of the fiscal year.
 - Student Success Completion Grant full disbursement will be in September 2019.
7. The Board of Governors approved changes in several Title 5 regulations to equalize noncredit curriculum approval process to that of credit curriculum approval. [See the attached memo.](#)
8. Cabinet reviewed the CCSF-311 Annual Financial and Budget Report Fiscal year 2018-19/Budget Year 2019-20 ([attached](#)) and took special note of page 4, Analysis of compliance with the 50 Percent Law, showing 54.58 percent of unrestricted general fund as instructional salary, and page 48, District payments to STRS and PERS retirement funds from 2015-16 projected through 2020-21.
9. The Faculty Obligation Number FON Report ([attached](#)) shows 446.0 fulltime faculty, 2.9 above the FON of 443.1 and reflecting 55.5% of fulltime equivalent faculty load (FTEF) being base load of fulltime faculty.
10. The K12-Strong Workforce Program ([link](#)) allocations for 2019-20 ([attached](#)) show distribution of \$24,701,121 available to K-12 school districts in the Los Angeles Regional Consortium. School districts can access the funds by meeting the K12 SWP application submission deadline of December 18, 2019.
11. Mt SAC has been notified ([attached](#)) by the U.S. Department of Education that we have been awarded a new Title V Hispanic Serving Institution Grant. The award period follows the federal fiscal year and so begins October 1, 2019. It is renewable for five years for a total of just under \$3 million. Many kudos to Adrienne Price, Grant Director, and all those on the team that contributed to the successful application. Recently, Adrienne provided Cabinet a summary of the grant elements ([attached](#)).
12. Cabinet was joined by Yen Mai, Director of Marketing and Communication; Lianne Greenlee, Director of Professional Development; and Heidi Lockhart, Director of the Honors Program, to discuss a Management Onboarding Training Program. ([See the attached description of the program.](#)) Cabinet approved both the program design and the Management Onboarding Team Coordinator as a Professional Expert-Project Administrator, Level III using existing management professional development funding.
13. Cabinet was joined by Tania Robles, Director of High School Outreach, to discuss the Promise Plus Program.
14. The Board of Governors has approved its budget and legislative proposal for 2020-21. See both the summary chart ([attached](#)) and the full narrative ([attached](#)). The request includes more than \$250 million in non-Prop 98 funds for financial aid—reflecting the first-year cost of [SB 291](#), proposed legislation that aims to create debt-free college for students. See the [attached EdSource article](#) for more on the BOG budget request.
15. The Vice President of Administrative Services job description ([attached](#)) has been updated to reflect current responsibilities of the position. A Request to Fill was approved by Cabinet (see below).
16. Cabinet approved nine new Requests to Fill and delayed approval of two requests in Continuing Education pending Cabinet review of a staffing and budget restructuring. ([See attached.](#))
17. Cabinet approved an Immediate Need Request ([attached](#)) for \$5,000 to purchase a van for the ACCESS Department to be able to safely transport wheelchair students.
18. Cabinet reviewed an update ([attached](#)) on active searches to fill open positions.

6. Items for future agendas (items for the next Cabinet meeting are shown in BOLD):
 - a. Review job description (All, **10/1**)
 - b. Provide input on AP 3435, 3540, 4100, 4222, and 4230 (10/15)
 - c. AP 3725 Info Communications Technology Accessibility/Acceptable Use (Audrey, Grace, 11/26)
 - d. Multiple Measures Placement Workgroup (Audrey, Joumana & Team, 11/26)
 - e. Management Workgroup for SEAP funds (Audrey, Madelyn et al, 11/26)
 - f. Student Centered Funding Formula—Continued Follow Up
 - A. Student Support Cohort System Workgroup (Dale, Antonio, Barbara, 11/26)
 - B. Noncredit Support of SCFF & Multiple Measures (**Madelyn, 10/8**)
 - C. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 12/17)
 - D. CalPASS-PLUS follow up for K-12 full participation (Barbara, Bill, 12/17)
 - E. Auto Award/Near Completion (Audrey, George, Francisco, Dale, 11/12)
 - F. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup--Dale, 11/19)

13. Quarterly Reports to Cabinet
 - a. Emergency Response Plan Quarterly Report (Duetta, 10/15)
 - b. Room Utilization/Capacity-Load Ratio Project (**Gary, Mika, Joumana, Kevin Owen, 10/8**)
 - c. Faculty Position Control Quarterly Report (Joumana & Rosa, 10/15)
 - d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/19)
 - e. IT Projects Quarterly Report (Dale, 12/17)
 - f. Grants Quarterly Update (Adrienne, 12/17)
 - g. Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel & Francisco, 12/10)
 - h. International Student Quarterly Update (Audrey & Darren, 10/22)
 - i. Academic Support Coordination Project Quarterly Report (Madelyn, Meghan, 12/3)