



February 2, 2021

1. Cabinet reviewed and commented on the following information items:
  - a. The Vaccine Logistics Subgroup provided an [update of January 29, 2021](#). Morris notes that the group continues working on establishing the logistics of the Medical Point of Distribution (MPOD) for a vaccine distribution site on campus. Morris received information yesterday that there are some shifts in vaccine strategy both Statewide and Nationally, but the details are unknown at this point. Morris notes in the discussion with the County, the State is not supportive of the small/large distribution sites in LA County, and there may be a contracting with third party providers (now known to be BlueShield and Kaiser) to complete the vaccinations. However, LA County will continue to advocate with the State for hosted Medical Points of Distribution such as that planned for hosting by Mt. SAC. LACO Public Health suggested if we were going to try and push forward and continue, we might want to reach out to local partners and do a larger vaccination clinic. We could potentially reach out to our local K-12 or community colleges to strategize. Cabinet decided to continue with the process, including our local K-12 schools to be prepared for the possibility that we would be approved as a vaccination site. The State continues to prioritize vaccination of educators next, in Phase 1b ([link to CA Vaccination Plan Priorities](#)), but recently added those over 65 to Phase 1B. Cabinet encourages employees to not wait for Phase 1B for educator vaccination, but to sign up now if they're eligible for a vaccine.
  - b. Mt. SAC return to campus in Fall 2021 continues to be our hope. Bill will meet with the Instruction Team on Wednesday, February 17 to discuss building the Fall 2021 schedule for online and on campus offerings. Discussions with CSEA 651 and 262 as well as the Faculty Association are taking place this month on the impact of returning to campus. As the availability of COVID vaccinations increase, further evaluation will be made in April or early May. Anticipating return to campus, we will use the employer right to require vaccination to be back on campus with allotted legal exceptions for health and religious reasons. Morris is putting together a subgroup of the Return to Campus Workgroup to look at onsite testing for the anticipated return to campus in the Fall. This testing would be looking at supporting any employee exposures and possibly Athletics. The role of testing will be determined, depending on cost and turnaround time. We will ensure that we have aggressive use of masks, increased sanitization, and temperature checks until the long-term efficacy is known. Summer is online except for programs that are essential to be face-to-face, with possible expansion depending on the improvement of LA County Status from Purple to Red or Orange. It is expected that continued vaccinations will continue to drive down the metrics.
  - c. The Vice President of Instruction hiring is moving along, with interviews set in the coming weeks. A Forum with the Finalists will be aired on Tuesday, February 23 for the campus to provide feedback to the final interview committee. An email will be going out soon that will invite campus constituents to suggest questions for the Finalists Forum ([VPI Forum Questions Form](#)).
  - d. California Forward published [A Look At The New 2021 Roadmap to Shared Prosperity](#), which looks at economic recovery with the lens of racial and economic equity, environmental stewardship, and economic opportunity. The report makes two strong points about economic recovery. The first is the importance of equity in the way that the recovery, particularly for jobs, is handled. Community colleges will be key if the state is really going to work with people who are minoritized to get them back into the job market. The second, to have climate change be part of the investment in the economic recovery. We will see, with California's emphasis on climate and, of course, our huge challenge with fires and floods, it makes sense. Having State and Federal funding sufficient to address these priorities is going to be challenging. With early indicators from the Biden camp, Federal support is likely. Will the funding get through Congress?
  - e. The Accrediting Commission for Community and Junior Colleges issued their [Commission Actions on Institutions](#), which is the outcome of actions by the ACCJC on community colleges that went through recent accreditation, follow-up visits, or mid-term reports. There were no surprises.
  - f. Cabinet reviewed the list of [California community college CEO retirements](#). There are some major retirements in the community college system this year.

- g. Dr. Walker's recent [COVID Update 1-27-2021](#), provides information about eligibility of the COVID vaccine, Johnson & Johnson's phase 3 trial of their one-dose vaccine, economic reasons for vaccine distribution, and an FAQ section.
  - h. Schools Services of California published an article [Sheila Vickers to Retire to the Great Northwest](#), which announces the retirement of Sheila after 21 years with SSC. Now, this name may sound familiar in one of two ways. Prior to her career with School Services of California, Sheila worked in Fiscal Services at Mt. SAC. It's no coincidence either that her last name is Vickers and she's retiring to the "Great Northwest." Sheila is married to our own recently retired Dale Vickers, who is also retiring to the "Great Northwest." Congratulations to Sheila and to Dale on their rich histories in education and we wish them well in their retirements!
  - i. [South Coast Conference](#), of which Mt. SAC is a charter member, provided their [South Coast Conference History](#). The alignment of colleges within the conference is hugely political. Mt. SAC has a rich history of dominating the conference with nine state supremacy titles.
2. The USC Race and Equity Center California Community College Racial Equity Leadership Alliance eConvenings are continuing monthly. A Mt. SAC advisory committee has been established and has been meeting to provide report outs from those attending the eConvening sessions. Participants express a general feeling that USC has their feet under them and are getting better at what they're providing. Audrey notes that participating Mt. SAC attendees are coming back with good recommendations for advancing College equity and diversity. It is encouraging to have a broad group participating, sharing, and having that personal touch so that people can see the movement that we're headed toward.
3. The Chancellor's Office issued a Memo regarding the [California College Promise](#). The Guidance Memo and [Q&A](#) provides information on the expectation of spend down of funds by June 30, 2021, which is just a reiteration of information already known.
4. The US Department of Education issued a letter, [Highlights Effort to Help Americans Pursue Higher Ed During Pandemic](#), which reminds student financial aid administrators that they have the authority and ability to provide Federal aid for to students. We know these appropriations have a lot of flexibility built into them, but it's nice to see this language coming out of the US DOE. It's a letter rather than a regulation, but this is a signal for what we're expected to do under the Biden administration.
5. [2019-2020 SCFF Outcomes Summary Evaluation 01.21.2021](#) presents the work done by Daniel Berumen with our Research and Institutional Effectiveness office. This is very useful information, and we are moving in the right direction to strengthen some scenario work that projects our performance on the metrics of the Student Center Funding Formula. The follow-up of the 320 + SCFF workgroup will be looking at existing data and using input from the key managers, particularly on financial aid and completion, to be able to set goals and strategies to improve our performance on SCFF metrics and increase our ongoing revenue. We need a College strategy for both use of funds and investing those funds in strategies that we have data on that guides our decision making on what to prioritize in terms of working with students on accessibility, financial aid, and performance, utilizing the data so that we can do budget planning and so we are not being so reactive going forward. Good signs.
6. The Chancellor's Office has announced the [Student Centered Funding Formula Dashboard](#) and [Phase 1 Brief](#). When fully implemented, this tool will provide preliminary analytics and visualizations about the SCFF and will visually track, analyze, and display trends, metrics, and key data points. The current Phase 1 presents an analysis and comparison of SB 361, the prior funding formula in which all funding was based on enrollment, and SCFF which bases 70% of funding on enrollment, 20% on supplemental data which is primarily financial aid student awards, and 10% on a variety of student success and completion metrics. The future Phase 2 will provide analysis options to view trends in the SCFF Supplement and Success

metrics and Minimum Revenue (also known as hold harmless). Phase 3 is a proposed District planning tool. Noted in the previous item is Mt. SAC's own system for SCFF data analytics and planning.

7. Cabinet was joined by Rosa Royce, Chief Compliance and College Budget Officer, to provide an [update on Faculty Position Control](#). Highlights:
  - Three positions were moved to be hired Fall 2022 by request from the department (Kinesiology).
  - Authorized hires are 23 total recruitments: 21 Unrestricted General Fund, 2 Categorical funding.
  - A revised list of faculty on leave with pay, on sabbatical, and needing retraining was provided.
  - The faculty funded by Strong Workforce and those transferred from Strong Workforce to the Unrestricted General Fund was provided.
  - The Faculty Obligation Number status report is being worked on and will be reported at the next update, as the FON was decreased last year due to the Deficit Factor in the 2020-2021 State budget. Consequently, we are well above the fulltime faculty required by our FON.
8. Cabinet approved an [Immediate Need Request](#) from Human Resources for \$50,000 one-time for legal services due to an inordinate amount of legal services needed on personnel matters.
9. Cabinet approved the continued assignment for the [Interim Supervisor, Custodial Services](#). The hiring committee to permanently fill this position is formed and the position has closed.
10. Cabinet approved the following positions to proceed with recruitment:
  - Lead Broadcast Technician (Retirement of Thom Babich, previously frosted). Approved for hire for July start date. Morris to process the [Request to Fill](#).
  - Events Coordinator (Retirement of Jim Friesen, previously frosted). Approved for hire for July start date. Morris to process the [Request to Fill](#).
  - Coordinator, Ticketing and Patron Services (Resignation of Dalia Puentes, previously frosted). Approved for hire for July start date. Morris to process the [Request to Fill](#).
11. Cabinet approved the [Request to Fill](#) log for the following position:
  - [Custodian I](#)
  - [Custodian I](#)
  - [Director, Financial Aid](#)
  - [Educational Advisor, Bridge Program](#)
  - [Public Safety Officer II](#)
  - [Public Safety Officer II](#)
12. Morris reported:
  - The CTO position is ready for March 1 start date. IT staff has been notified of the selection of Anthony Moore who comes to us from the City of Los Angeles.
  - The Director of Academic Technology hire is almost complete and has a March 1 expected start date.
  - The Deputy Chief final candidate selections have been made.
13. Abe reported:
  - The video conferencing workgroup has met and are working on existing policies regarding records retention and working on setting up processes and best practices. Recommendations will be brought to Cabinet.

14. Audrey reported:

- The Black history month celebration is this Thursday. They have been working hard planning with a speaker.
- Cash for College will be on a weekend and they will be reaching out soon.
- The Food Pantry distribution is going well.
- There is a potential international situation in Myanmar, and we have 8 students in Myanmar. There may be an internet shut down there; we are attempting to reach our students.

15. Irene reported:

- The enrollment management training will wait until Summer so that the team is functioning when VP and AVP are hired and in place.
- Faculty evaluations, second year, were waved last year. Discussions rare needed on how we going to proceed in the third and fourth year.
- All will be receiving an email from IEC on the Strategic Plan for a list of all of the plans that are in each campus program.
- Region 8 CIOs are talking about authentic assessment, and they are starting in the subject area of math and statistics. We will see what comes out of that; it's a healthy conversation to have faculty included.

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

- a. Multiple Measures Placement Workgroup (George, and Team, 2/23)
- b. Student Centered Funding Formula—Continued Follow Up
  1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 4/27)
  2. Auto Award/Near Completion (Audrey, George, Francisco, and Dale, 3/9)
  3. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 2/23)
- c. Zoom recording/digital retention (Abe and Workgroup, 3/9)
- d. AB30 (Dual Enrollment, A&R, and IT, 3/2)

17. Quarterly Reports to Cabinet

- a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris and Doug, 3/16)
- b. Limiting Short-term Hourly and Professional Experts and Managing Overtime (Abe and Alexis, 3/16)
- c. Emergency Response Plan Quarterly Report (Duetta, 4/13)
- d. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, and Kevin, 3/16)
- e. Faculty Position Control Quarterly Report (Rosa, 4/4)
- f. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 3/2)
- g. IT Projects Quarterly Report (Dale, 3/9)
- h. Grants Quarterly Update (Adrienne, 4/13)
- i. Dual Enrollment at Local High Schools Quarterly Report (Michelle, Joel, Marlyn, and Lina, 2/23)
- j. International Student Quarterly Report (George, 3/9)
- k. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 4/20)
- l. Title V Quarterly Report (Lianne and Lisa, 4/20)
- m. Guided Pathways Reporting (Michelle, Shiloh, and Sarah, 4/27)