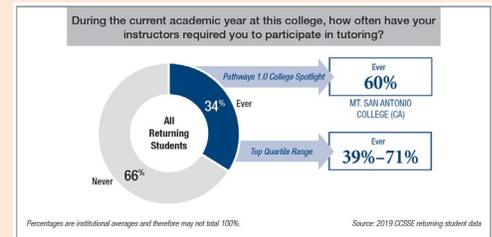




September 22, 2020

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

a. The *Center for Community College Student Engagement* published a report [Building Momentum: Using Guided Pathways to Redesign the Student Experience](#) which is a national report that looks at AACC Guided Pathways reforms. The report compiles information and data from all of the participatory colleges into a very comprehensive summary. Mt. SAC was called out for our best practices in tutoring (see photo). This is a solid affirmation of the Guided Pathways system.



- b. HPI Architecture provided an update to the Campus Master Plan Committee (CMPCT) on the [Campus Store and Instruction Office](#). The presentation shows how the central campus area is developing with both the Student Center and the Campus Store and Instruction Offices. The presentation includes information on the campus integration, site development, exterior design concepts, plan development and interior design, and next steps. Good news, the bids on the Student Center came in approximately \$7.5M lower than estimated. This savings will definitely benefit some out-year projects!
- c. Bill, Audrey, Madelyn Arballo, and Rosa Royce are presenting at the Pathways to Equity Conference on [Establishing SEAP Stability in a Time of Transition](#) to explain the process that Mt. SAC used to develop a comprehensive plan for prioritizing SEAP funding. This is a very timely presentation; most college campuses do not have a collaborative way to prioritize SEAP funding.
- d. The list of LAOCRC [Los Angeles Program Recommendations](#) for this year's funding cycle are ready for review at the next Governance Council Meeting. Mt. SAC has two proposals, both for electronics technology in Advanced Manufacturing. This should be a good program for our students.
- e. The Public Policy Institute's (PPIC) most recent survey found that a [Slim Majority of Likely Voters Support the Split Roll Proposal](#), Proposition 15¹, which will be decided by voters in November. A bare majority, 51%, support this proposition, down from 53% from their April survey.

2. Fiscal Services has proposed revisions to [AP 7400 – Conference and Travel](#). Two major changes to the procedure are moving to a straight per diem for meals and the memorialization of the restriction of using AirBNB and other similar lodging. The per diem change will reduce the amount of work for Fiscal Services staff and employees will no longer need to provide receipts for meals. The changes were accepted by Cabinet, and AP 7400 will be sent to PAC for recommendations.

3. Foothill Transit will [resume boarding buses from the front door](#) and again begin collecting fares on October 18. The change will not impact free rides for Mt. SAC students, but students will need to show their Mt. SAC ID card to board. **Morris and Audrey will continue working with the Bookstore to ensure that new students are able to get student IDs. The TAP sticker is not required for the Fall, but Morris will follow up to see if they will be requiring it for the Spring.**

4. The dates and topics for the California Community College Racial Equity Leadership Alliance [Monthly eConvening Series](#) have been received. There was discussion in AMAC on creating two groups, one small

¹ Proposition 15 would amend the California Constitution to require commercial and industrial properties, except those zoned as commercial agriculture, to be taxed based on their market value beginning in fiscal year 2022-2023 (2025-2026 for small business properties). Prop 15 would raise up to an estimated \$12 billion every year for K-12 schools and community colleges.

core planning group to oversee the initiative and its outcomes and a larger, more inclusive group including eConvening participants. This arrangement is similar to the College participation in AACC Guided Pathways. Participants will continue to be a mix of faculty, managers, and classified. We want to be sure to integrate this with the ongoing work at the College (Campus Equity and Diversity Committee, Student Equity Committee, Pathways, Title V, and SEEC). It is important to be sure that all pieces are moving together rather than separate from each other, and the goal is to develop an integrated plan as we go. We are waiting to see what teachable information came out of the first eConvening. As mentioned in previous Cabinet Notes, a student survey will be going out this Fall. As we learn more about the survey, the groups will be able to discuss what to do with the information received.

5. In working with Research, the Instruction team produced an [analysis of Fall 2019 and Fall 2020 FTES differences with changes to ID/IW attendance accounting](#). The Chancellor's Office has provided multiple guidelines on attendance accounting.
 - In the Spring, our schedule had been designed to be primarily face-to-face and then most became distance education. A Chancellor's Office April memo provided that we could do the attendance accounting according to the planned mode of delivery, i.e., as face-to-face rather than online. Note that the formula for a DE class sections produces less FTES than for the same course taught face-to-face.
 - A subsequent Chancellor's Office memo in August notified colleges that, beginning in Spring 2021, FTES calculations will be based on distance education status with no recognition of the effect of the pandemic.
 - The Title 5 disadvantage for distance education courses is twofold. For colleges with compressed calendars, FTES is reduced by the ratio of the actual days of instruction to 175, the instructional days in a non-compressed calendar. There is a second hit for distance education lab sections that are funded by units as if they are contact hours rather than the actual three contact hours per unit (525 contact hours equal one FTES). This is a significant problem for all colleges during the pandemic, Mt. SAC included.
 - In the attachment, Joumana McGowan created a snapshot projection of what our enrollment looks like for Fall 2020 relative to Fall 2019. The shortfall affects departments all over the map.
 - The decline in headcount has had much less of an impact than the decline of the unit load students are taking.
 - The most significant numbers in increases are in Business (Account and Management and Business Administration), Humanities and Social Sciences (Communications, Speech, and World Languages), and Natural Sciences (Earth Sciences and Astronomy).
 - Decreases are in the Arts area (Music and Fine Arts), Kinesiology, and Math.
 - Morris noted that the Chief Business Officials group is pushing the Chancellor's Office to extend the attendance accounting relaxation on rules for Spring 2020 and Fall 2020 into Spring 2021.
6. The [Mt. SAC 2020-21 ACCJC Midterm Timeline Report](#) has been created and is now in review by the Academic Senate. The report will be going to the Board in January or February. Richard reported that reading the SEAP PowerPoint (referenced in 1c above) was helpful in providing some history. There was discussion about the revision to the Academic Senate's committee structure and the desire to integrate Guided Pathways into committee work. In terms of responding to the improvement recommendation from the last Accreditation Site Visit Team on the need for a clearer College governance structure, Richard feels that the recommendation was more narrative on the visiting team's struggle to understand our structure than on substantive criticism on the committee structure. The Accreditation Steering Committee will continue to ask for committees to look at aligning the accreditation standards to each committee's responsibilities and ensuring that this alignment is listed as part of the Committee's Function Statement.
7. Cabinet approved recruitment to proceed for the following position:
 - a. Director, Academic Technology (retirement of Ron Bean). Morris will process the [Request to Fill](#).

8. Cabinet approved [Request to Fill Log](#) for recruitment to begin on the following position:
 - a. Special Project Coordinator (Rising Scholars/Completion) (New)

9. Cabinet was joined by Doug Jenson, Associate Vice President of Administrative Services, to provide an update on the [development of budget reports and monitoring protocols for cost center managers](#).

Highlights:

 - There is a challenge of fiscal accounting techniques as many departments may show a negative balance in one account, but have available funds in another that could cover the expense with a fund transfer. Fiscal can work with the cost center managers and IT to determine if there is a report that could be run to show over/under budgets.
 - Doug and Fiscal Services are talking to areas that have good practices with payroll budget management and are working on some best practices. The thought would be to work with cost center managers and staff members who are the point person on budgeting to ensure that best practices are followed.
 - Work is continuing with managers who are consistently over on their payroll budgets to correct the issue.
 - Follow up needed: some of the budget overruns are related to inflationary cost increases. This could be addressed in the annual departmental status quo budget process which currently does not allow for such inflationary funding increases. A possible solution is establishing protocol for consistently used staples that have an inflationary cost escalation or are due to a programmatic growth. Also, looking at the top three offenders in budget over spending might uncover a way to evaluate and improve their business practices.
 - It was recommended that there be an additional process to look at natural cost escalations, similar to rate driven increases. This would be in addition to existing budget augmentation through Immediate Need, New Resource Allocation, and Rate Driven Cost Increases.

10. An issue has been brought to Fiscal Services by Sodexo corporate. Mt. SAC typically has a balance of over \$100K in unresolved purchases with Sodexo, some invoices over two years old. While the requirement is that Sodexo does not process catering/food orders without a purchase order number or a P-card number, this process has been lax. As of January 1, 2021, Fiscal Services and Sodexo will enforce the contract, and Sodexo will no longer accept orders without an open PO or P-card.

11. Morris reported:
 - He is working with Rosa and Fiscal Services on closing the books for 2019-20 and getting ready for the 2020-21 Adopted Budget presentation to the Board on October 14. They are looking at lost revenues due to the pandemic and making sure those are recorded appropriately for recovery from federal funds. As of now, the ending cash balance looks like it will be sufficient to cover the deferrals and we will not have to do any borrowing. Most of deferrals will hit in the second part of the year (See previous Cabinet Notes on how the state “balanced” the 2020-21 community college budget).
 - We are working on how we will allocate all of the Federal COVID mitigation dollars. The largest pot of money still remaining sits in the CARES institutional funding account. Plans will be developed when we see what is needed for instructional purposes. Some of the State COVID mitigation funds will be used for student food pantry and reengagement of students—amounts still to be determined.

12. Abe reported:
 - Successor agreement negotiations with CSEA 262 and 651 are wrapping up soon. Returning to Campus is a top topic with both units.

13. Audrey reported:
 - Revisions to AP 5520 – Student Discipline will be moving forward. The revisions have been reviewed by SPEAC and the Academic Senate and will come to Cabinet next week for review.
 - The Food Pantry starts tomorrow in a new location.

- Student Services is in the process of mailing student planners. There is a [link](#) for students to request them by mail.
- A Freshman Reconnect will be held next week.
- She is working on various conference presentations.

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

- Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris, Doug, 12/15)
- Adjustments to the 2020-21 budget to Meet State Allocation Reductions (**ALL, as needed each Cabinet**)
 - Limiting Short-term Hourly and Professional Expert Positions
 - Manage Overtime Assignments and Costs
- Multiple Measures Placement Workgroup (Joumana, George, and Team, 10/27)
- Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 12/8)
- Student Centered Funding Formula—Continued Follow Up
 - Noncredit Support of SCFF & Multiple Measures (Madelyn, 12/15)
 - Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 10/20)
 - Auto Award/Near Completion (Audrey, George, Francisco, Dale, 11/10)
 - EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 11/17)

15. Quarterly Reports to Cabinet

- Emergency Response Plan Quarterly Report (Duetta, 10/13)
- Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, and Kevin, 10/20)
- Faculty Position Control Quarterly Report (Joumana and Rosa, 10/20)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/17)
- IT Projects Quarterly Report (Dale, 11/10)
- Grants Quarterly Update (Adrienne, 10/6)
- Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, Marlyn, and Lina, 10/27)
- International Student Quarterly Update (George, 12/8)
- Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 10/13)