



June 16, 2020

1. Cabinet reviewed and commented on the following information items:
 - a. The Outcomes Committee has selected the Mt. SAC Transfer Center for their Navigating the Road to Transfer Success event ([attached](#)) in the category of 2020 Excellence & Innovation in Teaching and Learning Through Outcomes Assessment. A group of 46 students visited UC Berkeley, UC Davis, and UC Santa Cruz. The tours were structured at aiming to increase diversity and participation of students who fall in the student equity gap in transfer rates at Mt. SAC (e.g., first-generation, low-income, Latinx). Student outcomes developed were to remove financial barriers to explore transfer options and develop a sense of belonging in higher education. Congratulations to Lupita De La Cruz, Alana Bachlor, Jesse Lopez, and Elmer Rodriguez!
 - b. The 4th Annual President's Student Sustainability Award winners are Alyssa Perez, I.D.E.A.S. Club, Evangelina Plasencia, Mitra Afandizadeh, Esmeralda Urias ([attached](#)). Check out the amazing projects these students have completed ([link](#)) in the category of Business/Design, Humanities/Social Sciences, Student Leadership, and Arts/Media!
 - c. The US Supreme Court ruled that Title VII protects LGBTQ workers ([attached](#)). This ruling protects gay and transgender employees from discrimination in the workplace. At issue was whether the word "sex" in Title VII protects employees from discrimination on the basis of their sexual orientation and transgender status.
2. As noted in previous Cabinet Notes, the initial convening ([attached](#)) for the USC Race and Equity Center Equity Leadership Alliance was held yesterday. Quite a few Mt. SAC employees participated in this event. Bill noted that it was a well put together presentation on having difficult conversations about race, establishing institutional structure, and implementing surveys. It was very inspirational and data driven. Professor Shaun Harper put a good model together for colleges to put into motion. This is a five-year project with regular groups of five participants from each college, with 64 California community colleges involved. Professor Harper provided information about the phases to be implemented over the five years, the selection of the different groups of five that participate in each phase. The College will need to have conversations about implementing this initiative. In a related initiative, campus groups are planning on further work with Luke Wood and Frank Harris of the Community College Equity Assessment Lab at San Diego State University. Cabinet highly recommended continuing this work. **Cabinet agreed that Abe and Audrey would represent senior management in this effort.** Faculty hiring requires a consensual agreement between the District and Academic Senate to make changes. Audrey presented a draft document that she has been working on with her team, "And Now What? What Are We Going to Do as an Institution to Address Black and Other Minoritized Students' Needs?" ([attached](#)).
3. The Chancellor's Office Community College Facilities Advisory group published a 2021-22 Draft Spending plan ([attached](#)). Our new Technology and Health replacement building is still lined up for new funding. The spending plan verifies that there is dedicated Prop 51 dollars to fund this project. In September, the final spending plan will go to the Board of Governors for approval. The likely outcome is that the Governor's January Proposal for the 2021-22 budget will have planning money for the project.
4. The Dual Enrollment team provided budget information for Dual Enrollment Counselors ([attached](#)). As of now, adjunct counselors for dual enrollment are paid out of the general adjunct Counseling budget. Audrey reported that we will have one-time SEAP carryover money for adjunct counseling that will be allocated for Dual Enrollment counseling. There is considerable anguish that if there are no counselors

in the high schools, the support services are not there for students. Richard will communicate to the Dual Enrollment team that there will continue to be adjunct counselor hours for Dual Enrollment students.

5. Cabinet received a request from the School of Continuing Education to hire a permanent Assistant Director, Community and Contract Education ([attached](#)). For the last five years, the Unrestricted General Fund has supported a Fulltime Temporary Manager for contract education with the goal of increasing contract education net revenue to the point that a permanent position could be funded from that ongoing source. The attached request establishes that there is an adequate fund balance of over \$500,000 and ongoing revenue sources to support a permanent management position. Human Resources reviewed the proposed job description, and the position needs to be adjusted to meet the paygrade suggested. Cabinet approved the permanent Assistant Director, Community and Contract Education, pending work with HR and Instruction.
6. Cabinet continued discussion on the 2020-21 State Budget and the May Revision. Discussion:
 - a. Cabinet reviewed and approved hiring to fill the prioritized Student Services vacant positions with comments ([attached](#)).
 - b. Rosa Royce, Chief Compliance and College Budget Officer, joined Cabinet to explain the proposed draft Revised Budget for 2019-20 ([attached](#)) and draft Tentative Budget for 2020-21 ([attached](#)).
 - The 2019-20 variance is based on additional unbudgeted revenues and unexpended line item expenditures beyond those in the 2019-20 Adopted Budget passed in September 2019.
 - The state implemented a 3.7% deficit factor from our 2019-20 revenue. Additionally, there is information that there may be a shortfall in lottery revenue.
 - 2020-21 Tentative Budget revenue assumptions are estimates of the Mt. SAC portion of state cuts to community colleges based on May Revision as well as decreases in interest, nonresident tuition, and lottery income. Expenditure increases are the typical step and column and personnel increases. Other expenditure increases in 2020-21 are for higher health and welfare premiums primarily due to changes to family plans, the extra 1.29% COLA not previously budgeted, and increases in PERS Pension Fund employer rate contributions.
 - c. The Overtime Workgroup is continuing to meet and work on a revised AP 7234. It is clear that we have various standards on campus for managing overtime, some more generous than others. The AP will focus on clear processes so that managers understand employee work that warrants overtime and how to use comp time reasonably. Accomplishing this management oversight of overtime will take more management involvement in the flow of work within their unit. Overtime should be approved only when essential tasks must be done to meet firm deadlines. The Overtime Workgroup is also reviewing FLSA positions that meet overtime exempt rules ([See Exemption for Professional Employees Under the Fair Labor Standards Act](#)). The group is also looking at longer term solutions based on information above. The goal is to make sure the demand for staff time fits within the unit budget, not to overspend budgets on overtime.
 - d. Unit Line Item Budget Reductions will be discussed at Thursday's meeting.
 - e. THE NANCE Workgroup (Footnote¹) is working on looking at short-term hourly and professional expert employees. They have reviewed some of the reporting mechanisms. They are working on analyzing budgets under each cost center manager to see what positions are critical to continue and what can be discontinued. The Workgroup will have summarized information soon for discussion with each supervising vice president.
 - f. Cabinet continued discussion on Discretionary Faculty Reassigned time. Richard will send a memo of decision not to authorize any special project (discretionary) reassign time.
7. Cabinet continued discussion on the Mt. SAC Path to Recovery and campus reopening:
 - a. Academic programs are being creative and proactive in finding ways to accommodate their courses within social distancing protocols. For example, the choral groups have prepared a Chamber Singers and Singcopation

¹ Non Academic Non Classified Employees include short term hourly, professional experts, and student workers.

2020 Fall Semester Proposal ([attached](#)). Until the LA County Department of Health provides an all-clear for general campus programs, these requests will be on hold.

- b. There was continued discussion on first responder, health, and infrastructure programs as identified by the LA County Department of Health as authorized to be offered on campus as face-to-face classes.
 - There have been good conversations with the divisional areas affected. As seen in previous Cabinet Notes, the area that has been the most proactive is Public Safety.
 - Some of these programs have determined that they do not need to reduce the number of students in their cohort programs to maintain social distancing.
 - Some courses were considering additional lab sections to accommodate typical class sizes when implementing social distancing, but this is not budgetarily possible, so cohorts may have to be reduced so that the number of students can be accommodated in one class with social distancing.
 - Histotechnology is among the health professions programs that have LADPH permission to be offered on campus. Faculty have been in discussions with Richard for a Summer lab course on campus complying with social distancing to be offered after a first couple of weeks of online lecture. No plan has yet been received by Cabinet for consideration. Other health careers programs are working on processes for returning to face-to-face labs this Fall. All Return to Campus requirements need to be in place in order for these programs to be offered on campus.
 - Richard reports that health programs are working with their clinical partners to be able to place students in clinicals.
 - c. The Return to Campus Workgroup has been hard at work. They have been ordering supplies for temperature checks, Personal Protective Equipment, and working on operational plans. Some challenges based on the recent information from LA County Department of Health are the responsibility for contact tracing and arranging for testing of those with coronavirus symptoms.
 - d. There was continued discussion on employees returning to campus, on the phasing of employees as returning to campus as needed, and on criteria regarding those who are to remain as telecommuting. Once the County releases Stay at Home restrictions on higher educations and moves to Roadmap Stage 3, we can start returning employees to campus. However, there will be a need for the return of some employees to support the already approved face-to-face programs described above. Cabinet discussed the consideration of the virus risk situation of individual employees as well as criteria for accommodating those employees. The early thinking is to phase returning employees depending on the nature of their work and the need of the campus, keeping remaining employees working remotely. **Abe and Morris will work on this phased process. HR will work on a high virus risk accommodation process for employees.**
 - e. A draft document, "Protocols for Institutes of Higher Education (IHE)" from the LA County Department of Health ([attached](#)) was reviewed. While the document is not in final form, it gives insight into possible protocols and requirements applying to higher education institutions. The attached document requires IHEs to implement all applicable measures which include:
 - Workplace policies and practices to protect employees;
 - Policies to protect the health of students;
 - Measures to ensure infection control;
 - Measures that communicate to the campus community and the public; and
 - Measures that ensure equitable access to critical services.
8. Cabinet approved the Reclassification Committee's recommendation to reclassify Julie Hasslock to Grants Specialist, Range 95, pending a funding source. As there is no more Strong Workforce funding for this position, it will be assigned 100% to Grants although the Unrestricted General Fund, which was covering the 50% of the SWF funding, has been lost. **Richard will work with Grants on allocating the needed funds.**
 9. Richard reported that he spent time over the weekend working on Morris's 3-year budget line item reduction document. Deans and divisions that were understanding in cutting their New Resource Allocation funds did not cut much from their ongoing line item budgets.

10. Audrey reported that the CARES Act Part I is almost totally expended, with \$8,950,000 dispersed so far directly to students. Funding to 1,465 more students has been awarded since May 1. Student Services will soon be starting the CARES Act allocation process for new students who start in the Summer.

11. Morris reported that there are financial repercussions for the Child Development Center if we get into Phase 3 and we do not open them—a risk of about \$2M if we don't reopen. The state is working with them on safe reopening guidelines.

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

a. Adjustments to the 2020-21 budget to Meet State Allocation Reductions (**ALL, Each Cabinet**)

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

b. Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 7/28)

c. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 9/8)

d. 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)

13. 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)