



June 25, 2020

Joumana McGowan replaced Richard for the second half of the meeting.

1. Cabinet reviewed and commented on the following information item:
 - a. The High School Articulation Activity Report for 2018-19 ([attached](#)) funded by the Career Pathways Articulation Project Grant and compiled by Marie Tyra, Mt. SAC Project Director, reports 19 new articulation agreements were issued for 2018-19, with 129 units awarded to high school students. Cabinet was impressed by scale and scope of the agreements.
2. The Flight Training Faculty in the Aeronautics Department are working on a plan to return to the Mt. SAC flight training facility at Brackett Field as evidenced in their draft plan "College Aviation Guide for COVID-19 Response" ([attached](#)). This program is on the *Essential Workforce* list of training programs that can be offered face-to-face on-site. Within the Transportation and Logistics Sector, "Flight Schools" are listed as a key subsector; see page 10 from *Essential Workforce* ([attached](#)). The Flight Training plan is a good start and comprehensive. Cabinet noted one of the concerns of the plan is the role of Student Health Services. The tasks assigned seem to be an over reach for that unit. Morris reports that while Marti Whitford has developed some protocols on how the Student Health Center may be involved, the Return to Campus Workgroup has not formally established their role. In terms of COVID-19 testing, the anticipated approach is to find medical partners to do the testing on referral from Mt. SAC. Marti has a list of vendors for referrals. The Workgroup anticipates having such protocols soon.
3. An email to the campus announcing the President's Excellence & Innovation in Teaching and Learning through Outcomes Assessment went out recognizing the Transfer Center for their student university tours ([attached](#)). Continuation of this kind of work will be a challenge during the pandemic.
4. Cabinet continued discussion of the 2020-21 State Budget and the May Revision. Discussion:
 - a. The Governor must sign the final Tentative Budget by June 29. However, it is certain that it will be adjusted once more State and Federal revenue information is known later this summer. The Governor and Legislature appear to be in agreement, and a compromise is expected shortly. If the economy further declines, there could be even more cuts during the coming fiscal year. State budget uncertainty will prevail for some time. That said, the State will likely adopt a revision of this 2020-21 State budget by August.
 - b. Mt. SAC will receive our 2019-20 Second Principal Apportionment (P2 Report) the first week of July. That report will give us an idea of property tax income and determine an updated deficit factor for the 2019-20 budget. The deficit factor, now 3.7%, is anticipated to be lower at P2 which will improve our ending balance for 2019-20, however, this increased funding is only one-time.
 - c. Sometime after July 15, the State will do an analysis of income tax receipts and what that will mean for the projections used for establishing the 2020-21 State budget. That will influence the Legislature and the Governor on their final budget for 2020-21.
 - d. The compromise that the Governor is about to sign will be more advantageous to the community college budget than was the Governor's May Revision. A major concern is the potential failure of Congress to pass a bailout for the states. Under the budget compromise, this will trigger more deferrals and thus a higher cash flow challenge. More deferrals will require us to maintain a higher fund balance. Deferrals into a second year would mean maintaining a sufficient cash balance for the next two years. If Congress delays the stimulus to states and local governments, there will come a point where the State budget has to move forward without Federal assistance. Morris reports that our Tentative Budget for 2020-21 will assume these higher deferrals as a worst case scenario. The work that the College is doing on cutting costs is important to deal with this worst case scenario and the ongoing economic downturn.

- e. The 2020-21 budget compromise has two big wins for community colleges—the retraction of cuts to both to Strong Workforce (SWF) and the Student Equity and Achievement Program (SEAP).
 - The Mt. SAC SWF team was already putting forward cuts to our SWF budget. Because the budget over the next couple of years is shaky at best, we will need a conservative SWF budget strategy. The thought is that anything allowable to carry over to another year should be done in the case there are future cuts to SWF. We should proceed with the plans based on full funding, but acknowledging that even mid-year there could be a cut.
 - The restoration of the cuts from SEAP funds will fund our small (about \$900K) ongoing deficit and increase the SEAP ending balance and carry over. The restoration of SEAP funding will also provide resources to support the growing need to address racial equity concerns on campus. Making real change is not always about money, but rather about changing process and thinking. Having the finances to invest in racial equity work to get deeper into the actions needed is important.
 - f. Cabinet discussed having more oversight of salary line items in unit budgets, both for full-time and hourly employees, to ensure that areas are not overspending their salary budgets. **Bill will meet with Morris and Doug Jensen to discuss this topic.**
5. Cabinet continued discussion on the Mt. SAC Path to Recovery and Campus Reopening:
 - a. The Return to Campus Workgroup is continuing their work. Morris shared a draft of a phase II decision tree for the campus to return once the stay-at-home order is lifted. These decision markers come out of the not-yet-published document from LA County Department of Health for Higher Institutions. Until the threat is diminished by wide administering of an effective vaccine, any courses that can stay online effectively will stay online. When we enter Stage 3 of the LA County Roadmap to Recovery, we will consider creative solutions to courses that cannot reasonably be done online. Programs must be able to meet the standards of the Return to Work Plan for implementing the LA County Public Health Roadmap to Recovery requirements, particularly masks and social distancing.
 6. Cabinet approved an Immediate Need Request from EOPS/CARE and CalWORKs for reclassification of an employee for \$25,058 ([attached](#)) that will be paid with funds available from a vacant EOPS position which will be eliminated.
 7. Morris reported that a Facilities critical onsite worker has tested positive for COVID. Duetta has been working with Human Resources on contact tracing individuals who may have come into contact with the employee. A campus announcement of the exposure will be sent out.
 8. Cabinet discussed the Board Meeting on Wednesday evening. Based on the discussions of the Board, Cabinet felt that Morris's presentation of the Tentative Budget was well understood and the Board was able to follow the budget development. There was continued discussion on the Public Comment, as well as the Resolution—lots of positive feedback from faculty, staff, and students. It was a good tie-in to Barbara's metrics for underrepresented students. Cabinet agreed the challenge is in sustaining this work; there are a lot of pieces—CORA training, the Title V grant, communities of practice, the core group of equity mindedness folks—many pieces that don't have a formal place in our structure but involve very talented people. Student energy on the topics is also evident, particularly around El Centro. All employee and student groups talked about action on racial equity in one sense or another.
 9. Joumana reported:
 - Members of the Instruction Team are working on the Distance Education Addendum that is due to the Chancellor's Office on July 1st.
 - The Deans have been asked to provide a list of staff who may be needed to return to campus for the Fall semester.
 - The Instruction Team is talking about the Winter schedule for which planning will start in two weeks. They are hoping for some guidance from the Chancellor's Office regarding Fall, Winter, and Spring relief from mandates.
 10. Abe reported:
 - There has been continued discussion on returning employees to work with CSEA 262 and 651.
 - He met with Audrey on the short-term/hourly/temporary employees discussion and is prepared to talk to managers.

- Student workers that are continuing to work were transitioned to short-term hourly status this Spring. This budget shifts makes it difficult to differentiate between budget used for hiring students and for hiring short term hourly employees. This then creates challenges for monitoring these budgets and making cuts. After his discussion with Audrey above, short term hourly/professional expert/student work will occur with prior approvals, which now include the Vice President. HR will be providing a monthly analysis on trends in this work to be sure there are reductions. These will be topics of discussion at the July 2nd Management Staff meeting. HR will assist managers in writing the correct rationale needed to justify continued levels of funding for these budget line items.
- The HR Team is continuing the work on overtime, the Administrative Procedure, and overtime management.

11. Audrey reported:

- Student Services has awarded over 12,000 students more than \$8M in CARES Act funding. With the CARES Act Minority Serving Institutions funding a little over \$1M, there is approximately \$1.5M left to disburse. They will be coming back with a plan for how many students will be awarded Summer and Fall. Since the ruling, Dream students have now been awarded grants and SCE is working on a plan for non-credit students to receive grants.
- She is working with Sokha Song on the recruitment of Student Services vacant positions, particularly those with prior failed searches.

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

- Adjustments to the 2020-21 budget to Meet State Allocation Reductions (**ALL, Each Cabinet**)
 - Delay Vacant Position Hiring
 - Trim Unit Operational Budgets
 - Review New Resource Allocations for Reduction
 - Manage OPEB and STRS/PERS Trusts
 - Limiting Short-term Hourly and Professional Expert Positions
 - Balance SEAP Budget at 15% Cut
 - Balance Strong Workforce Budget at 57% Cut
 - Manage Overtime Assignments and Costs
 - Manage Cash Flow to Meet Deferral Requirements
 - Review Discretionary Faculty Reassigned Time
 - Review Contracts and Related Costs
- Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 7/28)
- Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 9/8)
- Student Centered Funding Formula—Continued Follow Up
 - Noncredit Support of SCFF & Multiple Measures (Madelyn, 8/11)
 - Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 7/21)
 - DOE and CalPASS-PLUS follow up for K-12 full participation (Barbara and Bill, 7/21)
 - Auto Award/Near Completion (Audrey, George, Francisco, Dale, 8/11)
 - EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 8/18)

13. Quarterly Reports to Cabinet

- Emergency Response Plan Quarterly Report (Duetta, 7/14)
- Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, and Kevin, 7/21)
- Faculty Position Control Quarterly Report (Joumana and Rosa, 7/21)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 8/18)
- IT Projects Quarterly Report (Dale, 8/11)
- Grants Quarterly Update (Adrienne, 7/7)
- Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, Marlyn, and Lina, 7/28)
- International Student Quarterly Update (George and Darren, 8/25)
- Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 7/7)