



September 17, 2019

There will be no Cabinet meeting on September 24th

1. Cabinet reviewed and commented on the following information items:
 - a. [Attached](#) is our WIOA II: Adult Education and Family Literacy Act grant award for 19-20. This is an increase of \$198,924 to a total of \$1,248,665 mainly in ESL due to expanded English literacy instruction with civics plus integrating ESL and Short Term Vocational instruction. Congratulations to Associate Vice President Madelyn Arballo and her School of Continuing Education team.
 - b. With LA County moving from polling places to voting centers with extended days, Mt. SAC was selected as one of those new centers. To aid in implementing this system, Mt. SAC will be holding a mock election on September 28 and 29 in Room 6-160 from 10:00 am to 4:00 pm. See the [attached](#) Mock Election Flyer and Poster.
 - c. The Adopted Budget presentation made to the Board of Trustees on September 11 is [attached](#).
 - d. The Distance Learning Report presented to the Board of Trustees on September 11 is [attached](#).
 - e. Stuart Van Horn, Chancellor of the West Hills Community College District, has written an opinion letter ([attached](#)) on Impact of the Student Centered Funding Formula on his district, namely, a \$5 million midyear cut from the advance apportionment provided by the Chancellor's Office in July 2018. His letter says in part:
The funding formula has eroded substantially from its original intent: equity. The very districts serving larger numbers of disadvantaged, low-income students in the far north, the inland empire, in inner cities, and the central valley bear the burden of this failure. It is, once again, an illustration of how poor communities stay poor.
2. Cabinet reviewed the following Administrative Procedure updates either as internal work in progress or originating from the Community College League Policy and Procedure Update Service. Responses will be considered by Cabinet on October 1st.
 - a. AP 3435 Discrimination and Harassment Investigations ([attached](#)). Abe will provide input from HR staff.
 - b. AP 3540 Sexual Misconduct-Dating Violence-Domestic Violence-Stalking ([attached](#)). Abe will provide input from HR staff.
 - c. AP 4100 Graduation Requirements for Degrees and Certificates ([attached](#)). Richard will provide input from Instruction.
 - d. AP 4222 Remedial Coursework ([attached](#)). Richard will provide input from Instruction Team.
 - e. AP 4230 Grading Symbols ([attached](#)). Richard and Audrey will provide input from Instruction and Student Services Teams.
3. In an eleventh hour compromise, a deal between the governor and the legislature was reached on statewide school bond to go before the voters in March 2020. If approved, the bond would provide \$9 billion to K-12 and \$2 billion each to UC, CSU, and community colleges... For specifics on the community college provisions, see the [attached](#) analysis. More on the K-12 conditions for the bond are [attached](#).
4. Cabinet reviewed the status of legislation of interest as of September 12th ([attached](#)).
5. The Chancellor's Office Memo on Fall 2020 Faculty Obligation Number ([attached](#)) shows our projected FON to be 447.1 for Fall 2020.
6. Cabinet received job descriptions for proposed new positions in Facilities Planning & Management: 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.
7. Cabinet received job descriptions associated with the Center of Excellence Chancellor's Office grant: Director ([attached](#)), Account Technician ([attached](#)), and Account Specialist ([attached](#)).
8. Cabinet reviewed a proposed Makerspace Plan and Budget ([attached](#)). With the expiration of a state grant and unsuccessful application for a federal grant, the project is currently funded with a short term one-time college funding. Discussion continues on seeking further resources.

9. Cabinet welcomed Barbara McNeice-Stallard, Director of Research and Institutional Effectiveness, for the update ([attached](#)) on implementing SCFF Research Agenda and Data Reporting and Analytics. The attachment items highlighted in yellow reflect the discussion, steps to be taken, and follow up.
10. Barbara and Bill provided follow up ([attached email exchange](#)) on the potential use of CalPASS-PLUS, Community College Guidance Initiative ([see attached CCGI information](#)), and/or Department of Education high school transcript data to directly inform/validate self-reported high school transcript data used for placement in English and Math under the Assessment Questionnaire (AQ). It is clear that neither Cal-PASS nor CCGI have data agreements with enough Mt. SAC service area K-12 districts—and those who do have agreements do not consistently share student transcript data. The recent MOU between the Chancellor's Office and the California Department of Education to share high school transcript data holds the only reasonable opportunity for accessing such data. Mt. SAC will continue to work with the Chancellor's Office to have access to this data.
11. Cabinet was joined by Dale Vickers, Chief Technology Officer; Antonio Bangloy, Director of Enterprise Applications Systems; Ron Bean, Director of Academic Technology & Infrastructure; and Chris Schroeder, Director of Infrastructure & Data Security, for the IT Projects Quarterly Report ([attached](#)).
12. Cabinet was joined by Adrienne Price, Grants Director, to provide the Grants Quarterly Update ([attached](#)) and Grants Calendar ([attached](#)).
13. Cabinet approved five new Requests to Fill ([attached](#)).
14. Cabinet reviewed the updated list ([attached](#)) of open positions under active search.
15. 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 (**As Referred, 10/1**)
 - 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)