



October 12, 2021

1. Cabinet reviewed and commented on the following information items:
  - a. Gohar Momjian, ACCJC Vice President, will provide the Board Members with a [presentation](#) on Trustee roles and responsibilities in preparation for our accreditation visit. Madelyn will also talk about our School of Continuing Education accreditation process with WASC.
  - b. An article in the San Gabriel Valley Tribune highlighted our student-run restaurant, Café 91 in [Mt. SAC's student-run restaurant will now seat you](#). The article was a collaboration of a story that Jill pitched and presented, and the Tribune picked up and sent out a photographer, announcing the reopening of Café 91. Visit the [Café 91](#) webpage for more information on times the restaurant is open. Writer Robert Morales will be doing a story about the Mt. SAC West Parcel Environmental Restoration soon.
  - c. RBC provided a [Bond Program Update](#) which includes information on both where we are on the bonds and the local property tax rates. With property values increasing, it is good news in that our bonds are repaid by property taxes based on assessed values.
  - d. Our [SEVIS recertification](#) has been approved in record time! The I-17 recertification form is required through the Student and Exchange Visitor Program for our international students and allows us to issue the appropriate forms for these students to take classes here at Mt. SAC.
2. At Wednesday's Board Meeting, the Board has a discussion item regarding the Board Resolution on vaccination and testing. The plan is to provide [information](#) to the Board from a data perspective. In addition, Cabinet has been looking at this from an equity perspective for students and staff. Students' [compliance](#) has been handled and we will now focus on employee groups. If the Board Resolution remains as a vaccination only mandate for Winter and Spring, we need to have a process in place for exemptions for medical and religious reasons.
3. [Governor Newsom Signs ADT, Common Course Number, and Baccalaureate Degree Bills](#) which have varying degrees of impact on us. The AB927 Baccalaureate Degree Program effectively makes the program permanent, which was set to sunset on July 1, 2026. The AB111 Common Course Numbering System allows for a secondary numbering system built on the CID, which is a common course identifier required for courses in the Associate Degree for Transfer (ADT) for all California community colleges. It is the same numbering system that Cal State uses. AB928 Associate Degree for Transfer Program provides oversight of the ADT program to the Intersegmental Implementation Committee and requires community colleges to place students into a general education pathway if they declare a goal of transfer.
4. Recommended revisions were presented on [AP 4285 Credit for Extra-Institutional Learning](#) in AMAC. This AP has been in the revision process for quite a long time. **Kelly will follow up on the path that it has taken.**
5. A Memo from the Chancellor's Office, [Attendance Accounting Guidance for Transitions to In-Person Instruction](#), provided little clarity and was hard to understand exactly what message they were trying to convey.

6. An article from School Services of California on [Modified Classified Layoff Procedures](#) outlines AB 438, which was signed by the Governor on October 8. This law provides significant changes in timelines for classified layoffs and creates a challenge that will need to be negotiated. It doesn't change the criteria for a reduction in force, but requires an earlier notification. It does exempt one-time categorical grant funding RIFs, however.
7. Audrey presented a [proposal](#) for the next release of HEERF III Emergency Grants for students. Cabinet approved the plan subject to availability of funds.
8. The Chancellor's Office issued the 2021-22 Retention/Enrollment [Notification](#) and [Allocations](#). Allocations include an additional \$90M for student retention and enrollment outreach efforts.
9. The budget discussion during the summer indicated several additional regular reports to Cabinet. These will be on a project basis and will be quarterly until the project is completed. Team members identified below will receive direction from the President's Office on the project coordination team reporting to Cabinet quarterly. There was discussion with VPs about the multi-unit collaboration that exists with these projects. The expectation is that the teams will have a project statement with their mission, goals, and implementation/ongoing process that will be presented at their first presentation to Cabinet.
  - Reconnect and Reengage (Leads: Tannia Robles, SCE TBD, Instruction TBD, Assistant Director, Academic Technology)
  - Center for Black and African American Studies, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez and Aida Cuenza)
  - Student Center Coordination (Leads: Kevin Owen and Koji Uesugi)
  - Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara)
10. The 75<sup>th</sup> Anniversary event went well and was well-attended. It was a challenge to plan during COVID, but a lot of people came out to participate. Good feedback was received from community members with about 2,000 people attending.
11. Cabinet approved an [Immediate Need Request](#) for from School of Continuing Education for furniture for \$3,668.01 one-time.
12. Cabinet was joined by Rosa Royce, Chief Compliance and College Budget Officer, and Meghan Chen, Associate Vice President of Instruction for the [Faculty Position Control Report](#) and [Faculty Obligation Number](#). Highlights:
  - The authorized hires match the required survey that that Mt. SAC submitted to the Chancellor's Office in August.
  - There were 9 positions that were hired effective August 19, 2021.
  - There are two vacancies due to retirements effective August 29, 2021, and one effective December 31, 2021.
  - The total full time equivalent faculty for Fall 2021 at P2 is 439 and the Fall 2021 estimated advance P2 is 405. We will use the lower FON number.
  - There is Cabinet interest in hiring faculty who have head coaching assignments, especially in women's sports, and in hiring those who meet minimum qualifications in Ethnic Studies.
  - We know that declining in credit FTES will continue until enrollment recovers. Lower credit FTES is the driver behind the lower Faculty Obligation Number.
  - We're anticipating the approval of 5 faculty in the upcoming cycle for Fall 2022 which would put us an estimated 6 over FON for Fall 2022 depending on retirements.

13. Cabinet reviewed and approved the following job descriptions:

- [Assistant Director, Academic Technology](#) (Revised)
- [Director, Rising Scholars](#) (New)

14. Cabinet approved the [Requests to Fill Log](#) for the following positions:

- [Administrative Specialist I](#) (SCE, EOA, and AWD)
- [Administrative Specialist III](#) (Student Success and Equity-REACH Program)
- [Computer Facilities Assistant](#)
- [Computer Facilities Assistant](#)
- [Coordinator, Project/Program](#) (Counseling/EAB)
- [Director, Basic Needs Resources](#)
- [Driver](#) (ACCESS)
- [Educational Advisor](#) (Arise Program)
- [Educational Advisor](#) (DREAM Program)
- [Grants Specialist](#)
- [Lead Library Technician](#)
- [Senior Systems Analyst/Programmer](#)
- [Senior Systems Analyst/Programmer](#)
- [Vice President, Human Resources](#)

15. Morris reported:

- Winter 2022 will be no cost parking for students. Parking permits will be required beginning Spring 2022.
- Indoor performance and assembly capacity guidelines recommendation from Event Services will follow current LA County guidelines. Mt. SAC sponsored events which include only Mt. SAC staff and students, capacity can be at posted occupancy limit; mixed crowds with the public, limiting capacity to 75%. Non-Mt. SAC sponsored events must follow campus masking guidelines and limit to 75% capacity.
- Foothill Transit TAP stickers for Fall are good through the Winter session and Spring is good through Summer.
- The Bookstore contract with Barnes & Noble is scheduled to expire in December 2022.

16. Sokha reported:

- The HR scanning process is almost complete.
- Reminder that managers' contract renewals are due Monday.

17. Kelly reported:

- The Digital Recording AP 37xx work group met and provided an update on progress accomplished thus far, and identified key components to address in the next meeting.
- The Ethnic Studies department implementation is proceeding. The technical elements are complete in Banner and the curricula work is underway. In addition, the collaboration with FA continues regarding the transfer of faculty into the Ethnic Studies department.
- A reminder that the Accreditation Kickoff is next Friday, October 22, at 1 pm. The "nuts and bolts" accreditation training will be from 2 – 4 pm.
- The Instructional Leadership Retreat on October 15 will focus on DEISA, enrollment management, and team building.

18. Audrey reported:

- Efforts have been on assisting students who were non-compliant. Special programs made individual contact with students via phone and/or email. A draft Appeal Form for reinstatement for dropped students was finalized.
- Cash 4 College was held this weekend with approximately 130 participants.

#### 19. Madelyn reported:

- The Chancellor's Office noncredit attendance survey came out asking for missing student level data from 2020-21. A spring Ed Source article about declining community college enrollment brought to light the ongoing discussion about unreported individual noncredit student attendance data for up to 700,000 noncredit students as well as concern from legislature and Board of Governors. If successful, the CCCCCO may be able to retrieve some of the missing 20-21 student level data in the CCCCCO Management Information System (MIS).
- Madelyn is part of a workgroup with K12, Chancellor's Office, and CSU colleagues to revise SB68 and expand access to undocumented students to be more eligible for AB540. The original legislation added nonresident adult education students in accessing higher education, but restrictions were too rigid. The goal is to alter the legislation to make the language to make it more accessible to nonresident adult students. Ashley Walker, Mt. SAC's policy advisor from Nossaman, is also involved.
- As a follow-up from last month's visit from the Legislative Analyst's Office, Paul Steenhausen is still seeking additional communication with Mt. SAC regarding the California Adult Education Program. Another meeting will be scheduled soon.

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

- a. Multiple Measures Placement Workgroup (George and Team, TBD)
- b. Student Centered Funding Formula—Continued Follow Up
  1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 11/23)
  2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 12/21)
- c. AB30 (Dual Enrollment, A&R, and IT, 11/9)

#### 21. Quarterly Reports to Cabinet

- a. Emergency Response Plan Quarterly Report (Duetta, 10/26)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Mika, and Kevin, 12/21)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 1/11)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 12/7)
- e. IT Projects Quarterly Report (Anthony, 12/14)
- f. Grants Quarterly Update (Adrienne, 10/26)
- g. International Student Quarterly Report (Chris, George, and Paty 12/21)
- h. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 12/14)
- i. Guided Pathways Reporting (Meghan, Shiloh, and Sarah, 11/9)
- j. Dual Enrollment at Local High Schools Quarterly Report (Meghan, Joel, Marlyn, and Lina, 11/23)
- k. Title V Quarterly Report (**Lianne and Lisa, 10/19**)