



January 19, 2021

1. Cabinet reviewed and commented on the following information items:
  - a. An article from EdSource, [California's 'cradle-to-career' data system in line to receive \\$15 million for next phase](#), confirms Governor Newsom's support for the next phase of California's data system. The system will include multiple state and educational institutions and will link information from California's K-12 and public postsecondary institutions by the end of the first year. Thus far, the Chancellor's Office has been regressive in terms of data collection. Mt. SAC recognizes the importance of data—a lot of the advances we have made have been based on data. Data analytics are important to guide the support of College work, and the availability of a data mart that includes all education and workforce data will be extremely valuable to the work that we do.
  - b. A [Moderna Fact Sheet for Recipients and Caregivers](#) provides basic Q&A on the Moderna vaccine. Moderna is the vaccine that is being prioritized in use in vaccinating educators in Phase 1B.
  - c. A Public Policy Institute of California article, [Improving College Readiness through Dual Enrollment](#), highlights the growth of dual enrollment in California. One of the points that really jumps out is the data showing that high schools who participate in dual enrollment already have high A-G completion and college going rates. We need to continue to target the high schools that are not already successfully on this pathway—dual enrollment cannot be just for top tier students, but must also be for those who have potential, but have not had the opportunity, to become college ready.
  - d. The Los Angeles Orange County Regional Consortium put out their [LA County Resilient Jobs List](#). This list is data on jobs that were resilient during the pandemic by sustaining both employment and salary levels. Not surprising, top categories are the health professions and technology. As Mt. SAC begins a key part of leading the recovery from the pandemic-induced recession, this list needs to be a bell ringer for us on the economic segments with job opportunities—not only resilient during the pandemic, but resilient coming out of the pandemic.
  - e. A slide regarding [Recent History of Proposition 98 Funding](#) from a presentation by Vice Chancellor Lizette Navarette was reviewed by Cabinet. What jumped out was how much the Proposition 98 funding has increased, from \$47.3B in 2011-12 to \$85.8B in 2021-22. The way that State revenue—not the State economy—has recovered, and is projected to recover, will continue to support growth in Prop 98 funding. As important to us, community colleges need to maintain the allocation by the Governor of the Proposition 98 money because California tax structure favors taxing the rich, and, fortunately for us, the rich are doing very well. Because we are not in a traditional recession, we need to reap the benefits in terms of the State revenues.
2. The subgroup that is working on logistics for the COVID-19 vaccine Point of Distribution provided an [update](#). Morris reports that the workgroup is moving along; there is a robust group of folks involved, with Brandin Bowman in Technical Services leading the group. Recently, the County has changed their appointment and tracking system to CalVax. In terms of logistics, we are good and the group is working through multiple scenarios. We have estimated that we could potentially vaccinate all employees within one month based on the current staffing levels. There are some liability risks that Risk Management is working through related to the vaccine distribution. Once distribution dates are known, a priority list will be established. The date of distribution to employees is not yet known as we are still working through the details. A lot will depend on how this works out with the County in receiving the vaccine.
3. Cabinet reviewed the recommended changes to [AP 7122 – Recruitment and Hiring: Management](#) and the new [AP 7124 – Recruitment and Hiring: Executive Management](#). These recommendations originated from the Campus Equity and Diversity Committee who looked at all hiring Board Policies and Administrative Procedures. Bill worked with the Management Steering Committee to review the

recommendations. There were a couple of recommended revisions from MSC that are highlighted in yellow. Cabinet recommended to change the title of the person responsible for EEO to “College Compliance Officer” and to return the optional member language to the previous version. With these recommendations, Cabinet approves the APs to move through the process for PAC review and recommendations. Cabinet also made a recommendation that a diversity statement is listed in all job descriptions so that criteria to evaluate applicants can be based on consistent language.

4. Bill has come to an agreement with the Management Steering to extend the COVID daily pay through Spring for managers who have to come to campus.
5. Cabinet reviewed and approved the revised [Facility Use Fee Schedule for 2021](#).
6. The Chancellor’s Office issued a Memo regarding [2021-22 Nonresident Tuition and Capital Outlay Fees](#), which provides the options for colleges to determine their nonresident fees: district average cost, district average cost with 10% or more noncredit FTES, statewide average cost, highest statewide average cost, contiguous district cost, or between statewide and district average expense of education if district cost is higher. Morris notes the lowest number we could go to is \$255, without the Capital Outlay fee. For Fall 2020, we were at \$330 per credit, including the capital outlay fee, and have already approved a reduction to \$310 in the Spring. Given that we have so many nonresident students who are staying engaged and enrolled, Cabinet agreed that it would send a positive message to target \$310 per credit unit including the capital outlay fee.
7. School Services of California issued their [Financial Projection Dartboard of the 2020-21 Governor’s Proposed State Budget](#), which provides comparisons of what the actual 2019-20 statutory COLA was and what we all enjoyed of 3.26%. The 2020-21 COLA was 2.29%, which now gets backfilled for K-12 in the Governor’s proposal. The 2021-22 statutory COLA is 2.71%, so the Governor’s proposed 1.5% COLA for community colleges in 2021-22 looks disappointing in two ways. First, it is not going to be backfilled to statutory COLA, and second, it is not equivalent to K-12 COLA. Our budget is challenging because of the lack of statutory COLA to keep up with cost escalations. However, we are pleased that there was any growth proposed at all (a modest 0.5%), but realistically, the recovery of enrollment in 2021-22 is going to be a challenge.
8. Cabinet reviewed the [California Community College District Cooperative Work Experience Education Plan](#), which needs more collaboration to see what this means for us. **Irene to follow up.**
9. We are gradually learning more about the new Federal stimulus funding (Higher Education Emergency Relief Fund II), which is being called CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act, 2021). Mt. SAC is [estimated](#) to receive a little over \$34M in this second round of stimulus funding. The [fact sheet](#) from the Department of Education discusses the difference between the Cares Act and CRRSAA. Many of the requirements for use of funds are the same, however, the permitted uses of the institutional portion have been broadened in that these funds can be used to defray expenses associated with COVID, not just the “delivery of instruction.” Further, CRRSAA removes the CARES Act requirement that student aid is dependent on Pell grant eligibility. Also emphasized is the ability to be able to carry out student support activities. Any unexpended CARES Act money can be dispersed by either CARES rules or CRRSAA rules.
10. Cabinet reviewed and did not approve the recommended changes to the [Student Equity Committee Purpose & Function Statement](#). **Audrey to take this back the committee to revise.**

11. The Chancellor's Office provided [2017-18 Student Success Data](#) that is related to the Student Centered Funding Formula. There is a lot of information here, and it is good that this SCFF data is coming forward. There is a lot of work that still needs to be done, but it was interesting to compare ourselves to our neighbors and where we stand in the three buckets of SCFF money—we are strong in enrollment and we're holding our own in completion and financial aid. Since the State is not going to rebench the SCFF metrics anymore, Mt. SAC can continue increase SCFF annual funding by growing all three areas without loss of funding due to SCFF formula changes. For future College budget planning, it is important to look at whether we are under or over performing within the SCFF metrics. We need to look at potential growth in all three buckets to guide us in investing our money. Now that the State is producing that comparative data, we need to consider how to analyze and move the metrics on financial aid and completion. We have not done enough strategic analysis of areas in which we have succeeded and in which we have potential for more success. Cabinet agreed that we need to change our 320 planning meetings to include not only FTES enrollment metrics but also financial aid and completion metrics from the SCFF. We cannot just think about enrollment to carry our financial growth and stability.
12. Cabinet was joined by Madelyn Arballo, Associate Vice President of the School of Continuing Education, and Meghan Chen, Dean of Library and Learning Resources, to provide an [update on Academic Support](#). Highlights:
- There were a lot fewer students participating in academic support in Fall 2020, but the contact hours of tutoring are relatively good. The Academic Support and Achievement Center (ASAC) had the most number of students participating at 1193 unduplicated and the WIN Center the most hours at 9270.
  - Fall 2020 data still finds that women are visiting the academic support centers more than men. The participation by race/ethnicity is about the same as the last update, which is positive.
  - The swipe system of student sign in to the academic support centers is fully functional in ASAC, WIN, and the Language Learning Center. The Writing Center and others will be added this week.
  - Attendance reporting is going smoothly, and all centers are now moving in the same direction.
  - Now that we have common data identifiers across and within the centers, the academic support centers are going to be creating their workplans guided by the equity metrics and SEAP activities.
  - The centers' budgets are now in place, and all are getting used to the SEAP budget processes. The fiscal training that was provided in December was really good, and all left with helpful information. The academic support centers are spending less money this year, which is understandable with lower numbers of students participating.
  - The process of hiring the Manager, Academic Support is moving forward and expected to have someone in place by Spring 2021.
  - The tutor training program improvement proposal is almost completed. It will be a noncredit certificate training program that is a self-paced, asynchronous online training Canvas module.
  - The team continues to promote academic support to students and faculty in the form of workshops, template content for use in Canvas, and the [Mountie Student Hub](#).
  - The Mt. SAC CidiLabs ([link](#)) provide a design system for canvas content that faculty use such as sample syllabus statement.
  - The Mountie Student Hub allows for direct messaging to students.
13. Cabinet was joined by Lianne Greenlee, Director of Professional and Organizational Development, and Lisa Rodriguez, Assistant Director of Professional and Organizational Development, to provide an [update on the Title V Grant](#). Highlights:
- There are 32 projects under 7 Title V goals with 9 specific objectives. Projects and activities are prioritized based on the objectives. Significant progress has been made on 15 projects.

- A new Instructional Designer was hired in December.
- The Equity in Education Certificate Program (CORA) (Goal 1) has been an ongoing project, with 4 guided cohorts per year. There have been 146 more completions since the last update and there are 89 registered for the winter cohort.
- A special in-service was completed for Police and Campus Safety on unconscious bias curriculum. Twenty-five staff members took the course, with a two hour debrief session that resulted in a commitment to re-affirm department goals.
- The continuance of the Magic Mountie Podcast (Goal 1), with 19 episodes produced since August 2020. Coming soon: student led podcast series on equity and social justice topics.
- To recognize the importance of practice, Emily Versace, Counselor, has created a dynamic lectures workshop (Goal 1) which is a hands-on training that provides ways to structure lessons/presentations based on brain science and learning theory.
- Professional Development for Staff and Student Employees (Goal 4) has continued with a keynote presentation at CPD Day in August 2020 by Dr. Frank Harris III and the establishment of the Diversity, Equity, Inclusion team which assists MPDC with DEI professional development.
- Enhancing Students' Cultural Awareness, Personal Development, and Leadership Skills (Goal 5) is moving forward with a LatinX student workshop which will be highlighting cultural awareness.
- Upcoming events for Spring/Summer 2021 for Title V:
  - Equity Community of Practice (Goal 1)
  - Best practices for Teaching in Community Colleges – A second cohort of 20-22 faculty for Spring 2021 (Goal 1).
  - CORA RMA/UB Cohorts (Goal 1) – Winter completes in March and Spring cohort begins in April
  - The Power of Our Data Conference planned for April 16 (Goal 3)
  - CORA 2.0, Community of Practice in applied principles of racial microaggressions, unconscious bias (Goal 1) with additional certificates in LGBTQIA/Pride Allyship and Teaching and Supporting the Latinx Students (Goal 1)
  - Latinx Student Professional Development Institute (Goal 5) scheduled for August 16 and August 17.
  - A virtual Consumer Resource Fair (Goal 6).
  - Three Title V Spring FLEX presentations.

14. Cabinet approved recruitment to proceed for the following positions:

- Public Safety Officer II (retirement of Kevin House; previously frosted). Morris will process the [Request to Fill](#).
- Public Safety Officer II (replacement of Anthony Kelly). Morris will process the [Request to Fill](#).
- Custodian (resignation of Akisha Cravens). Morris will process the [Request to Fill](#).

15. Cabinet frosted the following position:

- Police and Campus Safety Dispatcher

16. Cabinet approved the [Request to Fill](#) log for the following position:

- [Director, Writing Center](#)

17. Abe reported:

- Work continues with the CSEA groups related to COVID information.
- Interest Based Bargaining training with both CSEA units has been completed.
- HR is working on establishing the workgroup for Zoom recording and retention of video recordings.

18. Audrey reported:

- Koji has been working with Tzu Chi Foundation to whom we would refer to assist students who have basic needs.
- A recommendation for expulsion of a student under discipline will be coming forward from the Student Conduct Board.

19. Irene reported:

- The Vice President of Instruction search closes tonight.
- Previously approved faculty hiring is being moved forward, and Irene is recommending that deans immediately look at approving the corresponding hiring brochures.

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

- a. Multiple Measures Placement Workgroup (George, and Team, 2/23)
- b. Student Centered Funding Formula—Continued Follow Up
  1. Noncredit Support of SCFF & Multiple Measures (**Madelyn, 1/26**)
  2. Auto Award/Near Completion (Audrey, George, Francisco, and Dale, 2/9)
  3. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—3/9Francisco, 2/16)
- c. Zoom recording/digital retention (Abe and Workgroup, 3/9)

21. Quarterly Reports to Cabinet

- a. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa, 2/9)
- b. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris and Doug, 2/16)
- c. Limiting Short-term Hourly and Professional Experts and Managing Overtime (Abe and Alexis, 2/16)
- d. Emergency Response Plan Quarterly Report (Duetta, 4/13)
- e. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, and Kevin, 2/2)
- f. Faculty Position Control Quarterly Report (Joumana and Rosa, 2/2)
- g. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/16)
- h. IT Projects Quarterly Report (Dale, 2/9)
- i. Grants Quarterly Update (Adrienne, 4/13)
- j. Dual Enrollment at Local High Schools Quarterly Report (Michelle, Joel, Marlyn, and Lina, 2/23)
- k. International Student Quarterly Report (George, 2/9)
- l. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 4/20)
- m. Title V Quarterly Report (Lianne and Lisa, 4/20)