



June 29, 2021

1. Cabinet reviewed and commented on the following information items:
 - a. The ACCJC has accepted [Mt. SAC's Midterm Report](#). The purpose of the review is to determine the degree to which the College has made progress in implementing its plans and improving outcomes related to student achievement. Congratulations to all that worked effortlessly on this wonderful accomplishment for the College!
 - b. The ACCJC took several [institutional actions](#) on accredited status of the institutions at its June 9-11, 2021, meeting.
 - c. A [memo](#) from the Chancellor's Office was sent to all chief executive officers confirming the increase in efforts to undermine cyber integrity and an increase in fraudulent activity. Two types include admission application fraud and financial aid fraud. The information provided was not useful, other than confirming the need for the College to continue to enhance its existing proactive measures to prevent fraud.
 - d. A new [Associated Students President](#) has been selected, Valerie Mena, who will serve as the A.S. Chair and will assume all of the duties of our previous president.
 - e. The [Vacant Positions Under Active Search Log](#) was reviewed.
2. The Chancellor's Office issued the [2022-23 System Budget and Legislative Request Form](#) for input from colleges in establishing the Board of Governors Legislative Agenda for next year.
3. The process for finalizing the State budget is going well. Morris and Rosa have prepared a [2021-22 Tentative Budget](#) presentation for the Board Meeting on June 23, 2021. It looks like it is going to be a good deal for us as the budget compromise between the Governor and Legislature proceeds. A good COLA of 5% will be a great benefit to the College. We are in a good position to use this COLA to help us with the extra layers of the recovery and return to campus. In several ways, California community colleges will need to be ready to respond to that challenge. The overall economic condition of the State and the nation continue to be good particularly at the top end of the economy. One of the reasons is the stimulus money has been spurring consumer spending. Although there is pent-up demand from the previous lock-down months, there are not enough goods yet to support these demands. The employment stimulus will continue to help job recovery particularly at the entry and middle skill levels. There are jobs out there, but, when subsidy for unemployment irons out, this will encourage people to go back to work. The improving economy at the top tier has not and will not benefit the segment of the population we serve. The post pandemic bounce back is a different kind of recovery compared to the past. Mt. SAC will have to be very strategic in how we use the funds that are coming to us and help students progress to higher education or get employed in a well-paying, skilled profession. For Mt. SAC's enrollment growth, there is still potential for expansion of dual enrollment that we have not tapped into yet. Also, the new State funding will continue to help us retain students and close the equity gap. The new Federal immigration policy is also a factor in that Mt. SAC is well positioned to serve these new Californians. Particularly important is our case management model (social services model) to expand that outreach and service to students in need by working with faculty to refer students to support and assistance. Keeping students on campus will help with engagement and retention.

4. Cabinet was joined by Doug Jenson, Associate Vice President of Administrative Services to discuss the topic of [developing budget reports and monitoring protocols for cost center managers](#). Highlights:
 - Departments are experiencing ongoing short-term hourly overages.
 - A summary of current Fiscal Services forms and their uses were reviewed.
 - Questica is helping identify budget inconsistencies not identified in Banner. Managers will soon be able to run their own reports and see actual budget activity. The next step is to set up autogenerated reports.
 - Power User Groups, which identifies common issues, will start back up with a list of eight recommendations.
 - Fiscal Services will be working on putting out a monthly newsletter to keep the campus up to date.
 - Communication from Marketing is needed to inform students that parking fees will be waived.
5. Cabinet discussed a new budgeting and allocation process to address existing unit operational line items that no longer meet program/department/division needs. Examples include consumable supplies, the cost for which increases as a unit grows. Examples of operational cost escalations include consumable supplies in a lab class as new sections are added and custodial and utility costs as more buildings and square footage are added to the College. Cabinet discussed an ongoing line item in the College budget for operating cost escalation similar to the current rate driven cost line item in the annual budget. Cabinet also discussed the possibility of a similar budget and allocation process for “total cost of operation” needs. An example is the need to budget for computer replacement when a particular device reaches end of life. Cabinet discussed a form that could be used similar to the Immediate Need Request form. **Morris will put a work group together to further develop these concepts.**
6. An article from School Services of California, [Partial 2021-22 State Budget Deal Unveiled](#), notes that the Legislature released a summary of a revised 2021-22 State Budget, which reflects a partial deal with Governor Newsom. While trailer bills are not yet in print to confirm the details of the plan, the framework for California community colleges was provided and reflects an agreement between the Legislature and the Administration.
7. [Frosted positions; positions with one-time funding; 3-year, one-time funding positions; and positions funded with emergency funding](#) were discussed with a decision to be made at next week’s President’s Cabinet meeting. Is the need the same or can the position be repurposed and job description revised?
8. [Criteria for Restoring Position Funding and New Resource Allocations](#), rather than using PIE and individual requests, needs to be based on a two-year recovery plan. A plan that has some budget flexibility and that allows us to build our capacity out as we recover.
9. Our School of Continuing Education is an integrated part of our College and involved in many key pieces. A provost model will be used to [reorganize](#) this division and reclassify our current Associate Vice President of the School of Continuing Education, Madelyn Arballo, to Provost reporting directly to the President. This Cabinet level position will be a viable and equal partner in instruction. This reorganization was approved.
10. Cabinet reviewed and approved the [Request to Fill Log](#) for the following positions:
 - [Associate Dean, Humanities and Social Sciences](#)
 - [Computer Facilities Assistant](#)
 - [Custodian I](#)

- [Fiscal Specialist](#)
- [Human Resources Technician](#)
- [Student Services Outreach Specialist](#)

11. Morris reported:

- When the Summer session ends, only unvaccinated students will be required to wear masks indoors.
- A survey of how many faculty will use individual microphones will be helpful.
- N95 masks will be offered to unvaccinated staff on a voluntary basis.
- A successful hire for the Director of Purchasing, Printing and Mail Services is complete.

12. Abe reported:

- Certification of vaccines has tapered down at approximately 1,700.
- Planning is underway for a “Welcome Back” retreat in July.
- Positions are out and moving forward.
- Notices are out for employees to return to campus.

13. Kelly reported:

- Instruction team and support staff are back on campus.
- Instruction team retreat focused on Diversity, Equity, Inclusion, Social Justice, and Anti-Racism (DEISA), Guided Pathways, Enrollment Management, and team building.
- Moving forward on the final interviews for the Director of Research and Institutional Advancement.
- Summer FTES are down with a strategic focus on Fall.
- The deadline for Skills and Pedagogy for Online Teaching (SPOT) certification for faculty is tomorrow, June 30 and enrollment trends will be monitored.
- Accreditation kickoff will be October 22, 2021.
- Mid-term reported has been accepted.

14. Audrey reported:

- A memo dated June 25, 2021, to all students includes information on workshops, mask requirements, safety precautions, and resources.
- Morris worked with Student Services to get a communication out to students informing them of mandatory health precautions and safety for summer session.
- Many students coming on campus for admissions and counseling will be assisted by student ambassadors helping and directing them. It was suggested that they be more visible on the perimeter of the campus to show we are open.
- Audrey will work with facilities and marketing in getting directional signs to assist students since many of them have not been on campus before.
- Welcome letters were mailed to all students who have enrolled.
- Laptop loan distribution is still ongoing. Distribution duties and a location needs to be reassigned.
- Summer Bridge has met their full capacity.
- Red, yellow, and green wrist bands will be used by students in communicating their comfort level of dealing with others.
- Pass/No Pass has been extended to the Fall as a grading option. Withdrawal is still a grading option, but a refund will not apply.
- Kelly will work with Academic Senate on getting out a message on the importance of dropping students for nonattendance to avoid financial aid fraud and the requirement of the attendance roster.

15. 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, 7/27)
 - 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 9/28)
- c. Employee ID badge process (Abe, 7/27)
- d. AB30 (Dual Enrollment, A&R, and IT, 7/20)

16. Quarterly Reports to Cabinet

- a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris and Doug, 6/29)
- b. Emergency Response Plan Quarterly Report (Duetta, 7/27)
- c. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Mika, and Kevin, 7/20)
- d. Faculty Position Control Quarterly Report (Rosa and Meghan, 8/24)
- e. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 9/7)
- f. IT Projects Quarterly Report (Anthony, 9/14)
- g. Grants Quarterly Update (Adrienne, 7/27)
- h. Dual Enrollment at Local High Schools Quarterly Report (Meghan, Joel, Marlyn, and Lina, 8/24)
- i. International Student Quarterly Report (George, 9/28)
- j. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 8/3)
- k. Title V Quarterly Report (Lianne and Lisa, 7/20)
- l. Guided Pathways Reporting (Michelle, Shiloh, and Sarah, 7/27)