



September 8, 2020

1. Cabinet reviewed and commented on the following information items:
 - a. The [Ballot Bowl Student Vote Project](#) is a California state initiative to improve college and university student engagement in the voting process. The initiative is a competition among universities to register students to vote. The Pomona NAACP had a recent meeting with us and Cal Poly Pomona to encourage participation and make sure the colleges were actively sending out messages to students to register to vote. Jill is working with Student Life and Associated Students about this program. Both are also continuing to talk about sending out information to Mt. SAC students on Constitution day and other election-related events.
 - b. The [Demographic Comparison Fall 2019 Fall 2020 Report](#) shows that enrollment decline is relatively uniform across the racial and ethnic groups. It is notable that the Latinx group was the hardest hit in loss of enrollment, about .5% more than the other groups. In reflection, this overall decline could be relevant to the challenges in taking classes online. Audrey is looking at losses for last Spring, and the group most affected in terms of enrollment loss is foster youth. Student Services is looking at a reengagement piece to track who fell out in Spring and reach out to them. High school students have successfully matriculated to us, seeing only about a 2% drop. The shift that was most striking was the significant uptick in female enrollment and a decrease in male students.
 - c. An article discusses how [FAFSA Verification Costs Have Outsized Impact on Public Institutions](#) and calls out the percentage of colleges and universities financial aid office budgets just spent on verification processes. Of particular note is the fact that community colleges are most impacted, with about 22% of financial aid budgets being spent on verification in comparison of 15% for public universities and 1% for private universities. The NAFSAA paper notes that out of all FAFSA applications required for federal verification review, 91% had either no change in Expected Family Contribution or the change to the award was insignificant and had no impact on the student's Pell Grant award. The conclusion? College financial aid staff are doing a great job in determining each student's family resources that are low enough to qualify the student for Federal financial aid Pell Grants.
 - d. During the Fall FLEX Day Opening Meeting, a series of videos of [Student Voices](#) were played to provide a direct student experience on their remote online learning during the pandemic. The recordings are very insightful, and there was no better way to directly record the impact than with the actual student voices. A lot are expressing exasperation about the situation; the need for guidance and support is clear.
 - e. The EMSI reports ([Main Report](#), [Executive Summary](#), and [Fact Sheet](#)) on the economic impact of Mt. SAC show that for every dollar that students invest in Mt. SAC, they receive \$6 in earnings. Many other data points in the report tell an impressive story on the economic impact Mt. SAC has on the community. We can definitely use this information in communicating with the public. Jill will use this information to send to Board Members, as well as in our Annual Report and media outlets.
2. Cabinet approved the recommendations from the CSEA 262 Reclassification Committee for the following reclassification requests:
 - a. Deborah Catingub, Program Account Specialist, Range 88
 - b. Wendy Shen, Program Account Technician, Range 79
3. The Chancellor's Office issued a Memo regarding [COVID-19 Response Block Grant - Funding Information and Requirements](#). Morris reports this is the guidance that we are using to determine State vs. Federal allowances. The Budget Committee just received a presentation on this funding.

4. The Chancellor's Office issued [Guidance and System-wide Policy Advisory](#) and [Toolkit](#) for the Approved California Code of Regulations, Title 5 Section 55050, Credit for Prior Learning (CPL), Effective March 20, 2020. The guidance provides thoughtful and intentional expansion of credit by exam, citing it as a priority for the system, and encouraging local colleges to expedite their processes for expanded use of credit for prior learning. This is an opportunity for more non-traditional credit for prior learning (Mt. SAC's current [AP 4285](#)). Richard reports that Chisa Uyeki and Kristina Allende are aware of the mandate of a College response by December.
5. Notes from the September 3 [Teleconference Briefing for Colleges and Universities](#) with the LA County Department of Public Health report that the agency's expectation is that LA County will not allow universities and colleges to open until after Thanksgiving break. LA County Public Health was concerned about Labor Day weekend and the possible uptick in infections. There were lots of questions to do with filming on campus, and the Department of Health reiterated that they want as few people on campus as possible. The County will be sending out a survey to campuses to gather information on how campuses are currently operating.
6. The Los Angeles Orange County Regional Consortium will be responding to a grant opportunity for [Strengthening Community Colleges Training](#) which is a Federal Department of Labor grant for regional job training targeted at getting the economy going again by addressing the skills and development of dislocated and unemployed workers. The LAOCRC's application is for a \$5M multi-year grant with only six consortium grants to be awarded nationwide. LAOCRC is the only California consortium that is going to apply, and the application is strong. The projects funded at each of the 19 LA CCs and 8 OC CCs will focus on the work being done by our regional Hard-to-Convert CTE Programs Initiative and the Faculty CTE Innovation Hub. Both of these were reported in previous Cabinet Notes.
7. There are proposed changes in the [Actual Hours of Attendance Procedure \(aka positive attendance\) for Credit](#) and [Alternative Attendance Accounting Procedure for Noncredit](#). Consultation Council is discussing alternative attendance account procedures for asynchronous distance education. The term length multiplier will be going to the BOG. Morris reports the ACBO Board had discussion about issues with attendance accounting. Term length multiplier had less of an impact on lots of areas, but they wanted further discussion on the rest with impacts on open entry/open exit, asynchronous, and hybrid attendance accounting, and they are requesting feedback. Morris will bring forward information to the ACBO Board. Morris to work with Madelyn to draft some language.
8. Amendments to [AB-2288 Nursing Programs: State of Emergency](#) were diluted in final authority of colleges to meet Board of Registered Nursing allowance for meeting clinical training hour requirements with on campus skill labs. In order to revise clinical experience requirements, nursing programs would have to submit a request to the Board of Registered Nursing. We will stay on top of this legislation.
9. Cabinet was joined by Madelyn Arballo, Associate Vice President of the School of Continuing Education, and Rosa Royce, Chief Compliance and College Budget Officer, to provide an [update](#) on the SEAP Management Workgroup. Highlights:
 - The SEAP budget structure has been completed.
 - The carryover is \$4.7M with a spend-by date of June 30, 2021. Two equity projects have been established for the President's Office with the rest of the carryover to be allocated to Instruction and Student Services.
 - The budget for 20-21 will be first-in, first-out and will use the carryover budget first. The 20-21 allocation is a little over \$13M.

- Cabinet wants to ensure that the unallocated money is able to be used by programs with cost increases not supported by the allocation. The SEAP Block Grant does not get a COLA allocation from the State, so increases in employee compensation must be supported by the base SEAP allocation from the State. In the new SEAP allocation model, a restricted reserve of unallocated ongoing funds will be established for these anticipated costs. The existing amount of \$1.7M in unallocated ongoing funds would support COLA for some time if protected in this manner.
 - Cost center managers need training to understand how to manage their allocations and access budget reports so that they have the most up-to-date fiscal information available. Managers will receive training on how to run the reports, how to look up account balances and transactions in Banner, and to how to understand allowable uses of their accounts. This training will take place after the 2020-21 budget is adopted by the Board of Trustees in October.
 - Richard and Audrey will establish an annual process for a SEAP New Resource Allocation process to augment any ongoing program allocations with additional one-time funds.
 - The State workgroup has been discussing student matriculation and student equity. Amendments are being proposed to reflect equity-minded best practices.
10. Cabinet was joined by George Bradshaw, Dean of Enrollment Management; Paty Montoya, Associate Director of Admissions and Records; and Raelyn Alvarez, Administrative Specialist II, to provide an [update](#) on the International Student Program. Highlights:
- While the action by the Federal government to restrict international students from taking all courses online was rescinded, the effects are impacting our international student program.
 - We currently have 88 F-1 Visa students enrolled in that have returned to their home country and are taking classes fully online for the Fall. Due to the pandemic, Summer international student enrollment was down and we are continuing to see the same for Fall.
 - For Fall, 100 F-1 Visa students were admitted, with 61 total enrolled. In addition, 16 were authorized for early withdrawal; 85 transferred out; 6 completed their programs and moved on; and 17 were terminated because they were no longer in an eligible status. This is a total lost enrollment of 124. Many campuses are encountering the same level of drops in international student enrollment.
 - Countries are beginning routine Visa issuance again.
 - The Mt. SAC International Student Program continues to participate in recruitments with agents and membership programs. A large feeder school, the [CalPoly English Language Institute](#), closed their program which will impact our program.
 - Mt. SAC International Student Program support programs will continue for the Fall—Global Pals, Global Café, Workshops, and ISP Hangouts.
 - During the campus shut down, a virtual Mt. SAC International Student Program office is open Monday through Friday so that students can drop in via Zoom to talk with a staff member.
11. Cabinet approved recruitment to proceed for the following position:
- a. Dean, Access and Wellness (retirement of Grace Hanson). Audrey will process the [Request to Fill](#).
12. Morris reported:
- IRS guidance on the Trump administration proposal to defer payroll withholdings has been a topic of discussion with college CBOs. No districts want to opt in to defer payroll withholdings.
 - Students who use a preferred name that is different than their registered name will need to provide another form of ID other than their student ID when picking up checks with Fiscal Services.

13. Richard reported:

- There has been some discussion about implementing a “college hour” to encourage student engagement. When the system allowed compressed calendars, the loss of instructional time on Fridays meant that giving up Tuesday/Thursday time for instruction created such an inefficiency of enrollment that it was not feasible to continue the college hour. At Mt. SAC, Friday seems to be the time for meetings. We have a lot of good clubs and activities that add value, but the overriding concern would be enrollment and room utilization impact to carve out key instructional time in the middle of the day Monday-Thursday. We should assure that the College is using block scheduling appropriately.

14. Abe reported:

- Negotiations with both classified groups continues.
- He is continuing to work on the issue of how to do state tax deductions for employees who are telecommuting but living out-of-state. He has confirmed that we have never processed payroll for an employee residing in another state. At this moment, we are not able to approve someone moving out of state without keeping a California mailing address. Currently, HR is seeking a legal opinion on working on a process to accommodate employees in this situation.

15. Audrey reported:

- She is attending the CSSO Conference virtually this week. Mt. SAC is presenting at all three workshop slots; one on student voices/MMI, one on how Student Services has developed this different way of organizing and structuring; and DREAM, Foster Youth, and formerly incarcerated programs.

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

- a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris, Doug, 9/22)
- b. Adjustments to the 2020-21 budget to Meet State Allocation Reductions (**ALL, as needed each Cabinet**)
 1. Limiting Short-term Hourly and Professional Expert Positions
 2. Manage Overtime Assignments and Costs
- c. Multiple Measures Placement Workgroup (Joumana, George, and Team, 10/27)
- d. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 12/8)
- e. Student Centered Funding Formula—Continued Follow Up
 1. Noncredit Support of SCFF & Multiple Measures (**Madelyn, 9/15**)
 2. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 10/20)
 3. Auto Award/Near Completion (Audrey, George, Francisco, Dale, 11/10)
 4. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 11/17)

17. Quarterly Reports to Cabinet

- a. Emergency Response Plan Quarterly Report (Duetta, 10/13)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, and Kevin, 10/20)
- c. Faculty Position Control Quarterly Report (Joumana and Rosa, 10/20)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/17)
- e. IT Projects Quarterly Report (Dale, 11/10)
- f. Grants Quarterly Update (Adrienne, 10/6)
- g. Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, Marlyn, and Lina, 10/27)
- h. International Student Quarterly Update (George, 12/8)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 10/13)