



September 15, 2020

1. Cabinet reviewed and commented on the following information items:
 - a. The Community College Facility Coalition provided an [update](#) that the Governor has signed SB 115 that includes funding for Proposition 51 projects that were not previously in the 2020-21 State budget. Of these new 8 projects, Mt. SAC will receive approximately \$5.2M for planning and working drawings for the new Technology and Health Building. There are three community college district bond initiatives on the ballot in November, one for our neighbor Citrus College for \$298M.
 - b. In a [letter](#) to their faculty, staff, and students, the California State University system announced the decision to continue their Spring 2021 semester primarily online. Faculty and staff professional development, student planning, accreditation, and the continued threat of the pandemic are noted in their reasons for an early decision.
 - c. The presentation [Key Performance Metrics with an Equity Focus](#), prepared by Jaime Rodriguez in Research, highlights the contrast in the ethnicity of our student body and our faculty. Also included were data that show equity performance gaps in student course success and program completion rates. The overall successful course completion rate of our students is 71.6%, with Native Hawaiian or Other Pacific Islander (64.5%), Black or African American (64.4%), and Latinx (68.3%) students coming in below the average. Fall to Spring persistence consistently shows Asian students persistence rates are the highest and Black or African American students are the lowest. In tracking a 2014 cohort of students, the data shows that Asian students have the highest degree/certificate/transfer completion rate (50.9%), followed by White (36.4%), Black or African American (28%), and Latinx (27.5%). Mt. SAC will continue with initiatives to close these equity performance gaps.
 - d. The [Mt. SAC Bond Program Update](#) shows that our District's property assessed value increased 4.74% in year-over-year growth, which is above the projection of 2% assumed when we recently sold over \$100K in bonds. This higher assessed valuation for 2020-21 makes the out years look a lot better for future bond sales. The property tax bill per \$100,000 of assessed valuation is \$22.32 for Measure RR and \$22.27 for Measure GO, which means the rate projections are all under \$25/\$100,000 in assessed valuation in the out years. When we need the next cash infusion, we will have enough "cap space" to access needed facility construction funds. This is good news. Also reported is a revision proposed in SB 268 that would walk back changes made that required disclosure of a lot of additional financial information in ballot language for bonds.
 - e. The [Vacant Positions in Active Search Log](#) was reviewed. Richard reports that most faculty positions are looking forward to hiring new faculty to start in Spring. Abe reports that there has been some guidance from the Chancellor's Office to look at incorporating student representation on hiring committees—already allowed in Mt. SAC Administrative Procedures. We have had requests from hiring managers for students to serve on hiring committees as optional members.
 - f. Richard shared an [online equity rubric](#) from Peralta College that aligns with their Equity Initiative. The rubric shows baseline competence and how to improve in areas of technology, student resources and support, universal design for learning, diversity and inclusion, images and representation, human bias, content meaning, and connection and belonging.
2. Madelyn Arballo, Associate Vice President of the School of Continuing Education, and the Noncredit Coalition met with Vice Chancellor Lizette Navarette from the Chancellor's Office recently to discuss [noncredit attendance collection](#). VC Navarette confirmed that the Chancellor's Office was not making any changes to noncredit distance education. The Chancellor's Office will move forward with a technical webinar to address questions and concerns of noncredit attendance collection.

3. The [Fall 2020 EW and Pass/No Pass](#) process will be similar to that used last Spring. Audrey noted that the last date for an Excused Withdrawal (EW) is Sunday, December 6. The Academic Senate added the option that, if a student receives an “F” in a course that can have a grade change option (there are a few exceptions listed), the F grade will be changed to a No Pass (NP). Cabinet noted that there was no such “enhanced” P/NP option for Summer. In the Spring, the Senate wanted students to be able to convert the grading options in almost all courses with P/NP. IT continues to provide guidance on what changes can be made on the technical processes for those changes. The College continues to review Chancellor’s Office fact sheets to ensure that we are able to continue these grading options without any ramifications.
4. In reviewing the [Fall 2020 Full-time Faculty Obligation Number \(FON\) Compliance Report](#), Mt. SAC is above FON by 33.9 at 442 full-time equivalent faculty with 51.2% being full time faculty. Cabinet noted that the Chancellor’s Office continues to use our lower faculty obligation number of 408. This value was determined at 2019-20 P2 which had an 8% deficit factor. Even though the state revised the P2, the Chancellor’s Office continues to publish the FON at the lower number.
5. Through Vice Chancellor Sheneui Weber, Bill was asked to participate in a committee that will be revising the [POST Campus Law Enforcement Course](#). This is a minimum 40-hour course that is required to certify campus police and safety officers for K-12 and community colleges. At the recommendation of Bill, Walt Allen, Director of the Rio Hondo College Police Academy, will be the other community college representative. In addition to the required regulations, the group is looking to include curriculum training topics on contemporary issues. With the work that we are doing on campus related to equity, we are hoping to be able to address the issue of college campus policing and training for equity mindedness.
6. Interestingly, related to the topic above, the Chancellor’s Office General Counsel sent out a [memo](#) requesting input on a Title 5 minimum policing standard recommendation to the Board of Governors. Concerns from college CEOs and Chancellors is that it is not reasonable to establish single standard across all of the campuses as campus policing issues are different among colleges. [Chancellor Oakley responded](#) to the push back from the field and requested that feedback be provided on what actions would be helpful to campuses. **Morris will work with Chief Williams and the Police and Campus Safety Advisory Group to respond to the request for information.**
7. Cabinet continued discussion of the 2020-21 State Budget. Discussion:
 - We need to continue to control our biggest budget liability by monitoring employee costs. This will be done by monitoring vacant position budgets, which are requiring additional Cabinet approval for both “unfreezing” and status changes. While we have a temporary reprieve of any reductions in Student Centered Funding Formula allocations, there is a real concern that, when this one-time state protection ends, we won’t be at the same level of SCFF performance of 18-19 because we will not have recovered from all of these other issues that may drive down attendance and student performance. We are preparing for the 22-23 budget year which will not have any rescue money, and we anticipate that we may not have the SCFF metrics performance that we have seen in the past. The Fall of 2022 will show us if we’re able to recover.
8. Cabinet approved recruitment to proceed for the following position:
 - a. Human Resources Analyst (reassignment, previously frosted). Abe will process the [Request to Fill](#). Approval was also provided to hire a substitute employee in this position until the position is permanently filled.

9. Cabinet approved [Request to Fill Log](#) for the following positions:
 - a. Dean, Access and Wellness (retirement of Grace Hanson)
 - b. Director, International Students (resignation of Darren Grosch)
 - c. Interim Assistant Director, Behavioral Health Services (New)
 - d. Human Resource Analyst (vacancy from reassignment)

10. Topics for Board Study Session were discussed and the final list is:
 - a. Title V Grant (Lianne Greenlee and Lisa Rodriguez)
 - b. Measure GO Expanded Update (Gary Nellesen)
 - c. Return to Campus Protocols (Morris Rodrigue)
 - d. Student Basic Needs (Audrey Yamagata-Noji)
 - e. Special COVID Funds Budgets Reviewed (Morris Rodrigue)
 - f. Lessons Learned from Returning Classes to Campus (Richard Mahon)

11. Cabinet was joined by Madelyn Arballo, Associate Vice President of the School of Continuing Education; Tami Pearson, Dean of Continuing Education; and Shannon Rider, Special Project Manager of the School of Continuing Education to provide an update on [Noncredit Support of the Student Centered Funding Formula and Multiple Measures](#). Highlights:
 - The School of Continuing Education is in their third year of the research plan. They are continuing alignment with the SCFF funding formula and addressing enrollment trends, equity, and student progress to maximize outcomes. This year's plan is impacted by the pandemic, but they're starting to collect data to make comparisons.
 - In 2019-20, 8,143 noncredit FTES were reported which reflects a growth of 3% from previous year and a 9% growth in Career Development and College Preparation (CDCP) FTES (7,043).
 - Overall headcount for Spring 2020 shows a decrease of -37% with the largest headcount decreases seen in males (-45%) vs. females (-32%); ages 23-29 by -63%; and Black/African American students by -54%.
 - Distance Education has created a community of practice leadership group, including a DL toolkit and submitted over 100 new noncredit DL amendments.
 - Moving forward with noncredit differentiated instruction of correspondence education in ABE, High School Diploma, and AWD and competency-based education in High School Diploma Education, and Vocational ESL Short-term courses.
 - There was both a student and faculty survey completed and they reported different levels of issues about preparedness.
 - Technology support updates include a time ticketing process was implemented for noncredit for registration and a virtual check-in system for tutoring labs which is currently being piloted with ASAC, WIN, and Language Learning Center.
 - SCE is seeing needs of students in technology, which has been determined as an immediate need. Computers and devices (217) were loaned to SCE students by Student Services and SCE, and noncredit students have been included in campus food distributions, the Fresh Success program, and provided CARES funds to support.
 - SCE is continuing to advocate for noncredit attendance collection methods, unresolved noncredit MIS data issues, protection of adult education funding, and work-based learning for noncredit.
 - SCE is continuing to participate in return to campus workgroups and meetings. The CNA and EMT programs were part of the Summer pilot programs. There are some noncredit programs prioritized in Tier 2, and they are working on their safety plans.
 - Shifting with the labor market, a noncredit contact tracer training program is planned for Winter or Spring.
 - SCE has been keeping local partnerships strong in preparing for future job sectors and regional economic recovery.
 - SCE is working on referrals from America's Job Centers of California to intake students in entry-point, skilled transfer assessment programs. AJCC has been a mutually beneficial relationship.

12. The College is moving into the 75th year anniversary, which is September 16, 2021. There is much hope that we will be able to plan an in-person celebration next Fall. Also of note, June 2021 will be the 75th graduating class of Mounties. Cabinet is hoping that commencement will be in our new Stadium!

13. Morris reported:

- The Return to Campus Workgroup group is still going strong. Topics of discussion are working with the next group of prioritized programs. Checklists and COVID Safety Plan templates were sent out to these courses so that they can start looking at what they need to accomplish.
- There has been some discussion about Athletics and whether Spring competition will be back on campus or not. Bill will follow up with Keith Curry, who is the current chair of the California Community College Athletics Association, on this.
- There have been pre-discussions on a full return to campus and whether we are going to be requiring vaccinations. Most likely, we would be part of a regional resource for vaccinations. We would look to the state to determine whether this would be a requirement of government employees to return to work.

14. Richard reported:

- We're still early in the semester, and committees are reestablishing meetings and activities.
- The Annual Instruction/Student Services Planning Summit is currently being programmed. The plan is to invite all faculty to participate and it will have an equity focus. They want to make sure everyone understands how their actions impact others and to be sure the College moves forward together.

15. Abe reported:

- The first USC Alliance reconvening was very good. Participants went through some general opening conversations and broke up into breakouts for deeper conversations. The discussions were around curriculum and classroom issues. The work completed by the breakouts will be compiled and disseminated before the next meeting for actions to take. The first reconvening topic was Fostering and Sustaining Inclusive Classrooms for Students of Color and was attended by Lance Heard (Faculty), Tiffany Kuo (Faculty), Francesca Rinaldi (Faculty), Abe Ali (Management), and Marlene Espina (Classified).

16. Audrey reported:

- We have been notified that there were 106 students who were exposed to active TB a year ago. The Student Health Center is working with the students identified for further testing.
- Working with Sodexo, planned are 18 distributions, twice a month, for the Food Pantry. The Hunger Free Grant contribution is being used, but additional funds are needed.
- They have reviewed CARES Act funding for emergency grants for students. Although the team has compiled a list of students eligible to receive grants based on high levels of unmet need, the dissemination of grants similar to what was done in Spring will be further reviewed for funding. Cabinet approved the allocation of \$50,000 to fund the process to approve individual student applications for emergency grants.
- They have reopened the application for student emergency funding, but need a funding source.
- Student Services participated in the CSSO conference and had three presentations that were well received.
- The Pathways to Equity conference will have two Mt. SAC presentations. One on MMI and one on the SEAP Budget Management process (Madelyn, Rosa, Bill, and Audrey).
- They are working on pulling together data from students that we lost. The plan is to contact students who were with us in Spring, but didn't show up for Summer or Fall.
- They are packaging up student planners so that students can request one via mail.
- The first Mountie Mentor meeting last week had over 100 participants.

17. 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, 12/15)
 - 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)

18. 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)