



August 28, 2018

1. Cabinet reviewed and discussed the following information items:
 - a. San Gabriel Valley Economic Partnership Gala will be held on September 8th ([link](#)). Mt. SAC will be recognized with the Excellence in Workforce Readiness Award. The ceremony will feature a video with "yours truly" describing the programs that are highlighted for the award. Follow this [link](#) to view the video.
 - b. The National Center for Educational Statistics has published a data report, "Total Fall Enrollment in Degree-Granting Postsecondary Institutions 1970 to 2017." Included are both the full report as an Excel Spreadsheet ([attached](#)) and a subset with just the community college data as a pdf ([attached](#)). Note the crossover in 1985 from mostly men to mostly women enrolled.
2. The Chancellor's Office has requested that colleges complete a survey ([attached](#)) on AB 705 Multiple Measures Implementation. Cabinet assigned various sections of the survey to complete.
3. Cabinet reviewed the latest summary ([attached](#)) of AQ placement ([link](#)). Amazingly, 11,969 students have taken the AQ. Also 81% of students place in English 1A either directly (56.52%) or with a corequisite (24.45%). Cabinet also noted that placement below English 1A/corequisite is not allowed by AB 705—and placements through assessment testing are also not allowed. Processes are moving forward to make these changes.

Also reviewed were reports on the impact of the use of the AQ by comparing enrollment for 2017 versus 2018 in English ([attached](#)) and Math ([attached](#)). Several points were noted by Cabinet.

 - Enrollment in English 68 dropped from 2138 to 90 and in 67 from 1179 to 29. Only 2 sections of LERN 81.
 - Overall FTES in English dropped from 922 to 811 or a 12% decline.
 - Math enrollment below transfer mostly stayed steady: 71 (1637 up to 1680) and 51 (1315 up to 1335).
 - Lower math declined in enrollment moderately 50 (1298→711) or lots: LERN 49 (930→188), 48 (231→35).
 - Math FTES is essentially unchanged: 1185 to 1142.

Again, processes are in place to become more compliant with AB 705.
4. The Bridge Program is also evolving to reflect compliance with AB 705. Summer Bridge 2018 ([attached](#)) featured English 1A (and 67 and 68 clusters were cancelled but featured Math with 50 and 51 as does Fall Bridge 2018 ([attached](#))). The Summer Bridge Application ([attached](#)) also needs to be updated to reflect only AB 705 options in English and Math.
5. Cabinet reviewed the Enrollment Comparison Report ([attached](#)) for the first day of class, August 27.
 - Headcount enrollment is down a bit: 270 or 0.74% which is also reflected in lower FTES: down 93 or 0.8%.
 - Declines are greatest in Evening Only (261 or 7.4%) and Day & Evening (611 or 7.3%)—a continuing trend.
 - As expected, Basic Skills enrollment is down: 37.6%—due to placement changes.
 - More class sections have been cancelled this Fall (263) than in Fall 2017 (181).
 - Without explanation is a drop in Continuing Students: down 318 or 1.6%.
6. Cabinet made a revision ([attached](#)) in the Board Information Reports Schedule: the Grants Update by Adrienne Price is moved up to September and the Enrollment Report by George Bradshaw and Joumana McGowan is moved down to October.
7. Cabinet reviewed a report ([attached](#)) on the CCCApply Redesign project.

8. Kudos to our Facility folks for a speedy and efficient Lot B Redesign ([map attached](#)). Bill Asher, Assistant Director of Facilities Planning & Management, reports:

We started with 1226 spaces of all types. Our engineered drawings reflect a new total of 1627, an overall increase of 401—perhaps a bit fewer when complete. We started with a total number of 182 Staff/Faculty spaces in B2 and B3 combined. We have increased this to a total of 272 Staff/Faculty spaces.
9. Bill met recently with Assembly Higher Education Budget staff, Monica Henestroza and Mark Martin, regarding the new Student Centered Funding Formula. The meeting was facilitated by Ashley Walker, our contracted legislative advocate, who reported on the meeting ([attached](#)). Potential changes were discussed including:
 - Capping performance based completion funding at the current 10%, and
 - Funding a data system to assist colleges collect necessary financial aid information.
10. Cabinet discussed the start up of the voter registration initiative on campus. See Voter Registration Information ([attached](#)).
11. Now posted on the college web site are the 2018 Education and Facilities Master Plan presentation ([attached pdf](#) and [web link1](#) and [web link2](#)) and the and Bond Project List ([attached pdf](#) and [web link](#)), and information about Bond Measure GO on the November ballot ([web link1](#)). Cabinet noted that the listing of the projects on the bond list should be reordered to reflect college priorities—check back later for a revised document.
12. Cabinet was joined by Rosa Royce, Chief Budget and Compliance Officer; and Doug Jenson, Associate Vice President of Administrative Services, for the 2018-19 Adopted Budget Review.
 - Cabinet began with a review of the Student Centered Funding Formula analysis for 2018-19, 2019-20, and 2020-21 ([attached](#)).
 - The good news is that 2018-19 shows a gain above COLA of \$4,528,899 due to the Student Centered Funding Formula (SSFF).
 - In addition, the 19-20 and 20-21 SSFF projections are positive—but with less than half of the year-over-year gain—due almost entirely to COLA.
 - That said, Mt. SAC does not run the risk of falling in the “hold harmless” category.
 - Cabinet reviewed and modified the Budget Assumptions ([attached](#)) and the 2018-19 Adopted Budget with Comparison History ([attached](#)) to be recommended to the Board of Trustees at the September 12th Board Meeting. See also the Changes to Fund Balances with Footnotes ([attached](#)).
 - The major adjustment made at this meeting was to consider the SSFF \$4,528,899 as ongoing.
 - Cabinet set aside \$2 million of this gain for New Resource Allocations.
 - The rest of the SSFF gain was used to turn the projected operating deficit into a \$938,880 budget surplus.
 - This was done while maintaining the \$2.5 million annual contribution to the OPEB Trust and adding \$4 million one-time to the STRS/PERS Employer Contribution Trust.
13. Vice Chancellor Christian Osmeña has provided an update ([attached](#)) on the State Budget and the Student Centered Funding Formula.
 - The Chancellor’s Office is building a SSFF web page ([link](#)) with documents from the budget workshops.
 - SB-874, a budget trailer bill, will further define the “Community College Student Success Funding Formula Oversight Committee,” including its composition and its duties.
 - The bill will also require districts to submit to the Chancellor’s Office annual reports on their expenditures from the Student Equity and Achievement Program (the combined SSSP, SEQ, and BSI vehicle).

14. Cabinet continued discussion of activities to support the Student Centered Funding Formula.

- Based on priorities for Instruction ([attached](#)—**marked in green**) from previous Cabinet meetings, Cabinet approved \$412,007 in ongoing funding—New Resource Request, Phase 9 attached ([pdf](#); [Excel](#)). Summary:

EAB Navitage Software (link) Projected at \$500K-future	Professor, Basic Skills/WIN Program, PT to FT	\$27,282	Cabinet noted that Dual Enrollment needs a business plan.
	Professor, Adult Basic Education	\$67,398	
	Assistant Director, Dual Enrollment	\$113,538	
	Admim Specialist III, Dual Enrollment - 47.5% to 100%	\$29,686	
	TC/SI Coordinator—Writing Center	\$93,097	
	Program Specialist II, Dual Enrollment	\$81,006	

- Based on priorities for Student Support ([attached](#)—topics listed under “Funding”) Cabinet approved \$424,096 (salaries—benefits to be added) in ongoing funding—New Resource Request, Phase 9 ([pdf](#); [Excel](#)). Summary:

Campus Logic software (link) Projected at \$100 K--future	Educational Advisors, 3	\$171,714	Add benefit costs to these salaries.
	Admissions Specialist III	\$ 49,794	
	Student Services Outreach Specialists, 2	\$ 99,588	
	Director, Student Support	\$103,000	

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

- Update on Multiple Measures Placement Workgroup (**Audrey, Gregory & Team, 9/4**)
- New Resource Allocation (All, 10/16)
- Student Centered Funding Formula (**All, 8/14-Prioritize Actions; 8/21-Fund Immediate Actions; 8/28-Compile New Resource Allocation forms; 9/4-Summarize 1. Intermediate/Long-term Actions, 2. Construct Draft Research Agenda, 3. Report on Policy Development Process**)

16. Quarterly Reports to Cabinet

- Emergency Response Plan Quarterly Report (Mike Williams & Melonee Cruse, 11/13)
- Building 26A 2nd Floor Classroom Pilot Project (Mika, 9/11)
- Faculty Position Control Quarterly Report (Gregory & Rosa, 10/9)
- Timely Employee Evaluations & Quarterly Cabinet Review (All, 9/11)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 9/11)
- IT Projects Quarterly Report (Dale, 11/20)
- Grants Quarterly Update (Gregory & Adrienne, 9/18)
- Dual Enrollment Offerings at Local High Schools (Joumana & Francisco, 11/13)
- International Student Update (Audrey & Darren, 9/18)
- Student Support System Work Group (Dale, Barbara, Joumana, Madelyn, Tom, Francisco, Eric, 9/25)