



May 19, 2020

1. Cabinet reviewed and commented on the following information items:

- a. The 2019-20 P2 Apportionment Attendance Report was certified ([attached](#)). In the current climate, this level of enrollment will be a challenge to sustain and all efforts will be made to keep our enrollment up. As discussed previously, there is some flexibility in FTES for funding in the next budget year.
- b. The Chancellor's Office issued an Executive Order on the Temporary Suspension related to Community College District Fiscal Reporting. See Due Dates to Address the Continuity of Education in Community Colleges during the COVID-19 Declared State of Emergency ([attached](#)). The Chancellor's Office also issued guidance in a Memo on the Extension of Fiscal Reporting Due Dates ([attached](#)) due to the pandemic. The guidance pushes out the deadlines for the 2020-21 budget year (see chart) which gives Mt. SAC flexibility in what is likely to be a very late budget development process. Because the state budget will likely have numerous revisions before finalized, this added time will provide important information as we prepare our budget for 2020-21.
- c. The Chancellor's Office proposed renewal of grant awards ([attached](#)) for local Centers of Excellence, one of which is at Mt. SAC.
- d. Every year, Mt. SAC's chapter of Phi Theta Kappa works with Bill to recommend a project. After collaboration, PTK has announced that they will work with the various academic support centers on campus in the transition to online learning ([attached](#)). The plan includes short videos that would help students navigate the support provided by those centers. PTK also provided an update on last year's project which addressed student food insecurity.
- e. The first Virtual Town Hall Meeting is scheduled for Wednesday, May 20 and includes updates from all constituent groups and Executive Management on the topics of COVID-19 and the budget ([attached](#)). Time permitting, the panelists will participate in a Q&A session.
- f. The Virtual Vigil ([attached](#)) is scheduled just after this Cabinet meeting. It will be a supportive event to recognize all of the challenges that everyone is experiencing during the pandemic.

College District Financial Reporting Requirement	Regulatory Due Date	New Due Date	CCR Title 5 Section
Submit tentative budget to county officer.	July 1	August 1	58305(a)
Make available for public inspection a statement of prior year receipts and expenditures and current year expenses.	September 15	October 31	58300
Hold a public hearing on the proposed budget. Adopt a final budget.	September 15	October 31	58301 58305(c)
Complete its adopted annual financial and budget report and make public.	September 30	November 15	58305(d)
Submit an annual financial and budget report to Chancellor's Office.	October 10	November 30	58305(d)
Submit the annual audit report to the Chancellor's Office.	December 31	February 28	59106

2. The California Resilience Roadmap–Local Variance Attestations has been published by the California Department of Public Health ([attached](#)). The Roadmap provides information on the allowed opening county-by-county. The criteria allows opening the state in a manner that minimizes the risk for COVID-19 to the extent possible. It is evident that Los Angeles County sees its role as being conservative in that regard. The report shows the 16 counties that have completed the attestations so that they can move forward to the expanded Stage 2 Reopening.

3. Notes from Mt. SAC's Dr. Ann Walker, M.D. ([attached](#)) provide a report on the outcomes of another Telebriefing for Colleges and Universities from the LA County Department of Public Health. The notes paint a rather depressing picture in terms of the strict standards which the Health Department require to be reached for the county to move to Stage 3 Reopening. Much of the work will be required to be done by the individual institutions of higher education. Mt. SAC would be required to implement testing and to provide follow-up with those tested. This would be a major challenge to reopening. Given this information from LACODPH, **Cabinet decided to offer fully online for Summer courses only** with the

planned exception of our first responder programs which have worked on plans to re-establish their on-campus courses. We will continue our advocacy to influence elected officials and to convey the importance of continuing these programs on campus. Cabinet has recommended focusing on essential worker trainings and other Stage 3 campus safety steps to prepare for the Fall. Cabinet discussed messaging to students about courses that were scheduled on campus for Summer but that will now be online. This decision will be announced at the Town Hall meeting tomorrow.

4. Dr. Christina Galey, the Director of LA County's Department of Health services shared how LA County's Safer-at-Home orders have limited the spread of COVID-19 ([attached](#)). The data shows that the demand for hospital beds has leveled. The contagion ratio which was 3-1 appears now to be 1-1 and that would mean a leveling of the contagion rate (the average number of people infected by a contagious person).
5. Cabinet reviewed both Governor Newsom's May Revision to the proposed 2020-21 state budget (Higher Education section [attached](#)) as well as the CCLC Joint Analysis of the from the May Revision ([attached](#)).
Brief summary:
 - A 10% cut was applied to the community college general fund allocation for 2019-20 as determined by the P1 Rebenching of the Student Centered Funding Formula. However, that 10% cut was calculated after applying the Statutory COLA of 2.31% making the effective cut as 7.69%.
 - The Strong Workforce Program was severely cut with a 57% reduction in that funding—which is \$1.2M less for Mt. SAC's SWF funding.
 - The Student Equity and Achievement Program (SEAP) took a 15% overall cut.
 - One positive is that the state will be buying down of the STRS and PERS rates by 2% for next year's employer contribution to the pension pools. This reduces Mt. SAC's additional expenditures next year.
 - Also positive is the inclusion of additional facilities projects using Proposition 51 funding. This money will keep construction moving forward for community college throughout the state. Although Mt. SAC is not proposed for a newly funded facility project next year, the College does have the Tech and Health project in line for Prop 51 funding in 2021-22.
 - A major proposal in the May Revision that will lessen the impact of the state budget shortfall is the proposed deferral of the June 2020 allocation of state funds until July 2020. This deferral of funds from the 2019-20 fiscal year will reduce the "paper" deficit for that year. Mt. SAC will use its cash reserves as needed to assure that obligations can be met. The May Revision also proposed a two-month deferral of state allocations for May and June of 2021 until July and August of 2021, similarly "adjusting" the deficit for 2020-21. Mt. SAC will need to protect its cash reserves at a sufficient level to handle these deferrals. Colleges with lower levels of cash reserves may have to borrow to meet the deferral challenge.
6. Cabinet discussed preparation for the 2020-21 Tentative Budget to be recommended to the Board of Trustees at its June 24th meeting.
 - a. The first step will be updating the 2019-20 budget. In September of last year, the Board passed the 2019-20 Adopted Budget based on the SCFF funding guaranteed at the hold harmless level—necessary because Legislature required a recalculation of the SCFF metrics before the allocation to colleges could be determined. That "rebenching" used midyear college metric performance data at the P1 reporting period. That process was completed in February resulting in approximately \$7 million in additional ongoing SCFF funding for 2019-20. That additional funding will be included in the presentation to the Board along with additional updates on revenue and expenditures during 2019-20. Updated expenditures include the 3.26% COLA provided to all employees and the considerable expenses related to the COVID-19 crisis. These changes in revenue and expenditures will still be tentative until the fiscal year is concluded; this revised 2019-20 budget will produce a tentative ending balance that will be used as the beginning balance for the 2020-21 tentative budget.
 - b. The next step will be analyzing the cuts in the May Revision for their impact on the tentative 2020-21 budget. In addition, estimates for cost savings as described in last Thursday's Cabinet Notes will be estimated. Cabinet discussed additional reductions in expenditures, which includes:

- 1) The possibility of lowering the OPEB Trust¹ contributions this year and next year. Initial thinking is that it would be most prudent not to pull money out of the Trust when it's in a decline (due to the stock market losses) so the recommendation would be to pay the current retiree health benefits out of cash now and delay additional College contributions to the OPEB Trust.
- 2) The STRS and PERS Trusts were established to meet future needs for the employer contributions to these two state pension fund pools. The funds were set aside in the Trust for serious challenges or conditions, for which this pandemic qualifies. Under consideration is the possibility of using this Trust to level the budget impact of this obligation for next three years, essentially a buy-down of rates. However, reducing ongoing costs with one-time monies from the Trust leaves the out-year return to higher rates and higher ongoing budget impact of the STRS and PERS retirement pool contributions.

Cabinet will continue discussions on the impact of the May Revision at future meetings.

7. Cabinet discussed the update from RBC Capital Markets on the revised analysis and potential draw-down schedule for Measure GO Bonds ([attached](#)).
8. Cabinet was joined by Barbara McNeice-Stallard, Director of Research and Institutional Advancement; Monica Cantu-Chan, Director of IT Project Implementation; Antonio Bangloy, Director of Enterprise Application Systems; Dale Vickers, Chief Technology Officer; Tom Mauch, Associate Vice President of Student Services; and Francisco Dorame, Dean of Counseling, to provide an update on EAB Navigate Schedule Building and Data Analytics ([attached](#)). Highlights:
 - While the opportunity to use the EAB Early Alert System has been part of the EAB package purchased by the College, there had been no plan to implement this feature. However, the pandemic provided challenges with which this module could assist. After roll out of this module, there have been 2,359 total Early Alert notifications raised by instructors; of those, there were 1,998 unique students flagged for follow up. This has resulted in outreach contacts totaling 2,767 messages to students, and Student Services staff and counselors called 1,874 students with an additional 348 students called by tutors. This provided an early opportunity for engagement with students to make sure they receive the assistance they need moving forward. The feedback from students is that they are very appreciative.
 - Francisco noted that Counseling traffic is back to 100% of pre-COVID numbers, and it is very positive that students have found their way back to counseling.
 - Next steps include 1) closing the loop to provide feedback to the faculty who have referred students; 2) documenting contacts and placing notes for a case management system of student counseling; 3) revisiting content administration tools and resources; 4) revisiting text messaging from Navigate for student profiles; and 5) designing and configuring alerts and case workflow.
 - Testing the EAB Navigate one-touch registration feature has been placed on hold due to the pandemic. The team is expecting to resume full testing of this feature in June
 - Issues: 1) EAB Navigate has the ability to process only one drop code, but Mt. SAC has multiple drop codes; and 2) Not yet underway is looking into the analytics processes and dashboards which include Population Health, Effectiveness, Historical Trends, and Predictive Analytics. These additional data elements will enrich the dashboards and provide useful information for serving students. All data can be downloaded in a variety of formats and used for reporting.
9. Cabinet was joined by Gary Nellesen, Executive Director of Facilities Planning and Management, to provide the Quarterly Construction Project Report ([attached](#)) and the Quarterly Scheduled Maintenance Report ([attached](#)). Highlights:
 - The Central Campus Open Space and Circulation Study will be presented at CMPCT on June 2nd. The project focuses on the area around the new Library, new Tech and Health complex, and the area east of the new Student Center. One focus is how to safely bring delivery vehicles into the Student Center and

¹ The Other Post-Employment Benefits (OPEB) Trust is a fund to pay for the health benefits that an employee will begin to receive at the start of retirement. This does not include pension benefits paid to the retired employee. Mt. SAC's OPEB Trust is irrevocable, that is, the funds can only be used for retiree health benefits.

Bookstore/Campus Store area. The primary use of this area will be the east/west pedestrian pathway from the new Transit Center to the lower level of the Student Center/Library/Campus Store.

- The Library Final Project Proposal is making good progress. The project is being proposed for future state bond funds. There has been a lot of discussion about space planning, the major question being space allocated for book stacks. Considering a new state facility bond possibility in 2022, the earliest date for state funding of preliminary plans and working drawings would be allocated in the 2023-24 state budget. We will be asking for funding for all four phases from the state. If there are no state funds, the options are to delay the project until there are state funds or reallocate funds and reprioritize other projects (such as the Lot F Parking Structure) to fully fund the Library project.
- The Board approved the contracts for Parking Structure S at the May meeting. The bids came in 4% below estimates.
- The Student Center Project is pending final DSA approval. Gary would like to see this project bid soon, but we are not getting the final structural review from the plan checkers at DSA quickly. It is anticipated that the bidding process will begin in June or July with a September Board approval date for construction contracts. The Physical Education Phase 2 project plans have been with Chancellor's Office for four weeks, and we are waiting for their approval.
- Minor improvement projects:
 - a. Student Services Building improvements are progressing. There is still some major work to do on that building in the future including replacing the skylight, upgrading the mechanical system in the entire building, and space reconfiguration. This project is in the Master Plan.
 - b. Multiple Measures Classrooms in Building 26B, West Counseling office modulars, and Pride Center renovation will begin construction in June 2020.
 - c. The POD Loft and Marketing relocation project has the architect in place and will have design completed in August.
- There are renewed efforts to work with Instruction and Research to review the Administrative Procedure for scheduled maintenance project priority. This effort will improve communication with departments and divisions across campus by providing access to real-time scheduled maintenance project information through Smart Sheet software and improved integration with PIE scheduled maintenance and small renovation projects.

10. Abe reported:

- a. There will be four reclassification recommendations for review and discussion at the next Cabinet meeting.
- b. There will also be a recommendation for CSEA 651 to approve a Custodial Services reorganization and related classifications to review and approve at the next Cabinet meeting.

11. Audrey reported that Mt. SAC is committed to continuing to meet student food needs, but there is no on-going funding source. Use of Sodexo's Mountie Meals will pause until funding is more apparent.

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

- a. SEAP Allocation Model (Audrey, Madelyn, and Rosa 6/2)
- b. Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 7/28)
- c. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 6/2)
- d. Student Centered Funding Formula—Continued Follow Up
 1. Noncredit Support of SCFF & Multiple Measures (Madelyn, 8/11)
 2. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 7/21)
 3. DOE and CalPASS-PLUS follow up for K-12 full participation (Barbara and Bill, 7/21)
 4. Auto Award/Near Completion (Audrey, George, Francisco, Dale, 8/11)
 5. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 8/18)
- e. Changes to AP 5520 – Student Discipline Procedures per Changes in Title V (Audrey, TBD)

13. Quarterly Reports to Cabinet

- a. Emergency Response Plan Quarterly Report (Duetta, 7/14)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, and Kevin, 7/21)
- c. Faculty Position Control Quarterly Report (Joumana and Rosa, 7/21)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 8/18)

- e. IT Projects Quarterly Report (Dale, 8/11)
- f. Grants Quarterly Update (Adrienne, 7/7)
- g. Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, Marlyn, and Lina, 7/28)
- h. International Student Quarterly Update (**George and Darren, 5/26**)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 7/7)