



May 26, 2020

1. Cabinet reviewed and commented on the following information item:
  - a. An Advocacy Letter ([attached](#)) to the chairs of the Senate and Assembly Budget Committees was sent by leaders of California community college organizations<sup>1</sup> regarding the May Revision of the proposed 2020-21 community college budget. The signatories support the redirection of \$2.3B to CalPERS and CalSTRS pension pools to reduce employer contribution rates for 2020-21 and 2021-22. Also supported is the continuance of the allocation of Proposition 51 funding for capital outlay facility projects. Opposed are the deep cuts to community college apportionment and even deeper cuts to the Strong Workforce Program. Cabinet commented that the May Revision is just round one of proposals for the 2020-21 community college budget.
2. The Chancellor's Office provided Emergency Guidance for Cooperative Work Experience Education ([attached](#)) that discusses extending instructional hours, virtual consultations, attendance accounting and full-time equivalent student enrollment, as well as options and placement. The guidance is interesting in that it allows for a professional development model instead of a work-based learning model.
3. The College has received a request to validate our trustee area boundaries with the County Trustee Area Boundary Map ([attached](#)).
4. Ashley Walker, Senior Policy Advisor for Nossaman LLP, and our lobbyist, provided a Legislative Report update ([attached](#)). The legislature is primarily focused on issues related to the current Coronavirus and the budget, so many of the bills in this report may not be voted on. Highlights:
  - AB 897 (Medina, D) is in its second year of a 2-year session. The bill would change the 67% law to an 85% law. This would require negotiation on reemployment preference for part-time, temporary faculty assignments to be based on a minimum standard of an 87% load assignment. Most community colleges are taking an opposed position.
  - SB 874 (Hill, D) would extend the operation of the statewide community college baccalaureate degree pilot indefinitely. As it currently stands, existing law consists of a maximum of 15 community college districts who can offer baccalaureate degrees. Unfortunately, this bill does not have the support of the Chancellor or the Governor.
5. The Legislative Analyst's Office provided an "Overview and Assessment of Higher Education May Revision Proposals" ([attached](#)). The latest conversation with Paul Steenhausen from the LAO was about the presentation to Legislative Budget Committee which promotes the demise of Calbright and moves that money into increasing the total budget allocation. The principles of Calbright, e.g., credit for prior learning, competency based outcomes, would be useful to bring into the whole CCC system, but not as a separate college. Another LAO proposal is elimination of apportionment funding for intercollegiate athletics which would be traumatic for California community colleges. The LAO proposal states that sports practice and competition time is outside of the California community college core mission. Cabinet

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<sup>1</sup> Academic Senate for California Community Colleges, Association of California Community College Administrators, Association of Chief Business Officials, Association of Chief Human Resources Officers, California Community College Chief Executive Officers, California Community College Chief Instructional Officers, California Community College Trustees, California Federation of Teachers, California Teachers Association, Chancellor's Office, California Community Colleges, Chief Student Services Officers Association, Community College League of California, Faculty Association of California Community Colleges

extensively discussed competency-based education, especially as it relates to workforce training. These elements need to be integrated into the California community colleges with a systematic approach.

6. Cabinet continued discussion of the 2020-21 State Budget and the May Revision (see [attached](#) excerpt from May 14 Cabinet Notes). Bill wrote an advocacy piece, "May Revision Impact on Mt. SAC ([attached](#)).
7. Cabinet noted that, realistically, the state allocation would improve within a two- to three-year time horizon while the economy recovers. Thoughts:
  - a. Review of vacant positions will allow the College to identify positions for which hiring can be delayed and then to incorporate temporary cost savings into the 2020-21 Tentative Budget. Cabinet will review positions that are 1) currently in recruitment; 2) in open Requests to Fill; and 3) positions that are vacant but not yet in the hiring queue. Primarily, positions will be put on hold rather than eliminating them, i.e., zeroing out the budget but retaining the position as authorized. If state funding for the College improves, these positions can be reassessed for funding later in the next year or two.
  - b. On trimming operational budgets by each unit manager, Morris is reviewing the 3-year pattern for line item funding and expenditures for remaining balances. This 3-year data will be sent to managers in time for feedback to VPs. This operational budget tightening is part of the College strategy to deal with the state's 10% cut.
  - c. Discussion is ongoing with the Academic Senate on resumption of paused full-time faculty hiring based on the prioritization list. Cabinet agreed that hiring would be authorized sufficient to meet the FON.
  - d. Discussion continued on short-term hourly employees, professional experts, and student workers. Action is not anticipated immediately, however, we do need to do collect data for review. Criteria would be based on the essential nature of the work being done by these at-will employees. Guidelines will be developed on hiring temporary workers during the delay in hiring vacant permanent positions. **Audrey will take the lead to present a proposal for criteria on these groups of employees.**
  - e. Cabinet discussed strategies for use of the OPEB<sup>2</sup> and STRS/PERS Trust funds. For the OPEB, strategies include the use of interest generated by investing the Trust funds and the annual amount to contribute to the Trust from the general fund to meet actuarial requirements. Recommendations will need to be made to the Board of Trustees as the 2020-21 budget is under construction, however, final decision will not be needed until the Board considers the Adopted Budget now delayed from September to October. The consensus of Cabinet is that it may be advantageous to avoid drawing out of the OPEB Trust immediately due to the economic loss in the fund due to the downturn in the stock market. Utilization of the STRS/PERS Trust may best be spread out over three years to reduce the expense impact on the College budget for that longer period of anticipated economic recovery. This discussion will continue as the need for Board approval of the budget draws closer.
  - f. **Abe will have the overtime data ready by the end of the week and organized by unit and VP area.**
  - g. More discussion took place about the timing for Board Meetings for both the 2019-20 and 2020-21 budgets. **Bill and Morris to follow up with the Board budget subcommittee.**
8. Darren Grosch, Director of International Student Programs and George Bradshaw, Dean of Enrollment Management, provided an update on the International Students Program ([attached](#)). Highlights
  - The Student and Exchange Visitor Program (SEVIS [link](#)) has updated its policy guidelines for COVID-19, which has been helpful: 1) electronic signatures for Optional Practical Training (OPT [link](#)) and initial I-20s can now be accepted; 2) actively enrolled F-1 students will be permitted to take multiple online courses to maintain their status; and 3) actively enrolled F-1 students will be permitted to return to their home country and remain in active status while taking Mt. SAC online courses. Currently, there are 42 actively enrolled F-1 students that have returned to their home country and are taking online Mt. SAC classes this Spring Semester.

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<sup>2</sup> Other post-employment benefits (OPEB) are the benefits that an employee will begin to receive at the start of retirement. This does not include pension benefits paid to the retired employee.

- The International Students Program is continuing communication with students, including health and wellness survey, phone calls to students, town hall events, weekly email updates, daily social media interaction, and website updates.
  - Summer enrollment numbers are low as we were only allowed to admit transfer students. There is an anticipated Spring Melt due to the pandemic, with a total lost enrollment of 61. The Program continues to look for more aggressive recruitment strategies to attract students who want to take courses but do not want to pay university costs just for online courses.
  - The College went through a Request for Proposals process last year and continued to stay with Student Insurance as a provider for F-1 Visa student coverage. This year, the rate has increased due to a 57% loss rate during the current term of the agreement—an unusual claims year for us.
  - A recruitment report shows the most popular programs for international students are hospitality/restaurant management, fashion, and television production.
  - Darren and his staff continued to participate in virtual recruitment fairs this Spring.
  - Making the shift to online support, the program is offering Summer/Fall programs, a virtual Summer Institute, Virtual Orientation, Canvas Suite, and Social Media interactions.
9. Abe reported that he heard from appreciative faculty after the recent Town Hall meeting on the impact on Mt. SAC of both COVID-19 and the May Revised proposed state budget.
10. Richard reported:
- a. He continues the work on an integrated planning process to prepare for the Strategic Plan which will be presented to Institutional Effectiveness Committee for review.
  - b. He is preparing for a new campus announcement which will focus on the Summer and Fall class schedules and will include information on tools available to faculty to not just meet the demand of students who are looking at this as second best, but still provide the best instruction to students.
11. Audrey reported:
- a. The Arise Virtual Culture Night had many student performers from all over the US—as they linked in from their homes since they had left campus to take Mt. SAC online courses from home. The whole night worked so well because of the great accessibility and the phenomenal internet connections.
  - b. The Virtual De-stress Fest was successful with both staff and students participating.
  - c. The LA County Department of Public Health is now allowing vehicle events which allows for drive-through graduation celebrations. Student Services has scheduled Mt. SAC's Drive-Thru Commencement for Thursday, June 18th. Also incorporated is a virtual celebration that can be viewed at any time. A few legislators are interested in providing video messages.
  - d. There is a continued connection with students through the Minority Male Initiative.
  - e. Mountie Meals on Friday is going well, but it has become a challenge to recruit volunteers.
12. Items for future agendas (items for the next Cabinet meeting are shown in BOLD):
- a. Adjustments to the 2020-21 budget to Meet State Allocation Reductions (**ALL, Each Cabinet**)
    1. Delay Vacant Position Hiring
    2. Trim Unit Operational Budgets
    3. Review New Resource Allocations for Reduction
    4. Manage OPEB and STRS/PERS Trusts
    5. Limiting Short-term Hourly and Professional Expert Positions
    6. Balance SEAP Budget at 15% Cut
    7. Balance Strong Workforce Budget at 57% Cut
    8. Manage Overtime Assignments and Costs
    9. Manage Cash Flow to Meet Deferral Requirements
    10. Review Discretionary Faculty Reassigned Time
    11. Review Contracts and Related Costs

- b. SEAP Allocation Model (Audrey, Madelyn, and Rosa 6/9)
- c. Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 7/28)
- d. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 6/2)
- e. 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)
- f. 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, 8/25)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 7/7)