



May 28, 2020

1. Cabinet reviewed and commented on the following information item:
 - a. As discussed at a previous Cabinet meeting, Cabinet will be sending out a weekly message to employees, "Path to Recovery" ([attached](#)). This communication will provide another layer of information to employees summarizing discussions in Cabinet.

2. Mt. SAC Path to Recovery and campus reopening:
 - a. College of the Canyons reached out to Supervisor Kathryn Barger's office ([attached](#)) to provide clear guidance on the reopening of first responder program training on community college campuses. While the message back was positive and provided that community colleges could, in fact, provide in-person laboratory/practicum instruction in fields directly related to training students in required Essential Infrastructure or Essential Government Functions, the response was a bit vague. We will continue to press those issues. Bill inquired about feedback from the Deans as to whether there was departmental support from the first responder and health programs to bring them back on campus.
 - b. The LA County COVID numbers compared to 5/18 variance criteria ([attached](#)) show that the growth in testing per week has been substantial and is a significant factor in the percentage of positive testing numbers going down. Hospitalization numbers are headed in the right direction also—down.
 - c. The Los Angeles County Economic Resiliency Task Force Work Team, Education Sector, of which our own Trustee Judy Chen Haggerty is a member, produced Draft Recommendations ([attached](#)) which provide an outline for schools and colleges reopening.
 - d. Both CNA and EMT are positive about a return to campus for the skills portion of their programs ([attached](#)). Allowing training for first responders and health professions has been an ongoing discussion with our local legislators, and we are working on a draft for a communication to the county which can be distributed to elected and staff for political pressure in this area.

3. Cabinet had continued discussion of the 2020-21 State Budget and the May Revision:
 - a. Abe provided an overtime summary report by employee ([attached](#)). Abe will provide another report that is detailed by area manager and Vice President for review at our next meeting.
 - b. Cabinet began a review of open positions with Human Resources, Student Services, and Administrative Services reporting (summary of actions taken [attached](#)). The summary identifies positions for which hiring will be delayed and those for which active hiring will resume. Instruction team has not yet completed their review.

4. AMAC discussions on the previously proposed Purpose and Function Statements went well regarding Cabinet feedback to the Academic Senate. Wording on the Guided Pathways Committee ([attached](#)) was mutually agreed upon in AMAC. Agreement in concept was agreed upon for the Mapping Committee ([attached](#)) with Richard to follow up on final wording of areas highlighted in the attachment. Agreement in concept was also reaching on the Student Intervention Committee ([attached](#)) with Audrey following up on highlighted portions in the attachment. Agreement was reached on changing the name to Student Retention and Persistence Committee.

5. The College FA negotiation team had their second round of preparation meetings.

6. At the last PAC Meeting, Sokha Song, Deputy Director of Human Resources, made a presentation on changes in Title IX. PAC approved the revised Mission, Vision, and Core Values statements ([attached](#)). These will come to Cabinet and Board for review and approval.
7. Morris reported:
 - a. The timeline of the bond issuance is proceeding with Board information agendaed in June and Board Approval agendaed in July. The College will have its bond rating review with the same individuals at Standards & Poors and Moodys that were present at the last bond issuance, a positive as the last rating review went well. The goal will be not to get downgraded, so the College team is preparing for the questions on how the College will handle the economic downturn.
 - b. Morris is working on the letter to departments on analyzing their 3-year trends for any budget reductions. After cost center manager review, budget updates should be sent to each Vice Presidents for review.
 - c. Warmer days are arriving, and those working on campus are requesting air conditioning in their buildings. This requires advance notice and also creates an issue of cooling a building for just a short period of time. Some buildings cannot be cooled quickly. It is requested that managers coordinate any occupancy with Facilities.
 - d. Morris presented a new analysis of a draft of the revised 2019-20 adopted budget. There was discussion about how to portray our accrued vacation liability as well as how to book this expenditure for future years. There was also discussion over new anticipated or increased expenditures due to the pandemic over the next couple of years.
8. Richard reported:
 - a. There has been discussion about the number of fulltime faculty with respect to meeting the FON number. He followed up with Rosa and Joumana on the current FON, which is 444, with two non-credit positions on the faculty list to hire even though they do not count toward the FON. Cabinet agreed that disciplines who have a failed search will be able to offer a one-year temporary contract to a candidate, perhaps from a smaller pool, rather than not having a faculty member to meet program needs. This is the preference of Cabinet to ensure that we meet FON. Cabinet noted that a discipline with a failed search will retain the hiring priority for the next year's hiring cycle.
 - b. Discussion on Research and Institutional Effectiveness positions included a request for addition of professional experts. Richard met with Alexis and Sokha on some options. **Richard work with Bill and Abe on this situation.**
9. Audrey reported:
 - a. The Mountie Fresh food pantry is happening today. Student Services is still not sure what to do about Summer.
 - b. The CARES Act emergency applications are coming in and being reviewed.
 - c. There is a challenge because the Bookstore issues photo IDs and Class Pass bus passes, but since they are closed access is closed for distribution of these to students. Cabinet noted that Foothill Transit is operating only for passengers who are essential workers as first responders or health care professionals.
 - d. While applications are still coming in, the College has about 1000 less students who have applied for graduation compared with last year.
 - e. There is a concern about recruitment of high school students as there are limited opportunities for the College to reach out and connect with high school students because of the pandemic. Yen commented that radio ads and internet campaigns are being done promoting Promise Plus, targeting students who might choose Mt. SAC instead of a university, and promoting our online programs.
10. Items for future agendas (items for the next Cabinet meeting are shown in BOLD):
 - a. Follow Up on Committees: Richard on Mapping & Catalog; Audrey on Retention & Persistence **(6/9 and 6/11)**
 - b. 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
- c. Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 7/28)
 - d. Management Workgroup for SEAP funds (**Audrey, Madelyn, and Rosa , 6/9**)
 - 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)

11. 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)