



July 6, 2021

1. In an article from School Services of California, the [Department of Finance June Finance Bulletin of July 1, 2021](#), indicates General Fund revenues continue to outpace prior years and even beat the 2021-22 May Revision forecast. California is experiencing a strong post pandemic economic recovery as is the case across the United States. California still has a lot of potential for further economic recovery, jobs are coming back, and consumer spending is increasing. Home prices are going up, which, for Mt. SAC means more revenue from property taxes which is good for financial support of community colleges.
2. The [Worker's Rights Pamphlet](#) from the LA County Department of Public Health on COVID-19 Safety in California has some valuable information and posters that will be useful for Mt. SAC. **Abe will look into disseminating this pamphlet.**
3. The Department of Finance has introduced a Budget Trailer Bill on [Zero Textbook Cost Programs](#). The Bill does not indicate anything new about this proposal in the budget item on "Zero-textbook-cost degrees" nor does it say much about the meaning "using alternative instructional materials and methodologies" and the distribution of grant funding for each degree.
4. Cabinet agreed that the following announcements need to go out and be publicized. **Morris, Yen, and Jill will coordinate the following:**
 - Barnes and Noble Mt. SAC Bookstore opening back up.
 - Operating hours for departments on campus which are now open for students.
 - The issuance of Student Photo IDs and Foothill Transit bus passes.*
 - A list of Tutoring locations and hours.***Morris, Audrey, and Madelyn to work out a process including specific instructions for non-credit students and bring back to Cabinet for approval.**
5. Final organizational charts and structural changes for the [Office of Instruction](#) and the [Library and Learning Resources Division](#) were reviewed and approved. Follow up on job descriptions, reclassifications, New Resources Allocation Requests, and Requests to Fill are due to Cabinet by the July 27 Cabinet meeting.
6. The following [Criteria for Restoring Position Funding and New Resource Allocations](#) should be considered for proposals with budget impact:
 - Proposals that augment or retain Student Centered Funding Formula allocations to the College.
 - One-time investments that reduce ongoing expenses.
 - Proposals that address safety, health, risk, accreditation, and legal standards.
 - Resources for recently expanded programs and services.
 - Proposals that meet requirements for categorical funding, grants, or other restricted funds.
 - Staffing for and maintenance of space in newly expanded facilities.

7. Cabinet began reviewing [dangling positions](#) (approved positions without ongoing funding). The impact of the State budget allocations will be considered. Determinations are being made for the need of a Request to Fill or New Resources Allocation.
8. The authorized positions on the Faculty Position Control Report that will not be hired for this Fall will be removed. The revised report will be brought back to Cabinet on July 27.
9. Cabinet reviewed the [2021-22 Tentative Budget for SEAP](#) for both 12 month and ongoing and they are just over \$12 million each. Cabinet also reviewed the [SEAP Funded Positions List](#). The SEAP Management Work Group will meet to discuss this new budget. Audrey will initiate the meeting with a report to be brought back to Cabinet.
10. The California College Promise estimated [carryover balance from 2020-21](#) to the following fiscal year of 2021-22 is approximately \$1.4 million (95%). **Audrey will work on Promise and will bring back her findings to Cabinet on August 3rd.**
11. An analysis of the [2021-22 State Budget Funding Estimates](#) includes categories for new or additional monies that are coming through. The totals listed use a 2.5% ongoing to Mt. SAC based on our percent of total system FTES. This gives us a ballpark idea of the funding we may receive. In today's discussion, we need to be aware of the funding that is coming through, our priorities, and the criteria that were previously discussed. Cabinet will come together next week to finalize and brainstorm on where the funding should be used to meet our needs. Our priority is meeting student enrollment demand including the intake process, pathways, online vs. in person classes, and real education plans that follow-up with case management to assure completion of educational goals. Data driven feedback and tracking are synergistic with the drivers of the Strategic Plan. All this will come together over the next two years as we move towards planning, budgeting, and accreditation.

Ongoing Student Centered Funding Formula (SCFF) COLA estimates from the State are at \$371.2 million (5.07%), a growth of \$23.1 million. We have a lot of capital to work with if we can keep this performance level. We need to use this two-year infusion of funds to build back a support system as discussed previously.

There is a lot of ongoing money in categorical funds, although restrictions do apply. The State budget provides COLA at 1.7% for categoricals with funding for Mt. SAC varying. Prior year metrics look good, although the dropping of Pell grants has been accounted for in the budget. An emphasis on prioritizing funding needs will be done at the next Cabinet, with a follow-up in August. Enrollment will be monitored to see if there is a need for placeholders.

12. Morris will prepare updated language related to mask-wearing for post-summer students. Below is a possible description - "Currently, the College requires students to wear face coverings when indoors regardless of vaccination status. When the Summer session ends, the College will only require unvaccinated students to wear face coverings when indoors. Signs will be posted notifying them of the requirement to wear face coverings indoors if unvaccinated once this transition occurs. This will align College policy with the California Department of Public Health guidelines for wearing face coverings."

13. Madelyn reported:

- Sandra Sanchez, Assistant Vice Chancellor of Workforce and Economic Development, assisted in retrieving the lost non-credit MIS data. They are currently working on a policy that will lay the ground work in making it more efficient to collect the MIS data in the future.
- We received an invitation from Vice Chancellor Sandra Sewanee to join the Generation USA in October, a nonprofit company that focuses on pathways for students.

14. Abe reported:

- The department staff is back and is ready to serve the campus.

15. Kelly reported:

- Excited for Meghan Chen to start as the Associate Vice President of Instruction on July 1, and also excited for the modification process to begin to update the position of AVP of SCE to the title of Provost.
- The Research and Institutional Effectiveness and Grants departments are back on campus.
- Interviews are ongoing for the Director of RIE.
- A core accreditation team has been created and is starting to meet. We are working with IT on evidence collection.
- Two teams are going to the Enrollment Management Academy next week.

16. Audrey reported:

- We are attempting to give Christmas in July with one-time funding of outstanding balances.
- Computers are being repurposed.
- Plexiglass is available for all counselors.
- There are open discussions on how we treat students equitably.
- There are two more USC equity sessions scheduled for August.

17. Morris reported:

- a. Campus safety at the stadium is being evaluated. Do we require additional measures while keeping costs minimal? Is there evidence at Mt. SAC that there is a need?
- b. The Debt Forgiveness Report was produced on June 30, 2021.

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

- a. Multiple Measures Placement Workgroup (George and Team, TBD)
- b. Student Centered Funding Formula—Continued Follow Up
 1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 7/27)
 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 9/28)
- c. Employee ID badge process (Abe, 7/27)
- d. AB30 (Dual Enrollment, A&R, and IT, 7/20)
- e. Promise Update (Audrey, 8/3)

19. Quarterly Reports to Cabinet

- a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris and Doug, 6/29)
- b. Emergency Response Plan Quarterly Report (Duetta, 7/27)
- c. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Mika, and Kevin, 8/3)
- d. Faculty Position Control Quarterly Report (Rosa and Meghan, 8/24)
- e. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 9/7)

- f. IT Projects Quarterly Report (Anthony, 9/14)
- g. Grants Quarterly Update (Adrienne, 7/27)
- h. Dual Enrollment at Local High Schools Quarterly Report (Meghan, Joel, Marlyn, and Lina, 8/24)
- i. International Student Quarterly Report (George, 9/28)
- j. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 8/3)
- k. Title V Quarterly Report (Lianne and Lisa, 7/20)
- l. Guided Pathways Reporting (Michelle, Shiloh, and Sarah, 7/27)
- m. Dual Enrollment at Local High Schools Quarterly Report (Meghan, Joel, Marlyn, and Lina, 8/24)
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