



August 10 and 12, 2021

1. Cabinet reviewed and commented on the following information items:
 - a. The Chancellor's Office Memo, [2021-22 Physical Plant and Instructional Support – Certification and Allocations](#), provided information and [guidance](#) on our allocation of the statewide funding for scheduled maintenance and instructional equipment. Different this year is that each college was allocated a minimum of \$1M with the balance of the funding allocated by 2020-21 FTES. The money must be encumbered by June 30, 2023. We will be using this money strategically.
 - b. Dr. Walker's [COVID Update 8/4/2021](#) provided information on the data behind the change in the Centers for Disease Control's masking policy. She also notes that the FDA has asked Pfizer and Moderna to expand the number of children ages 5 to 11 in their vaccine trials to ascertain whether there is increased frequency of a rare cardiac inflammation seen in vaccinated children. Additional information in her report is the new estimates of transmission and lethality of Delta compared to Alpha COVID, of which we know that Delta is much more transmissible, but not more lethal than the original virus.
 - c. The [Enrollment Comparison Report](#) comparing Fall 2021 to Fall 2020 enrollments was shared. The FTES calculation in these reports was not corrected data and wasn't updated for the 2020 year until September of last year. The correction was needed to align with the actual attendance accounting rules. As a result, the report looks like we are up a lot in FTES compared to 2020, but this is due to faulty 2020 calculations. The Enrollment Comparison Report comparisons will be accurate beginning this September. Nevertheless, we are currently down this year about 11% in headcount.
 - d. The numbers for [Los Angeles County COVID-19 Vaccinations](#) was shared in preparation for the discussion by the Board of Trustees on Wednesday. Interesting is the huge gap in people who have one shot and people who are fully vaccinated (71.7% vs 63%).
 - e. Data was shared on [race/ethnicity for COVID-cases in Los Angeles County](#). Hardest hit is the Hispanic/Latino population which make up 48.6% of the population and have 71.3% of the cases.
2. Cabinet approved an [Immediate Need Request](#) for Adult Basic Education for a new copy machine one time for \$9,376.43.
3. Tomorrow evening, the Board will discuss current campus safety protocols, and Cabinet is preparing for the discussion of additional requirements including vaccination or weekly testing of on campus students and employees. Several California community colleges are in the process of implementing such requirements but vary widely between vaccine requirements for students or staff and a combination of the two. Cabinet had a discussion about strategy and implementation of these additional campus safety measures.
4. Morris prepared budgeting models that will help Cabinet through the process of recommending the 2021-22 Adopted Budget and on long-term fiscal planning. Each area Vice President went over their prioritized New Resource Allocation requests, and a [summary document](#) was prepared. This document identifies needs based on previous priorities set by Cabinet and are prioritized by need:
 - Critical – high impact/high timeline; needed immediately
 - High priority – high impact/low timeline, but not immediately needed; funded within the next fiscal year
 - Important – lower impact/delayed timeline; needed within the next two fiscal years
 - Necessary – program/department enhancement, but does not meet the criteria; may be reviewed again

5. There was discussion on ensuring that the laptop loaner program is able to be sustain past the pandemic. Cabinet agreed to allocate funds on a five-year replacement program which would utilize HEERF and then lottery funds for the program.
6. Cabinet reviewed and approved the [Request to Fill](#) log for the following positions:
 - [Administrative Specialist II](#) (Honors)
 - [Administrative Specialist III](#) (Adult Basic Education)
 - [Administrative Specialist III](#) (School of Continuing Education)
 - [Athletics Trainer](#)
 - [Career Services Specialist](#) (Career Services)
 - [Career Services Specialist](#) (Career Services)
 - [Career Services Specialist](#) (Short-Term Vocational-SCE)
 - [Coordinator, Project Program](#) (Human Resources)
 - [Director, Transfer Center](#)
 - [Human Resources Analyst](#)
 - [Laboratory Technician](#) (Fine Arts)
 - [Laboratory Technician](#) (Digital Arts)
 - [Registration Specialist](#) (ESL)
7. 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, 8/17**)
 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 9/28)
 - c. AB30 (Dual Enrollment, A&R, and IT, 10/19)
 - d. Promise Update (Audrey, 8/3)
8. 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, 10/26)
 - c. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Mika, and Kevin, 9/7)
 - 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, 10/26)
 - h. International Student Quarterly Report (George, 9/28)
 - i. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 9/14)
 - j. Guided Pathways Reporting (Meghan, Shiloh, and Sarah, 10/26)
 - k. Dual Enrollment at Local High Schools Quarterly Report (Meghan, Joel, Marlyn, and Lina, 8/24)
 - l. Title V Quarterly Report (Lianne and Lisa, 10/19)