



February 25, 2020

1. Cabinet reviewed and commented on the following information items:
 - a. The Mt. SAC CDC has applied for Child Care Development Program Expansion Fund through the California Department of Education, and received notification ([attached](#)) of a score of 114 which puts us in line for funding.
 - b. A report ([attached](#)) was issued on an initiative started by Achieving the Dream which aimed at helping community colleges build a cohesive set of courses aligned toward a degree. Thirty-eight colleges piloted this initiative which worked on getting colleges to commit to utilize open educational resources with all courses in a pathway. The effort saved students about \$65 per student, per course. However, students participated in an average of only four courses rather than the full pathway offerings.
 - c. Two briefs ([attached](#) and [attached](#)) on the benefits of early college high schools support the work that we're doing with West Covina Unified School District and the Mt. SAC Academy. The university-going rate of students who are enrolled in an early college high school are 84% vs. the control group of 77%. Additionally, the four-year graduation rate cohort is twice the sample group, 21% vs. 11%.
2. The Chancellor's Office issued a tutorial ([attached](#)) on suggested means to restrict .edu email access. .edu emails are being hacked at a tremendous rate to gain access of college systems. The Chancellor's Office provides three options for combating fraudulent access with a Google App and Office 365 solutions. **Morris to have this topic included in the next Information Technology quarterly update.**
3. The reconfiguration Lot B to remove pay parking spaces has significantly impacted the budget of Police and Campus Safety, specifically to positions funded by the department. The Chief provided a briefing paper ([attached](#)) on the issue. Cabinet agreed to move the Mechanic position from the Police and Campus Safety budget to the Unrestricted General Fund. Morris will follow up with the Chief and Facilities on specifics of the number and location of new paylots. There is a need for additional analysis on his suggestion of an increase in the fee for parking permits. Cabinet will agendaize pay lots/permit fees for a future meeting. **Morris to work on analysis.**
4. Cabinet was joined by Sokha Song, Deputy Director, Human Resources, and Ryan Wilson, Manager, Title IX and EEO Investigations, to discuss changes to BP 3410 ([attached](#)), AP 3410 ([attached](#)), BP 3430 ([attached](#)), AP 3430 ([attached](#)), BP 3540 ([attached](#)), AP 3540 ([attached](#)), and AP 3435 ([attached](#)). Changes from the Chancellor's Office to Title V ([attached](#)) were approved at their January 16 meeting and the College's BP and APs have been revised to reflect these changes. Cabinet agreed to forward the revised versions to President's Advisory Council for their recommendations. There are also changes to the student conduct procedure and that AP will be revised to address those. **Audrey to work on changes to AP 5520-Student Discipline Procedures.**
5. There was preliminary discussion regarding Commencement 2020. Audrey distributed a save-the-date flyer ([attached](#)) and a critical issues list ([attached](#)). As the Stadium is up and functional, Commencement will return to Hilmer Lodge Stadium in June. There is an interest to reduce the length of the ceremony and have the focus be on the graduating students; there will be more discussion on this. A recommended start time of 4:00 p.m. was approved by Cabinet.
6. Cabinet discussed the P1 ([attached](#)) Rebench 2019-20 SCFF allocation to Mt. SAC. The Chancellor's Office Schedule C is [attached](#). Note that the increase in this year's funding is from a base of \$187,483,410

to \$197,283,690 in a total computational revenue. However, due to a state property tax shortfall which currently stands at \$330M, the Chancellor’s Office has imposed a deficit factor of 3.6897% which is reflected in the attached Schedule C and lowers our current allocation to \$190,004,430, which is \$2.521M above the adopted budget for 2019-20. However, in past years, the property tax shortfall has been substantially resolved by the end of the fiscal year. Morris reported that the SCFF allocation will be rebenchmarked at P2 and Exhibit C revised by late June. As a result, Cabinet delayed consideration of several 2019-20 requested items until the New Resource Allocation consideration at the first Cabinet meeting in July.

7. Cabinet reviewed New Resource Allocation – Phase 12 requests for 2019-20 from Administrative Services ([attached](#)), Human Resources ([attached](#)), Instruction ([attached](#)), President’s Office ([attached](#)), and Student Services ([attached](#)). Overall summary ([attached](#)) with links to detail below:

Team	One time	Ongoing
Administrative Services	732,427	648,871
Human Resources	30,194	136,351
Instruction	245,000	291,304
President’s Office	73,100	60,000
Student Services	20,000	162,482
Total	1,100,721	1,299,008

8. Cabinet received an update ([attached](#)) on the first distribution of 2020 Pell Grants, and year-over-year increase was from 6,800 students to 7,931 students, with a total Pell Grant amount \$2,764,828 to \$3,278,801.
9. Cabinet received the updated agenda ([attached](#)) for the Board Study Session on Saturday, February 29 at the Mt. SAC Hilmer Lodge Stadium.
10. Abe Ali distributed new and revised job descriptions for review—Coordinator, Promise Plus Program ([attached](#)); Director, Deaf and Hard of Hearing Services ([attached](#)); Horse Barn Technician ([attached](#)); Horse Training Technician ([attached](#)); Senior Research Analyst ([attached](#)). Cabinet will review and consider for approval at the next meeting.
11. Cabinet approved an Immediate Need Request ([attached](#)) for \$10,000 one-time for Fine Arts models for the Two-Dimensional Studio Arts program.
12. Items for future agendas (items for the next Cabinet meeting are shown in BOLD):
- a. SEAP Allocation Model (Audrey, Madelyn, and Rosa 4/28)
 - b. Multiple Measures Placement Workgroup (Audrey, Joumana and Team, 3/24)
 - c. Management Workgroup for SEAP funds (**Audrey, Madelyn et al, 3/3**)
 - d. Student Centered Funding Formula—Continued Follow Up
 1. Noncredit Support of SCFF & Multiple Measures (Madelyn, 4/14)
 2. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 3/17)
 3. DOE and CalPASS-PLUS follow up for K-12 full participation (Barbara and Bill, 3/17)
 4. Auto Award/Near Completion (Audrey, George, Francisco, Dale, 3/24)
 5. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 5/19)
 - e. Changes to AP 5520 – Student Discipline Procedures per Changes in Title V (Audrey, 4/7)
 - f. Paylots/Permit Fees (Morris, 4/7)
13. Quarterly Reports to Cabinet
- a. Emergency Response Plan Quarterly Report (Duetta, 4/14)
 - b. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, and Kevin, 4/14)

- c. Faculty Position Control Quarterly Report (Joumana and Rosa, 4/14)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 5/19)
- e. IT Projects Quarterly Report (Dale, 3/17)
- f. Grants Quarterly Update (Adrienne, 3/17)
- g. Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, and Lina, 4/28)
- h. International Student Quarterly Update (George and Darren, 4/21)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 3/10)