



**May 14, 2020**

1. Cabinet reviewed and commented on the following information items:
  - a. Bill produced a document titled "Statutory and Regulatory Flexibility in Coping with the COVID-19 Crisis and Economic Recovery" ([attached](#)). Using this document, he has been working with local legislators and legislative staffers to talk about the future of the community college budget. He has had phone calls with Congressman Gil Cisneros and Assemblymember Blanca Rubio.
  - b. In state documents projecting the budget impact of the COVID-19 crisis, the Legislative Analyst is forecasting significantly less decline in state revenue than does the report from the Department of Finance (see documents and discussion in item #4 below). Paul Steenhausen from the LAO reached out to get local input. We will continue to be connected and have follow-up meetings with legislators. The state has not had much time to respond to this deep, sudden, critical revenue collapse, and, with Mt. SAC's timely input, we may have more impact on state and federal legislation. Cabinet discussed the importance of all statewide groups—including the Chancellor's Office—having a consistent, united message.
  - c. The SEAP Management Workgroup is almost done with the distribution of funds into the new account structure ([attached](#)). Bill, Rosa, and Audrey will meet to work on the final assignment of positions into the new account structure.
  - d. In a recent article ([attached](#)), LA County Public Health Director Barbara Ferrer stated that the County could keep stay-at-home orders in place well into summer and is extending the stay-at-home county mandate for three months. Cabinet discussed what this means for Mt. SAC.
  - e. As the Board has just finished its second virtual meeting, Cabinet discussed observations and feedback on the process. It was agreed that the meetings have worked well and the Board has adjusted to the idea of the informational reports being written one-page executive summaries. Cabinet is considering a mid-June meeting specifically for a revised 2019-20 Adopted Budget reflecting the increased revenue from the P1 Rebench 2019-20 allocation as well as anticipated current year budget reductions from the state.
2. Documents from AMAC that were distributed at the last Cabinet meeting for review and discussion:
  - a. Academic Senate 100 Unit Limit on Priority Registration ([attached](#)) – As the 100 unit limit eliminates registration priority for students over that limit, the Academic Senate has an interest in having students have the ability to take courses they need to finish without being subject to the 100 unit limit. Cabinet pointed out that there is currently a petition process for students to request a waiver of the 100 unit limit based on exceptional circumstances. Cabinet agreed that the petition process is sufficient to meet student needs for an exception to the 100 unit limit. **Richard will craft a response to the Academic Senate for discussion at the next AMAC.**
  - b. Academic Senate Distance Learning Committee (DLC) Recommendations – Online Offerings Summer and Fall ([attached](#)) – The Chancellor's Office blanket authorization that was granted for Spring will require colleges to submit a plan that shows how colleges will agendize reviewing all courses offered online in Summer and Fall through their distance learning approval process. The DLC had a closely reasoned, detailed plan on how Mt. SAC would respond to the mandate, along with data on throughput of DL courses. The plan was approved by the Curriculum & Instruction Council. Cabinet agreed with and supports the plan. Through discussion with Executive Vice Chancellor Alvarado, the Chancellor's Office is accepting our plan and does not want to override local processes. For CARES Act reimbursement purposes, it is important to document that the expense of this process is solely related to fully online course offerings due to the Corona virus.
  - c. Cabinet reviewed a draft of the Fall Faculty Flex Day plans ([attached](#)). The Academic Senate has surveyed faculty on what they would like to talk about. Options: Bill to do a video that could be shared; keynote speaker; interest in more introduction of new Vice Presidents; follow-up town hall meeting after the semester starts.
  - d. Cabinet reviewed Guided Pathways to Success Cross-Council Committee Purpose and Function ([attached](#)) and, while agreeing with the overall purpose and function, suggested that wording be revised to stay within the

language of the regulations on collegial consultation. **Bill will provide a written response to the Academic Senate for discussion at the next AMAC.**

- e. Mapping Cataloging Committee Purpose and Function ([attached](#)) – There is an Academic Senate role in terms of the mapping of course sequences component of the committee and also to evaluate the alignment of courses in a program. The elements in Purpose and Function statement about catalog and web presentation is not Academic Senate purview; there is an existing system in which department chairs and deans work with how this is done. Feedback from Cabinet: more discussion needed; mapping is good and curriculum-related, but catalog is not. **With Bill's input, Richard will provide a written response to Academic Senate for discussion at AMAC.**
  - f. Student Intervention Committee Purpose and Function ([attached](#)) – The term “early alert” is a little friendlier. This seems more a collegial discussion about the early alert and follow-up system. Some specifics included seem to step into administrative responsibilities. **Richard will provide a written response to the Academic Senate to be discussed at the next AMAC meeting.**
3. As a follow-up to previous discussions on the impact to both 2019-20 and 2020-21 budget, the College needs long-term strategies to get through the anticipated fiscal impact. Considering impending state cuts in 2020-21 funding, Cabinet directed that:
- 1) Every department manager and supervising Vice President study 3-year data on their budget and expenditures (**Morris will provide these reports to cost center managers and their Vice Presidents**); each will identify patterns of unused line item allocations that can be reduced and VPs will work with direct reports to see what line items can reasonably be reduced;
  - 2) Vice Presidents will identify approved New Resource Allocations that have not yet been expended (**Morris will provide a report to Cabinet analyzing these**) and report to Cabinet on both status and future direction on each;
  - 3) Cost center managers and VPs will review the use of short-term hourly employees and professional experts—looking at the entire scope of their work and impact of reduction of assignments(**Abe will provide lists of short-term employees and professional experts, their project assignments and budget for each**);
  - 4) Cost center managers and VPs will similarly analyze overtime expenditures (**Abe and Morris to work on this list**);
  - 5) Cost center managers and VPs will similarly analyze possible reduction in service levels and emphasis on improving efficiency and delaying work that can be pushed forward so that the expenditure lands later in the next 3-year time horizon in which we expect a recovery;
  - 6) Cabinet has directed that a hiring “frost” is now in place during which only limited hiring and filling of vacant positions will be authorized. Cost center managers and VPs will review vacant positions during the hiring frost (**Abe to provide an analysis of vacancies not yet filled**) and criteria (**Bill will provide a set of draft criteria to determine essential vacancies to fill during the hiring frost for review at next week's Cabinet**); and
  - 7) Cabinet will review faculty reassign time beyond that approved in the Faculty Association Contract.

Budget Adjustment Strategies will be agendaized for discussion at each future Cabinet meeting.

4. Cabinet reviewed and discussed the following reports on the 2020-2021 state budget and allocations to community colleges:
  - a. Department of Finance Fiscal Update ([attached](#)) which forecasts the impact on revenues, including the state's three main General Fund revenue sources: personal income tax, sales and use tax, and corporate tax. This is estimating a loss of funding of \$18.3B General Fund for K-12 and community colleges.
  - b. Legislative Analyst's Office Budget Outlook 2020 ([attached](#)) includes two economic scenarios: 1) a somewhat optimistic “U-shaped” recession, and 2) a somewhat pessimistic “L-shaped” recession. In these scenarios, the state budget shortfall ranges from \$18B to \$31B (much less than the DOF \$54B).
  - c. School Services of California COVID-19 Decimates State Revenues ([attached](#)) provides a summary of the DOF estimates.
  - d. Timeline for adoption of State Budget ([attached](#)). This memo notifies colleges of timeline changes—October for the adopted budget with an audit at the end of November.
5. RBC Capital Markets provided an update ([attached](#)) on options to sell bonds to pay off the \$90 Bond Anticipation Note which is due in 2022. The College's concern is that, with the recession likely to slow down assessed property values, waiting to sell bonds for two years may result in such low assessed values that sales would not yield the necessary \$90 million. Rather than wait, the recommendation from RBC is to sell some from RR (which is closest to the \$25/\$100K assessed value limit) and the remainder from

Measure GO (which has gap room below the \$25/\$100K limit). To help with the financing, the sale will include Capital Appreciation Bonds (CABs) to pay off the BAN. The College is continuing to look at the cash needs for continuing projects in Phase I of Measure GO. There will be a need for another bond sale from Measure GO at the end of 2021. The College is also reassessing the construction program and looking to possibly slow some projects to better meet cash flow needs. **Morris will follow up with RBC.**

6. On Wednesday, May 20, the College will hold a Town Hall meeting to discuss the impacts of COVID-19 and the future of the budget. Cabinet and constituent group leaders will present and participate.
7. Abe reported that there have been lots of discussions around vacation accrual. Current College policy allows for vacation overage of more than two years to move into sick leave, unlimited for confidentials and managers and capped for the classified group. Abe reports that only 20 employees are within three months of hitting the cap limit. Cabinet agreed that we will continue to follow the vacation accrual guidelines outlined in the collective bargaining and meet-and-confer agreements (CSEA 262 Article 12.03.3, CSEA 651 Article X.5., Confidential M&C 2018-19, Management M&C 2018-19). We encourage staff to take vacation (time-off), including previously scheduled/approved time off. Although vacation plans may have changed due to the COVID-19 pandemic, taking time away from work responsibilities is important. Self-care is necessary and contributes to being a productive employee. **Abe to communicate with management team.**
8. Morris reported:
  - a. He has reached out to managers who have grants about whether their grants are going to allocate COLA funds. All managers have not yet responded.
  - b. There have been discussions about a new recommendation on per diem meal costs for travel. Any reimbursement for meals on day trips is taxable to the employee under IRS rules, however, the College is currently reimbursing for meals on day trips. The recommendation from Fiscal Services is not to pay for meals on day travel. In addition, to make the accounting process easier, it is also recommended to increase per diem rates for breakfast, lunch, and dinner so that itemized receipts are not required, thus there is not manpower used on reconciling meal receipts. More to come.
9. Richard reported:
  - a. Library and Learning Resources Division is looking at a product to provide captioning services for the academic classroom environment. Faculty are part of the discussion of options to provide the most effective solutions for serving students.
  - b. There have been various questions about the hiring frost.
  - c. As Chairs are scheduling for Fall, they want clarity for how we will pay lab faculty because there will be additional time needed if the College is to meet social distancing requirements by splitting larger lab sections into two smaller lab sections.
10. Audrey reported:
  - a. The Federal Cares Act Reporting Form is completed and will be posted on the College web site.
  - b. The application Form for the CARES Act-funded student emergency grants is available for those who want to appeal.
  - c. Student Services is getting ready to roll out the application form for those who are not eligible for CARES Act funding, specifically DREAMERS. The same criteria will be used as for the other grants. However, the proposal to use 18-19 SEAP carryover money was not approved. Other funding sources will be pursued.
  - d. Student Services has already prioritized positions for hiring.
  - e. The Commencement Committee is still looking at options. The committee is planning a virtual video with prerecorded messages and a drive-thru ceremony with pre-registration. Students would stay in their cars for this ceremony. Audrey noted that pricing has been found for a stole and tassel that is cheaper than our previous supplier. The estimated cost would be about \$30,000. **Cabinet approved this amount for purchase.**

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

- a. SEAP Allocation Model (Audrey, Madelyn, and Rosa 6/2)
- b. Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 7/28)
- c. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 6/2)
- d. 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, 5/19**)
- e. Changes to AP 5520 – Student Discipline Procedures per Changes in Title V (Audrey, TBD)

12. 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, 5/19**)
- 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, 5/26)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 7/7)