



June 2, 2020

1. Cabinet reviewed and commented on the following information items:
 - a. On May 31, the County of Los Angeles ordered a county-wide curfew from 6:00 p.m. to 6:00 a.m. ([attached](#)).
 - b. The second Associated Student elections were conducted, and the results are in ([attached](#)), with a total of 162 voters. The new Student Trustee is Sophia Ruiz and the Associated Students President and Vice President are Hugo Fulcheri and Laura Velasco. This was a good exercise for all involved.
2. A recent article ([attached](#)) reports that the Federal HEROES Act, passed by the House on May 15, faces an uphill battle in Republican controlled Senate. The Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act is a follow-up COVID-19 relief package to the \$2.2 trillion CARES Act that was signed by the President in late March. This \$3 trillion HEROS stimulus package includes additional state and local aid, another round of direct payments to Americans, pay raises for front-line workers, and an extension of the \$600/week unemployment compensation until January 2021. The Senate majority leader has called for a pause in any new relief funding and White House advisors have recommended that the President veto the bill. While this is a very partisan bill, any additional relief for California will prevent the state from needing to significantly reduce programs and spending for 2020-21, including cuts to community colleges.
3. The Relaunching American's Workforce Act (RAWA) ([attached](#)) was introduced May 1 and is similar to American Recovery and Reinvestment Act of 2009 (ARRA) from the Great Recession. However, RAWA has a broader and more flexible scope than did ARRA. RAWA is a stimulus bill that would provide \$15B for the public workforce system. It allocates \$2B to restart the community college career training grant program initiated during the last recession to help employers find talent in their local area and provide individuals pathways to high-skill, high-wage, and in-demand employment opportunities. Additionally, it would invest \$1B in career and technical education to prepare students in high-skill, high-wage jobs or in high demand industry sectors and occupations.
4. Cabinet continued discussion of the 2020-21 State Budget and the May Revision. There will be tough issues to deal with over the next two or three years and we need to tighten our belts in order to withstand this pandemic-fueled depression as well as the anticipation of increased costs to Mt. SAC in health benefits and employer contributions to the STRS and STRS retirement pools. Discussion:
 - a. The Senate Proposition 98 Package ([attached](#)) proposes a different budget solution than the Governor's. The Senate's plan is much broader in its use of revenue sources and in its approach to controlling expenditures. The biggest challenge to community colleges from a budgetary perspective is the deferral of over \$600 million, more than twice that proposed by the Governor. (A deferral would, for example, push the June 2020 state funding to July so that a College would need to cover its June 2020 bills with cash until the money is received the next month. Now imagine four months of deferrals and you see the problem with the Senate budget). This cash flow challenge would be devastating to many community colleges with limited cash to bridge such deferrals. The Senate proposes a trigger-off instead of a trigger-on of Federal bailout money, that is, the Senate assumes the Federal money will come on time and, only if it does not come, then the Senate plan takes that money out and substitutes more deferrals. Even so, this would be a better solution for Mt. SAC both because we have sufficient cash to handle a larger deferral and because the Senate's proposal would give us ongoing funding up front rather than an immediate 10% cut.

- b. Vice Presidents were asked to review the unexpended New Resource Allocations in their area for discussion at the next meeting (see the [attached](#) list).
 - c. As we look at reducing expenditures, overtime is an expensive cost that can be decreased. The following were introduced and discussed:
 - 1) Abe is working on a general summary report that breaks down the overtime usage by department/unit. Cabinet will review areas using extensive overtime. Cabinet will also develop processes to increase management oversight of overtime.
 - 2) A document from the Department of Industrial Relations ([attached](#)) outlines the requirement for an employer to pay overtime, even when not authorized. The anticipated procedure to be developed will take this into consideration.
 - 3) Administrative Procedure 7234 ([attached](#)) on overtime from West Valley Mission Community College District is much more comprehensive than Mt. SAC's AP 7234 ([link](#)). WVMCCD's version is very similar to the Community College League of California's template ([attached](#)). **Abe will work with the Overtime Workgroup to develop an updated version of our AP 7234 respective of both CSEA collective Bargaining Agreements. Each Vice President will select a representative to assist with this project.**
 - 4) For an overtime form, the College has used the Classified Overtime/Comp Time Earned Time Sheet ([attached](#)). However, with the online *Workforce* software system, overtime is now recorded on the electronic timesheet for regular classified employees. A form with more initial involvement of management oversight is exemplified by the Overtime Request and Report Form ([attached](#)) from LA Community College District and was reviewed by Cabinet as resource for a new overtime form.
 - d. Positions without Funding May 29, 2020 ([attached](#)), was reviewed and each position was either funded or eliminated. **Richard was asked to follow up on two positions in his area.**
 - e. The 3-year line item budget comparison memo ([attached](#)) has been sent to cost center managers asking them to review their budgets and make any reductions possible. If, over a 3-year period, there are consistent balances in accounts, the budget should be reduced or a justification provided to retain that level of funding. **These analyses are due to each VP's Executive Assistant by June 12.**
 - f. Still left on the to do list are reviews of 1) unexpended NRAs; 2) overtime list by manager; 3) short-term hourly and professional expert list; and 4) faculty reassign time list not in the FA contract.
5. Continued Mt. SAC Path to Recovery and Campus Reopening:
- a. Cabinet reviewed the California Community College Athletics Association (CCCAA) COVID-19 Working Group draft plan ([attached](#)) which provided recommendations for community college athletics programs to return to campus in the 2020-21 academic year. The primary guiding themes are to ensure that teams are fielded for practice in the Fall semester whether or not they are ultimately able to compete. There is one more reading of these guidelines before they are approved by the CCCAA. The return to campus of college athletics has been hotly debated. In fact, the Legislative Analyst Office proposed their elimination as budget savings. However, talks with our local legislators indicate that they are not in support of this. Cabinet also reviewed a CEO survey ([attached](#)) about what colleges are intending to do about athletics. Many CEOs note government mandates and social distancing in their decision-making about when to return sports to their campuses (see chart).
- | Factors in Decision-Making | Count | Rank |
|---|-------|------|
| Government mandate for social distancing | 86 | 1 |
| Public Health recommendations/ predictions of risk | 93 | 2 |
| Faculty/staff safety concerns | 72 | 3 |
| Whether neighboring colleges will have athletics | 54 | 4 |
| Ability to sanitize athletic equipment or buses used for travel | 63 | 5 |
| Cost to run athletics with social distancing | 39 | 6 |
| Cost to run athletics amid other COVID-19 priorities | 41 | 7 |
| Loss of FTES | 23 | 8 |
- b. In working with our local legislators and through our local contacts, the College has received a ruling ([attached](#)) by LA County Department of Public Health that we are permitted to offer in-person courses for our first responder, health professions, and construction training (footnote list¹) to meet programmatic needs. This is good news! We still will have a challenge to bring these programs back to campus in a high-hygiene environment. Richard reports that most programs are motivated and are working on plans to return—and will provide regular updates to him. Discussion:
 - 1) Most of these programs are physically located in a similar area.

¹ EMT, Paramedic, Fire, Nursing, CNA, Radiologic Technology, Respiratory Therapy, Histotechnology, Welding, and HVAC.

- 2) There would need to be campus support for these programs.
 - 3) Supplies will be needed: Personal Protective Equipment, hygiene and sanitization products, access to facilities, scanning for coronavirus symptoms. Morris is already working with his team to find equipment and materials, and the Task Force on Return to Campus is working on cleaning protocols for classrooms and offices—and many related needs.
 - 4) Challenges include controlling building entry points, providing for temperature checks, assuring a high level of custodial cleaning, and maintaining social distancing or work station barriers in classrooms and laboratories.
6. Cabinet approved an Immediate Need Request ([attached](#)) for Library and Learning Resources to provide a live captioning service for \$62,500 ongoing. The software is Otter Live Notes ([link](#)).
7. Abe reported:
- a. He is continuing discussion with both classified unions.
 - b. There is a push from managers for the student worker issue to be resolved. Hopefully we can have that conversation soon.
 - c. There has been much discussion on the recent George Floyd murder. Abe is working with state and national groups to denounce what has occurred. Some employees are outraged by this incident and emotions range from anger to despair. Abe encouraged Cabinet and managers to talk with their staff.
8. Morris reported he is continuing to model multi-year budgets to anticipate cuts needed.
9. Richard reported:
- a. He has met with Chisa, Lance, and Kelly on the Faculty Hiring Prioritization List. He will have a recommendation on the faculty prioritized hiring list at the next meeting. Cabinet agreed to support sufficient hires to meet the Faculty Obligation Number (FON). Currently, we are anticipating 10 additional hires based on our current FON of 444.
 - b. He had discussion with Deans on software that would assist professors in providing instruction online. Additionally, there has been a request from Mark Lowentroun for portable pottery wheels that student could check out and so be able to continue in the Ceramics classes remotely. Cabinet agreed that this was a reasonable investment.
 - c. He mentioned a student readiness survey for going online which had a short timeline for responses. There is a high awareness of online counseling services and online tutorial services. A smaller number of students were aware of mental health services. Richard sent the summary to Cabinet ([attached](#)).
 - d. He has been talking to deans to remind their faculty about promoting the tutoring centers and including the information in their syllabi.
10. Audrey reported:
- a. Student Services is pushing hard for Summer Bridge and Step into College as the numbers are low.
 - b. She continues work on consistent implementation of EW grading options and refunds for second 8-week classes.
 - c. Commencement planning is continuing with 1000 less applications this year. Her team is setting up a registration system for the *Drive Thru Commencement* ceremony on June 18.
 - d. The SEAP budget planning process is continuing. Her team has been sharing news of cuts to budget managers.
 - e. At the SPEAC meeting wrap up there was discussion about the need to look at the equity agenda and which students are succeeding and which are not. There has not been enough time to develop effective support structures for Multiple Measures.
 - f. The Minority Male Initiative meeting last night went on for four hours. One of the things that was brought forward was that these conversations taking place daily in African American families. There was lots of discussion about having less room to make mistakes, feeling alone, and facing challenges. It was a very heavy session but was needed and a very safe and supportive environment.

11. 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)

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, 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)