



November 23, 2021

Meghan sat in for Kelly

1. Cabinet reviewed and commented on the following information items:
 - a. Expanded PAC went very well. The [presentation](#) focused on the College's Vision Statement, Mission Statement, and Core Values, which, in turn, identified what is important to the College and the students. The cross-campus perspective and insight from faculty and students is how we build a community. This collaboration gives a true understanding of how to break down barriers. Many expressed attending the meeting in person was a better experience, discussions were more productive, and it gave us a practical way to identify the elements of planning and measuring. Even seasoned attendees dug down deep to pull out ideas from their own experiences. IEC and the Accreditation Steering Committee will continue the conversation and will involve committees and PAC for leadership.
 - b. The [Vacant Positions Under Active Search](#) log was reviewed.
2. The [Legislative Analyst's Office 2022-23 California's Fiscal Outlook](#) indicates our economic recovery has been at the top level of income earners in California. The revenue structure for the State benefits hugely when top earners pay income tax, excise tax, business tax, and property tax. The result is billions in more State income for the 2022 State budget. However, the State constitution limits allocations of these funds, called the State Appropriations Limit or SAL. The Prop 98 guarantees for K-12 and community colleges is estimated at \$31B for 2022. Our advocacy is focused on getting the legislature to allocate the funding in a manner that supports Mt. SAC. The LAO's report is optimistic noting that sales, income, and business tax will allow the economy to re-bench itself at a higher level. We do, however, need to advocate for ongoing rather than one time funding. We will not know for sure until the State budget is passed this June, but we will get an indication from the Governor's January proposal and the May Revise. Much will depend on Mt. SAC's performance on the SCFF metrics for this year, and our P2 report this February will be a really good indication of the metrics for SCFF dollars to Mt. SAC for fiscal year 2022-23. Credit FTES will certainly be down considerably, but noncredit FTES and the Support and Success metrics will be a challenge.
3. In a memo from the Chancellor's Office on [2021-22 Categorical Programs Allocation Report Volume 2](#) provided information about ongoing funding to support Basic Needs Centers and Basic Needs Center staffing. The COVID pandemic has exacerbated existing inequities, compounded basic needs insecurity for many California community college students, and further hindered their educational success. Establishing and/or expanding Basic Need Centers and services as funded in the 2021-22 state community college budget are important first steps towards student success. Senate Bill 129 (Budget Act of 2021) requires each California community college campus establish and/or expand a Basic Needs Center and designate at least one staff person as the Basic Needs Coordinator. The total funding to create, expand, and maintain the Basic Needs Centers and the Basic Needs Coordinators is \$30M annually. The Chancellor's Office is committed to providing additional guidance, resources, and professional development to support the districts and colleges in their ongoing efforts to address students' basic needs, improve student persistence and retention, and ultimately advance student success.

4. In a memo from the Chancellor's Office regarding the [Restoration of Library Services Platform Funding](#), information was provided related to the restoration of funding for the Library Services Platform (LSP) subscription and operations services in the annual state budget for fiscal year 2021-22 and the distribution of these funds to colleges to support access to these crucial services.
5. Cabinet approved the revised [Lead Electrician Job Description](#). An [Immediate Need Request](#) was also approved to fund this change.
6. The [Short Term Hourly Pay Schedule](#) was reviewed with the recommendation of only adjusting the positions that are impacted by the change in minimum wage. A review of the minimum wage rate will also be conducted on an annual basis. Sokha will bring back a count of those impacted to see if budget is needed. Human Resources will also do a study of the budget impact on departments and units and will create a fiscal assistance solution appropriate to the need. There was further discussion about hiring a professional expert, substitute, or short-term which should be included in the analysis.
7. The [Student Assistant Hourly Pay Schedule](#), based on the guidelines of hiring a student assistant employee either full or part time, was similarly reviewed to adjust for the change in minimum wage.
8. Cabinet was joined by Meghan Chen, Associate Vice President of Instruction, and Marlyn Holt, Acting Director of Dual Enrollment, to provide a [Dual Enrollment Quarterly Report](#). Highlights:
 - New Project/Program Specialist, Jackie Contreras, started on November 8.
 - Rudy Santa Cruz is our new Dual Enrollment Counseling Faculty Liaison.
 - Jackie Contreras will be providing application, information, and enrollment workshops with partnering high schools.
 - Trustee Gary Chow, Jill Dolan, Candace Leuthold, and Marlyn Holt attended the West Covina Rotary Luncheon on November 10 and presented on Dual Enrollment and the Mt. SAC Early College Academy.
 - Lina Soto and Rudy Santa Cruz have been attending high school discussion meetings for curriculum planning and have found that most students are getting their information from their counselors.
 - There is always the need to improve and make it easier for students, as well as making students comfortable enough to advocate for themselves.
 - A new Early College High School is being established with the Hacienda-La Puente Unified School District to be located at the Workman High School site. The draft application and logo as drafted in cooperation with Hacienda-La Puente USD were approved by Cabinet.
 - Morris wants an understanding of exactly what we are paying, who pays for faculty member and when, and what kind of FTES are we generating? Morris will do some modeling. Marlyn will provide the cost of the books.
 - Work continues with the liaisons to be intentional on pathways.
9. Cabinet approved an [Immediate Need Request](#) from the School of Continuing Education for advertising costs for \$8,100 one-time.
10. Cabinet approved recruitment to proceed for the following position to be funded with HEERF funding:
 - [Temporary Special Projects Coordinator](#) (Human Resources)
11. Cabinet approved the [Requests to Fill Log](#) for the following positions:
 - [Administrative Specialist IV](#) (Library & Learning Resources Division)
 - [Administrative Specialist IV](#) (Office of Instruction)
 - [Computer Facilities Assistant](#) (Information Technology)
 - [Director, Rising Scholars](#)

- [Lead Interpreter](#) (Accessibility Resource Centers for Students)

12. Morris reported:

- A report will be run on December 6 to verify the students that meet the Cleared4 enrollment requirements. New students will not be dropped. An additional report will be run before the break for a potential second enrollment drop. Students will be dropped on January 3, 2022, by the end of the day to clear the waitlist.

13. Sokha reported:

- It is recommended that staff take training on cyber security risk to improve our deductible and help us save money. Training can be coordinated through POD. Cabinet approves moving forward with the implementation of this training. Sokha will bring back more specifics and invite Anthony Moore and Chris Schroeder to join us.

14. Audrey reported:

- Several Thanksgiving celebrations, including today's drive thru pantry, are taking place on campus.
- SEAP report is due January 1, 2022. \$21M has been allocated in 2020-21 with carry-over funding depleted.
- The Chancellor's report on equity implementation plan is due soon with Kelly taking the lead.
- DHH program is working with students on interview strategies and assisting with the recruitment of a new director.
- Cal Grant new entitlement awards for community college students estimates \$130K of grants.

15. Meghan reported:

- Academic and Student Services Planning Summit was very impactful and moving. This framed the context for breakout groups.
- Marisa Fierro has been hired on a temporary assignment basis in the Dual Enrollment program.
- She is grateful for Counseling's support in Dual Enrollment.
- Winter enrollment remains down as we respond to student demand.
- Spring registration starts January 12, 2022.
- The Research department will release another student survey based on where they are at and what modality they prefer. This data will be used to make necessary adjustments.
- We are hosting a Zoom vaccination information session this afternoon.

16. Madelyn reported:

- The SCE team continues to meet with leaders on how the vaccination process will start.
- Montebello USD has requested to enter a formal partnership with SCE.

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

- a. Return and Recover Initiative:
 1. Reconnect and Reengage (Leads: Tannia Robles, Shannon Rider, Matt Judd, Assistant Director, Academic Technology, 1/25)
 2. Center for Black and African American Studies, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 1/25)
 3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 1/25)
 4. Laptop Loaner Program (Leads: Michael Car, Romelia Salinas, Tami Pearson, and Eric Lara, 1/25)
- b. Multiple Measures Placement Workgroup (George and Team, TBD)
- c. Student Centered Funding Formula—Continued Follow Up:
 1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 1/11)
 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 2/1)

18. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (Duetta, 1/18)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Mika, and Kevin, 2/1)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 1/11)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 12/7)
- e. IT Projects Quarterly Report (Anthony, 1/11)
- f. Grants Quarterly Update (Adrienne, 1/18)
- g. International Student Quarterly Report (Chris, George, and Paty 2/1)
- h. Academic Support Coordination Project Quarterly Report (Madelyn and Romelia, 2/8)
- i. Guided Pathways Quarterly Report (Meghan, Shiloh, and Sarah, 2/8)
- j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 2/22)
- k. Title V Quarterly Report (Lianne and Lisa, 1/18)
- l. AB 30 (Dual Enrollment, A&R, and IT, 2/8)