

MESSAGE FROM THE PRESIDENT

March 26, 2020

Keep Learning. Keep Teaching. Keep Climbing.

[Updates on Withdrawals, Refunds, Pay and More](#)

As the nation grapples with the effects of COVID-19, we have had to ask a lot of our community. Students were asked to transition online and quickly adapt to a new learning landscape. Faculty have had to re-evaluate their curriculum and pivot to remote learning. Staff have been holding operations together, working both on campus and at home. This doesn't even take into account the challenges in our personal lives with schools closed and loved ones to consider.

Despite all this, the Mt. San Antonio College community has been nothing short of incredible. You've shown teamwork and perseverance and grit to push us beyond this challenging time. I want you to know Mt. SAC is doing everything it can to support you as well. In this update, we have answers to questions that many of you have asked and share resources that may be helpful to the community. We will continue to bring you the resources that you need to keep learning, keep teaching and keep climbing.

After March 28, **online classes** will relaunch at Mt. San Antonio College with as many classes and student services as we can to help our students stay on track and reach their goals. This is not business as usual, and I am immensely proud of the way this community has come together to build a new way of learning and thriving during an unprecedented time.

I sincerely thank you for your flexibility, hard work and patience.

Bill

William T. Scroggins, Ph.D
President and CEO
Mt. San Antonio College

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Student Topics

Mt. SAC is Online Only – For Now

Due to the Governor's stay at home order, Mt. SAC's physical campus is temporarily closed except for critical onsite work to keep the college running. Only online classes are relaunching after March 28. Instructors will communicate with students the next step for each class. We are also transitioning services online as much as possible and will provide details soon. Learn more about Student Resources on the Health Alert web site at www.mtsac.edu/health as well as the Student Services web page at www.mtsac.edu/student-services.

Computer and Internet Access

The college is implementing a Student Laptop Loan program for currently enrolled students who have no access to a computer or internet access to take classes online. The college has a limited number of loaner laptops and internet connections for students to borrow. Students can request the technology through the [Student Request for Computer and/or Internet form](#). There are also [Reduced Cost and Free Internet Access Options](#) widely available and listed by the Chancellor's Office.

Parking Permits

All Spring 2020 parking permits will be extended through Fall 2020, so students can use them through the Summer and Fall terms. If students are not continuing, they may petition for parking reimbursement beginning April 3 by contacting [Parking Services](#) via Police and Campus Safety.

Withdrawals

Our faculty has been working diligently to prepare their classes for you in a new, online format. We understand some students are hesitant to change from face-to-face instruction. To take the risk out of trying online learning, we are extending the deadline to withdraw to Sunday, June 7, for regular 16-week classes. For short-term courses, the deadline is the day *prior* to the final class meeting. Going forward, students who drop will receive an Excused Withdrawal (EW) mark rather than a Withdrawal (W). An "EW" mark will not count toward the limits on how many times you can repeat a class. In addition, it will not impact progress probation. You can [speak with a counselor online](#) about your options.

Enrollment Fee Reimbursements

Enrollment fees will be reimbursed to students if they withdraw from the class or the College cancels the class. Refunds will automatically be processed regardless of the selection of withdrawal codes. Learn more about refunds from the [Cashier's Office website](#).

Bank Mobile ATMs

Refunds are offered in a number of formats, including through a Bank Mobile Vibe account. Students can access the account through over 55,000 [fee-free Allpoint® ATMs](#), so they are not limited to on-campus ATMs.

Federal Work Study Student Employees

Federal Work Study students will continue to be paid through the end of their award, without being required to work. These students should work with their supervisors to confirm their assignment end

date. Federal Work Study Students may not participate in the Telecommuting Plan. Managers will need to submit a timesheet to the Payroll Office on the student's behalf using the student's regular hours.

Student Assistants

Student Assistants will continue to be paid through the end of the amount budgeted by their department, no later than the end of the Spring Semester, without requirement to work. Student Assistants may not participate in the Telecommuting Plan. Managers will need to submit a timesheet to the Payroll Office on the student's behalf using the student's regular hours.

Short-Term Hourly Employees

Short-term hourly employees (even those who may be students) will be paid their regular hours through the end of March, without requirement of work. From April 1 through April 20, any ongoing work performed by these employees should be transitioned to classified employees in the unit. A manager may have these employees continue the work if there is a critical need identified. Short-term hourly employees may participate in the Telecommuting Plan.

Employee Topics

Contact Information

Help your colleagues and students understand how to best contact you by [updating your voicemail greeting](#) and [email out-of-office assistant](#), if necessary. You can check your email from any web browser by logging into the Mt. SAC Portal and choosing Office 365 at the top header. Make sure you also establish a way to reach your managers, colleagues, employees and vendors.

Cancelling Classes

While the college has earnestly and creatively converted thousands of classes online, some classes will not be able to transition online and will need to be canceled. The college is working through the best process for the college to cancel classes, while simultaneously ensuring the student is not penalized and the college receives apportionment. Please be patient with us as we work through these important details before we provide you the process.

Critical Onsite Workers

Reporting

While most campus employees are no longer on the physical campus, some employees are required to be on campus to ensure its successful operation. Managers must ensure these critical onsite workers are listed in the departmental Continuity of Operations Plan (COOP) and receive approval from their vice president's office. Contact Human Resources at (909) 274-4225 or hraccommodations@mtsac.edu for assistance.

Pay for Work Onsite

Short term hourly and professional experts are paid their regular pay for work on site. Permanent classified employees assigned to work on campus are paid at the overtime rate of 1.5 times the regular

rate. For example, an employee called to work on campus 8 hours will be paid the equivalent of 12 hours of pay. Pay for critical onsite workers for CSEA 262, CSEA 651, and Confidentials will be as referenced in the CSEA Collective Bargaining Agreements, which is 1.5 the number of hours worked onsite or 4 hours, whichever is greater.

Telecommuting Employees

Assignments

All permanent campus employees are telecommute employees, which include Management, CSEA 262, CSEA 651, and Confidential Employees. Employees are expected to be available during standard business hours of Monday through Friday, 8 a.m. - 4:30 p.m. for possible assignment of telecommute work. Employees and supervisors should be connecting on how to best communicate during the Governor's stay-at-home declaration. Managers may assign work within the job description of the employee to complete while on the telecommute assignment.

Pay

Employees who are working remotely on the Telecommuting Plan are paid at regular rate.

Technology

Employees who have technology needs in order to telecommute should submit those needs through www.mtsac.edu/itrequest. There is a limited amount of equipment available, so requests will be prioritized based on direction from Cabinet. The IT team requests that employees be mindful about the type of equipment and level of access they are requesting, and only request what they absolutely must have.

Temporary Employees

Federal Work-Study Student Employees

Federal Work-Study students will continue to be paid through the end of their award, without requirement of work. These students should work with their supervisors to confirm the end date of their assignment. Federal Work-Study students may not participate in the Telecommuting Plan. Managers will need to submit a timesheet to the Payroll Office on the student's behalf using the student's regular hours.

Student Assistants

Student Assistants will continue to be paid through the end of their assignment (no later than the end of Spring Semester) or the amount budgeted by their department, without requirement to work. Student Assistants may not participate in the Telecommuting Plan. Managers will need to submit a timesheet to the Payroll Office on the student's behalf using the student's regular hours.

Short-Term Hourly Employees

Short-term hourly employees (even those who may be students) will be paid their regular hours through the end of March, without requirement of work. From April 1 through April 20, any ongoing work performed by these employees should be transitioned to classified employees in the unit. A manager may have these employees continue the work past April 20 if there is a critical need identified in the Continuity of Operations Plan (COOP). Short-term hourly employees may be assigned any combination of onsite or telecommuting. Both assignments shall be paid at straight time rate.

Professional Experts

Professional experts who are assigned to a specific project may continue through the project end date. Professional Experts may be assigned any combination of onsite or telecommuting. Both assignments shall be paid at straight time rate.

Substitute and Out-of-Class Employees

These groups of employees will be evaluated on a case-by-case basis for continuance of work, subject to approval by the department's vice president.

State and Federal Reimbursements

In case of state or federal reimbursements due to the national emergency, Fiscal Services will be coding some purchases in case reimbursements become available. This will mostly be done by Fiscal Services without interruption to departments. In anticipation of FEMA reimbursements, Payroll is also working on new pay codes that will be used to track employees during the campus closure. Details will be provided soon.

Online Paperwork

Mt. SAC is moving paperwork online as much as possible to minimize the need to bring people on campus. A task force is coming together with representatives from each division to find a universal method to bring routine paperwork online.