



March 16, 2021

1. Cabinet reviewed and commented on the following information items:
 - a. The revised [2021-22 Academic Calendar](#) was approved at the Board Meeting of March 10, 2021.
 - b. The annual [Cal Poly Pomona Community College Leadership Summit](#) is being held virtually this year on March 17, 2021. We have worked closely with our neighbor to build partnerships and pipelines for our students. The Summit focuses on statewide initiatives, as well as matters impacting student success. Bill will be, once again, participating as a facilitator for a breakout session.
 - c. The [COVID Update 3-10-21](#) from Dr. Walker provides information about the Center for Disease Control's interim recommendations for vaccinated people, which include the recommendation that fully vaccinated people may visit other fully vaccinated people indoors without masks. She also includes more information on COVID-19 variants and Post-Acute Sequelae of SARS-CoV-2, also known as "Long-Haul COVID."
 - d. Moving LA County into the Red Tier brings along changes in the [Health Officer Orders](#) for the Blueprint for a Safer Economy, effective March 13, 2021. The County is opening the door on some activities and businesses, but the Order's continued limiting of capacity is an issue. Guidance is also to continue on staying masked, maintaining a 6-foot distance from others, avoiding crowds, and getting vaccinated. Also updated as of March 2, 2021, are the [Reopening Protocol for Youth and Adult Recreational Sports Leagues](#).
 - e. At the most recent LA County Department of Public Health [Telebriefing for Colleges and Universities](#), it was made clear that Los Angeles County is moving at a clip for which LA County Public Health is not prepared. This move from Purple to Red is good news as it, hopefully, means that the County will continue on this path into Orange and then Yellow Tiers by summer. In the Red Tier we have the ability to considerably expand in-person instruction—classes can reopen with a capacity of 25% or 100 people, whichever is smaller. Additionally, science labs, art studios, and skills labs can reopen without capacity limits but must physically distance and practice other safety measures.
 - f. LA County Department of Public Health provided [Interim Guidance for Collegiate Athletics](#) to help colleges prepare for the restart of conditioning and the resuming of training and competition. Sports programs must prepare an athletic facility specific plan including education and training on COVID-19 for student-athletes and workers, individual control measures and screening, isolation and quarantine guidance, cleaning and disinfecting protocols, physical distancing guidelines, food and dining requirements, travel during competition, protocols after a positive test, and communication and public outreach.
2. The Chancellor's Office issued a Memo regarding the [Analysis of the America Rescue Plan Federal Stimulus](#), which provides \$39B in the Higher Education Emergency Relief Fund (HEERF III). This funding must be spent in much of the same way as the previous two stimulus plans with some modifications. Brief summary of allowable uses:
 - Defraying expenses associated with coronavirus including lost revenue...technology costs associated with a transition to distance education, faculty and staff trainings, and payroll;
 - Increased costs from declining enrollment and efforts to mitigate declines;
 - Student support activities...that address needs related to COVID-19;
 - COVID-19 testing, vaccination, PPE, and classroom retrofits; and
 - Indirect costs...and reasonable direct administrative costs.The estimated allocation to Mt. SAC is \$60,168,000, of which \$30,084,000 is for direct grants to students. Funds can be used for costs dated back to March 13, 2020, and are available through September 30, 2023.
3. The Health and Safety Committee made a recommendation for the requirement of ID badges for employees upon return to campus. Discussion surrounded the importance of being able to differentiate

a student from an employee. Cabinet supports the use of ID badges by employees. **Human Resources will work on a plan for the distribution of ID badges with Abe reporting beginning April 13.**

4. The [Fall 2020 R1 FON Calculation](#) was received and lists our FON at 442. We are on track to hire all authorized positions, with some still in the hiring process. The majority of them will be completed in the next two months. The FON report at P1 and will be adjusted at P2.
5. The Management Steering Committee has submitted a proposal for consideration on Management Professional Development Leave, and Cabinet provided input. Bill will continue to review the proposal and have further discussion with members of the Management Steering Committee.
6. Cabinet was joined by Gary Nellesen, Executive Director of Facilities, Planning and Management; Mika Klein, Senior Facilities Planner; Kevin Owen, Director of Technical Services; Brandin Bowman, Assistant Director of Technical Services; and Michelle Sampat, Associate Dean of Instruction, for an update on room utilization/cap load ratio. Highlights:
 - The master room list is still in progress and almost completed with the instruction room list. The consistent and accurate list will allow all users to better coordinate rooms.
 - In conjunction with IT, all non-CRNs should be scheduled in 25Live.
 - Training has not yet been rolled out campus-wide, but training is being done with individual divisions.
 - There is an auditing capability that can be used if there are discrepancies in other systems. This has been ongoing work as they've begun utilizing 25Live to schedule. Rooms scheduled in Banner are the accurate room layouts based on Mika's walkthrough and Risk Management's COVID Safety Plan. This allows for schedules and calendars of what/who is on campus. Much of this work will allow us to have a process in place as we ramp back up on campus in the Fall.
 - X25 analytics is being used to improve scheduling on campus, particularly with block schedule. 85-90% of classes fell within four meeting patterns, with two durations. Data was provided to Instruction to talk next steps and strategy with the divisions. It was realized early on that this is a tool for division managers and department chairs to use in building their schedules. As we move forward for Fall semester, the recommendation is two schedule blocks as preferred blocks.
7. Cabinet was joined by Doug Jenson, Associate Vice President for Administrative Services, for an update Budget Reports monitoring and protocols for managers. Highlights:
 - An announcement was recently sent to all budget managers about building status quo budgets in Qwestica.
 - Fiscal is proposing a new form for operational budget requests. This would be a request for a reason that is outside of a department's/unit's control. It would be required to be submitted during the Status Quo budgeting process each year and must include supporting documentation. These would be for requests that are operational in nature and due to institutional directives. Cabinet recommended that scenarios be created to help managers understand when the use of this form is appropriate.
 - We're currently in the 3rd year of budget development with Qwestica. Additional customized reports are being worked on, as well as two modules that still need to be built.
8. Cabinet was joined by Alexis Carter, Director of Human Resource Operations, for an [update on limiting short-term hourly, professional experts, and overtime](#). Highlights:
 - Temporary employment total hours will be less 314,044 from 2019-20 numbers; dollars savings are \$4.3M.
 - Short-term hourly employment shows a projection of an increase of \$227,718 from 2019-20.
 - Substitute employment shows a savings of \$121,677 from 2019-20.
 - Student Assistants, including work study, shows a savings of \$3.4M, which is a decrease from the last report. This is expected to increase as we bring some courses back on campus.
 - Call back time from March 2020-February 2021 for a total of \$2.3M, which is a decrease from the last report.

- Overtime has been unusual this year working in a remote environment, for a total of \$271,918, which is a decrease from the last report.
9. Cabinet approved the following positions to proceed with recruitment:
- Mental Health Technician (Resignation of Livier Martinez). Audrey to process the [Request to Fill](#).
 - Associate Dean Student Engagement (New; replacement of Director, Assessment). Audrey to process the [Request to Fill](#).
 - Fiscal Specialist (Promotion of Kasteel Gumban). Morris to process the [Request to Fill](#).
 - Business Analyst (Student Services) (New; previously frosted). Morris to process the [Request to Fill](#).
 - Coordinator Help Desk (Retirement of Jackie Grier; previously frosted). Morris to process the [Request to Fill](#).
 - Lead Carpenter (Retirement of Richard Warrenaar; previously frosted). Morris to process the [Request to Fill](#).
 - Assistant Director Maintenance and Operations (New; previously frosted). Morris to process the [Request to Fill](#).
 - Help Desk Support Technician (Promotion of Marina Alkasas; previously frosted). Morris to process the [Request to Fill](#).
 - Computer Facilities Assistant (Promotion of Ken Kawaguchi; previously frosted). Morris to process the [Request to Fill](#).
 - Data Engineer (New; previously frosted). Morris to process the [Request to Fill](#).
 - ESL Outreach Specialist (Resignation of Dulce Florean-Rojas). Irene to process the [Request to Fill](#).
 - Administrative Specialist I (Resignation of Monica Juarez). Irene to process the [Request to Fill](#).
10. Morris reported:
- He is continuing to advocate for the campus to be a vaccine MPOD (Medical Point of Dispensing) by working with the State on the CalVax application for approving our MPOD.
11. Abe reported:
- He has been working on the APAHE conference on an advancing racial equity agenda. He is looking forward to participating.
12. Audrey reported:
- She has been working on a [Reconnect and Reengage proposal](#), which will focus on encouraging and assisting students in transitioning back to campus.
13. Irene reported:
- The Instruction team is working on scheduling for Fall which is coming along.
 - The new Red Tier protocols for institutions of higher education are going to bring a lot of questions from departments. She wants to make sure not to overwhelm anyone in bringing programs back for Spring.
 - The Ethnic Studies Presentation for the Board Study Session this Saturday is finished. Everyone will be represented.
14. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)
- a. Distribution of ID badges to employees (Abe, 4/13)
 - 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, 4/27)
 2. EAB Navigate Schedule Building & Data Analytics (**Student Support Workgroup—Francisco, 3/23**)
 - d. Zoom recording/digital retention (Abe and Workgroup, 4/13)
 - e. Employee ID badge process (Abe, 4/13)
 - f. AB30 (Dual Enrollment, A&R, and IT, 5/18)

15. Quarterly Reports to Cabinet

- a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris and Doug, 6/15)
- b. Limiting Short-term Hourly and Professional Experts and Managing Overtime (Abe and Alexis, 6/15)
- c. Emergency Response Plan Quarterly Report (Duetta, 4/13)
- d. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, and Kevin, 6/15)
- e. Faculty Position Control Quarterly Report (Rosa, 4/4)
- f. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 6/1)
- g. IT Projects Quarterly Report (Anthony, 6/8)
- h. Grants Quarterly Update (Adrienne, 4/13)
- i. Dual Enrollment at Local High Schools Quarterly Report (Michelle, Joel, Marlyn, and Lina, 5/25)
- j. International Student Quarterly Report (**George, 3/23**)
- k. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 4/20)
- l. Title V Quarterly Report (Lianne and Lisa, 4/20)
- m. Guided Pathways Reporting (Michelle, Shiloh, and Sarah, 4/27)