



September 1, 2020

1. Cabinet reviewed and commented on the following information item:
 - a. We received formal notification about the [Fiscal Year 2020 Student Support Services \(SSS\) grant award](#). This is good news as this is an important program for us. [The SSS TRiO Program, known as ACES](#), supports low-income and first generation college students from all backgrounds and serves a cohort of 140 students. The program is led by Counselor/Coordinator Diana Felix and TRiO Director Victor Rojas. Victor also directs the Upward Bound TRiO program.
2. *School Services of California* posted information on the [Lottery Instructional Materials and BOG Changes in Trailer Bill](#). SB 820 and AB1865 were introduced to make changes to the education portion of the 20-21 State Budget. Both bills would clarify the definition of "instructional materials" to include electronic devices used by students and faculty. The budget bills were passed yesterday, August 31.
3. The Chancellor's Office is proposing revisions to [Title 5 Distance Education Attendance Accounting Regulations](#). These revisions have gone through Consultation Council and should be going for first reading to the Board of Governors. The bills align the term length multiplier for online courses with that for in person courses which is one of the factors in calculating FTES.
4. Cabinet approved recruitment to proceed for the following positions:
 - a. Director, International Students (resignation of Darren Grosch). Audrey will process the [Request to Fill](#).
 - b. Special Program Coordinator for Rising Scholars (new). This is an LA County Grant for students who were formerly incarcerated by establishing the Rising Stars Completion Center. There is enough funding in the grant to pay for 60% of the position cost and the rest will be paid from the state Promise grant. Audrey will process the [Request to Fill](#).
5. Cabinet reviewed and approved the new job description for [Instructional Services Analyst](#) as recommended by the Classification Committee. It was noted that this position will be funded out of the Unrestricted General Fund.
6. Cabinet approved the request by the Kinesiology, Athletics, and Dance Division to allow for a change of assignment to cover an employee on leave. Richard will process the [Change of Status](#).
7. The Chancellor's Office issued an update on funding for the [Library Services Platform](#). As noted in previous Cabinet Notes, this was funded in the state community college budget for 2019-20, and, at that time, there had been a lot of celebration about getting this platform state funded for all of the community colleges. However, this item was not funded in this year's budget. The note from the Chancellor's Office states that this service will transition to a contracted service through the Community College League of California. Each college will have to pay for the Library Services Platform to continue under this contract. Dean Meghan Chen has indicated we have the funding covered for LSP through the state lottery allocation this year, 2020-21. Mt. SAC will maintain this commitment for funding year to year while continuing to advocate for future state funding.

8. Cabinet continued discussion of the 2020-21 State Budget. Discussion:
 - a. DOF Released the [August Finance Bulletin](#) that show that State tax revenues are coming in above the estimated amounts in the passage of the 2020-21 budget. That's not surprising as the state's tax revenue estimates were quite low.

9. Cabinet continued discussion on the Mt. SAC Path to Recovery and campus reopening:

- a. Governor Newsom announced his new color-coded ranking system in a [COVID-19 Special Update](#) for California's reopening guidelines. His [Blueprint for a Safer Economy](#) totally changed the phasing system, and most are unsure where they fall or what this means for reopening. The color categories will determine how much of a county's economy can reopen, with most California counties currently in the purple category. The good news is, the pattern in the percentage of positive tests are consistently below 8%, hospitalization has been on the decline, and death rate lags infection rate. Data is definitely trending back in the right direction.

County risk level	New cases	Positive tests
WIDESPREAD Many non-essential retail/business operations are closed	More than 7 Daily new cases (per 100k)	More than 8% Positive tests
SUBSTANTIAL Some non-essential retail/business operations are closed	4 - 7 Daily new cases (per 100k)	5 - 8% Positive tests
MODERATE Some indoor business operations are open with modifications	1 - 3.9 Daily new cases (per 100k)	2 - 4.9% Positive tests
MINIMAL Most indoor business operations are open with modifications	Less than 1 Daily new cases (per 100k)	Less than 2% Positive tests

- b. The Return to Campus Taskforce is putting together a survey for faculty currently teaching face-to-face to continue to improve processes and procedures. Morris reports that feedback from Summer was very helpful coming into Fall and they would like further information.
- c. A Compliance Task Force has been established as part of the Return to Campus Workgroup. This group has modified the higher ed COVID Mitigation Plan with Mt. SAC information and established an [Employee Contact Flow Chart](#), which consists mostly of Human Resources and Student Health.
- d. There has been discussion in the Workgroup regarding a decision about Spring being on campus or not, and the need for a decision sooner rather than later. Cabinet reiterated its direction that courses will be fully online in Spring except training for essential workers, and, possibly, existing courses that cannot be offered online. Those that cannot be online are encouraged to start working on their plan to return if we're in a position to be able to bring some of those back on campus in Spring. Even then, all portions of courses that can be online, such as lectures, will continue online. The College will continue to evaluate the effectiveness of our protocols in place for existing on campus classes through September in order to consider measures needed to expand for Spring. The Instruction Team will continue its work on prioritizing courses not able to be online for possible return to campus in Spring.

10. Due to our involvement with the USC Race and Equity Center's "College Equity Leadership Alliance" program, the National Assessment of Collegiate Campus Climates will be facilitating the first of three [campus climate surveys](#) focusing on students. Bill has been talking with various groups about this work and putting together a campus task force to oversee the work that will be brought back to campus from the various convenings. While we have two committees that deal with campus equity, the Equity Committee and the Campus Equity and Inclusion Committee, there was discussion that it be a new group in order to build some new leadership around the equity challenge on campus.

11. The San Gabriel Valley Tribune published an [article](#) on the return of some Mt. SAC students to campus. The reporter was on campus and interviewed both students and faculty on the return to campus. The piece has excellent quotes and pictures of students and faculty on campus.

12. Bill and Jill Dolan have been reaching out to our Congressional representatives to get the stimulus package passed by Congress. Discussions with Congressman Gil Cisneros's representative did not sound very promising yesterday.

13. Cabinet approved the [Request to Fill Log](#) for the following positions:

- a. Assistant Director, Behavioral Health Services (New) ([attached](#))
- b. Assistant Director, Community and Contract Education (New) ([attached](#))
- c. Chief Technology Officer (Dale Vickers retirement) ([attached](#))
- d. Deputy Chief, Police and Campus Safety (Bob Wren resignation) ([attached](#))
- e. Fiscal Specialist (New) ([attached](#))
- f. Instructional Designer (New) ([attached](#))
- g. Manager, Academic Support Coordination (New) ([attached](#))
- h. Public Safety Officer I (David Quiroz retirement) ([attached](#))
- i. Senior Systems Analyst Programmer (Dave Dieckmeyer retirement) ([attached](#))
- j. Temporary Program Coordinator, Promise Plus (New) ([attached](#))

14. Richard reported:

- As part of his service on WASC, which accredits four-year institutions, he was on a conference call when a colleague commented that the energy level she sees in faculty is typical of the last week of a semester, not the first week. He is witnessing the same in low energy level in both the academic and Instruction divisions.
- He is continuing discussion with Research about the RIE June Board Report on the equity work to be done.

15. Abe reported:

- He attended an anti-racist campus culture discussion hosted by the Chancellor's Office. The focus was on the Vision for Success and tying the work that we do on anti-racist lines to the Vision of Success. They emphasized that a more diverse the workforce is better for students and that it is important to integrate diversity initiatives into HR staffing plans.
- Employees working at Mt. SAC and residing in another state are a challenge for the College to meet its responsibility to make another state's mandatory employer deductions for unemployment insurance, worker's compensation, and retirement system. This is a policy decision that requires more discussion.
- He is wrapping up 2020-21 negotiations with just a couple of items left on the table. 2020-21 contract negotiations with CSEA 651 concluded on 6.27.20. Negotiations regarding working conditions related to returning to campus are ongoing with both units.

16. Audrey reported:

- She provided a [3-Year Pell Disbursement Comparison](#) report. It looks very good even under challenging conditions.
- Student Health Services has submitted a [CARES ACT – Institutional Request](#) for mental health services for \$35,000.
- She is continuing to look at spending the carryover for Promise Funds.
- Special programs have been looking at their [Spring and Fall enrollments](#) and are planning for student follow up. The largest loss has been to the REACH program, approximately 30-40%. There is work to be done to reach out to students, and these groups will be using EAB for follow up. EAB is turning out to be a good tool because, instead of pushing out all separate request from Research or IT, EAB can be set up and immediately contact and track follow up.
- The REACH Program was selected to receive a donation of \$10,000 from [Doing Good Works](#).
- Audrey is continuing regular "Zoom Meetings with the VPSS," and over 200 students have participated. Lately, the students have been coming to listen in. These will continue every Wednesday.
- Student Services will be hosting a reconnect meeting with all freshman brought in through Promise, Summer Bridge, and Step into College.
- Almost 350 students attended the New Student Welcome, which was amazing. Information packets will be mailed out to students.
- Student Planners will be arriving in the Warehouse today and they will be working on how to distribute these to students via mail.

- The Food Pantry had a plan to open the store but is challenged as the Pantry is located in Building 67 where classes are currently being held. There is discussion with Sodexo to work something out in Lot A.
- There are continued requests by students to be able to plug in and charge their laptops and/or phones on campus, as well as utilize the College wifi. While this is currently prohibited, as COVID rates improve, these kinds of things could happen.

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

- a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris, Doug, 9/8)
- b. Adjustments to the 2020-21 budget to Meet State Allocation Reductions (**ALL, as needed each Cabinet**)
 1. Limiting Short-term Hourly and Professional Expert Positions
 2. Manage Overtime Assignments and Costs
- c. Multiple Measures Placement Workgroup (Joumana, George, and Team, 10/27)
- d. Management Workgroup for SEAP funds (**Audrey, Madelyn, and Rosa , 9/8**)
- e. Student Centered Funding Formula—Continued Follow Up
 1. Noncredit Support of SCFF & Multiple Measures (Madelyn, 8/15)
 2. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 10/20)
 3. Auto Award/Near Completion (Audrey, George, Francisco, Dale, 8/11)
 4. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 11/17)

18. Quarterly Reports to Cabinet

- a. Emergency Response Plan Quarterly Report (Duetta, 10/13)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, and Kevin, 10/20)
- c. Faculty Position Control Quarterly Report (Joumana and Rosa, 10/20)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/17)
- e. IT Projects Quarterly Report (Dale, 8/11)
- f. Grants Quarterly Update (Adrienne, 10/6)
- g. Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, Marlyn, and Lina, 10/27)
- h. International Student Quarterly Update (**George, 9/8**)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 10/13)