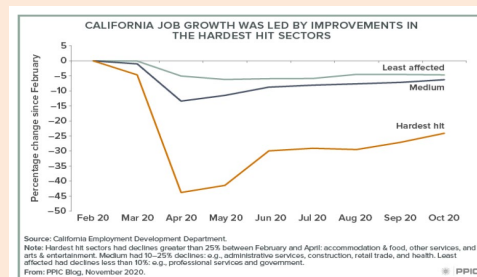




December 1, 2020

1. Cabinet reviewed and commented on the following information items:

- a. An article from the Public Policy Institute for California, [Better Days for California's Labor Market but Will They Last?](#), provides statistics on the economic downturn, some good and some bad. The recovery is getting better in California than it is in the US as a whole, with California unemployment seeing a two point improvement compared to September. This makes sense as warehousing and distribution companies are major employers in California. Forty-four percent of the jobs that were lost early in the pandemic have been recovered, and the graph to the right shows some of the hardest hit industries



(accommodations, food service, arts and entertainment) are still struggling. Many times, the lower unemployment rates are more a result of workers leaving the workforce entirely than an increase in those being employed. However, those who are out of the workforce fell by 600,000 in October—a very good sign of recovery. Part of the bad news is over half of job growth is part time employment—not surprising given that the issues of social distancing and other measures have caused businesses to function at less capacity.

- b. Another update from the LA County Department of Public Health [Telebriefing for Colleges and Universities](#) provides information on the plan to allow outdoor instruction for colleges and universities beginning in January. This will be allowed only if the infection rate numbers get better, which is slim. There is a big public outcry for reopening K-12 schools, and cities like New York are having a hard time deciding what to do. Those in the K-12 age group have very low infection and hospitalization rates. Some of the latest data show that, because of their low viral loads, school age children are less likely to infect others. However, this does not mean that teachers are safe. Also included in the telebriefing is information that libraries may have the potential to open for student access, as well as reopening of art and studio rooms for individual and small activities and for film and video production. There are going to be more requirements for notifications of exposures of employees. We are currently notifying people who are potentially exposed by finding this out through internal contact tracing. New beginning January 1st is the requirement to notify unions when there has been an exposure in the building or infection causing the pausing of a program. Mt. SAC protocols are being put into place as not to violate HIPAA individual privacy rights.
- c. The [video recording](#) of the Foundation's President's Breakfast for *Movin' Like a Freight Train* is now available.
- d. Cabinet reviewed the [Vacant Positions Under Active Search](#) log.

2. In a notification from Liebert, Cassidy, Whitmore (the College's attorneys), the [CalOSHA Board adopted Emergency Regulations Regarding COVID-19](#). The emergency regulation applies to all employees to "prepare, implement, and maintain" a written COVID-19 Prevention Program.
3. Student Services has submitted a draft plan for the [Mountie Fresh Basic Needs Resources Basic Needs Plan](#). The plan is designed to address food and housing insecurities for our students, including short-term and long-term solutions. Goals, activities, target outcomes, communication, and funding sources are provided.
4. The new [AP 3434 – Responding to Harassment Based on Sex](#), which incorporates the August 2020 changes in Title IX has been reviewed by PAC and approved by Bill—with the directive that it must be revisited by June 30, 2021. The AP will be moving forward to the Board for information.

5. Bill has continued his discussion with Paul Steenhausen of the Legislative Analyst's Office about the use of possible additional one-time funds from the State in 2021-2022. Bill communicated the importance of additional funding above sustaining another flat year of apportionment, as well as COLA in order to balance the operating budget and, hopefully, pass compensation through to employees who are also seeing their living expenses increase. Deferrals will continue to be a major concern for community colleges, essentially "kicking the can down the road." Another important priority for 21-22 would be funding to address the challenge of maintaining access and quality for student education through Federal and State funding for student basic needs. Being able to draw students back to college would be much more achievable if we were able to offer support for basic needs: food, housing, transportation, child care, and mental health. This changing landscape requires a shift to serving students' life needs. The huge declines in high school graduates require us to serve the needs of older adults for both training and retraining to meet evolving workforce needs. This will enable students to be more highly skilled and productive. Community colleges need a carrot and stick model to encourage colleges to shift from a focus of recruiting just recent high school graduates to attracting older adults in need of job training. The carrot is the money targeted to serve this audience and the stick is that you have to use it in these targeted ways in basic needs in the broader sense. The total cost of enrollment is high for community colleges, particularly compared to the resources that students have. Use this one-time money as a pilot to give us money as total cost of attendance and let us show the State that we can bring students back productively. The challenge for our operations is not to give us deficit factors, it's to have us be productive in bringing students back.
6. Cabinet approved the recruitment to proceed for the following positions:
  - Director, Older Adult Education (Mary Lange retirement). Irene to process the [Request to Fill](#).
  - Manager, Adult Education Regional Consortium (New). Irene to process the [Request to Fill](#).
  - ESL Instructional Assistant (Ruben Trujillo resignation). Irene to process the [Request to Fill](#).
7. Cabinet reviewed the [Request to Fill](#) log for the following positions:
  - [Administrative Specialist I, Financial Aid](#) (Chris Padilla VLT)
  - [Professor, Biology \(non-majors\)](#) (Craig Petersen retirement)
  - [Professor, Fire Technology](#) (New)
  - [Professor, Graphic Design](#) (Brain Bouskill retirement)
  - [Professor, Printmaking-Drawing](#) (New)
8. Abe reported:
  - The California minimum wage will go up to \$14.00/hour effective January 1, 2021, which affects Short-term hourly staff and Student Assistants Hourly Pay Schedule. A [revised salary schedule](#) will go to December Board for approval. The Professional Expert Hourly Pay Schedule had no changes.
  - He is continuing work on the reclassification article with CSEA 262.
  - There is a concern about the short turn around for Spring hires. It is important to make sure to have time to ensure that the pools are diverse.
9. Morris reported:
  - There have been multiple positive COVID cases that have paused programs—all from external contacts. What we can anticipate moving forward is that every program will be impacted by a COVID case and will be paused at some point. The strategy in the Spring is that instructors are aware of this and strategies for extension will be needed to get students through. An additional strain on Student Health Services and Human Resources is anticipated due to an increase in contact tracing.
  - Foothill Transit has been discussing options with the TAP card with their team and will have an answer soon for the new year.

10. Audrey reported:

- The Student Health Center provided a written COVID update. They are doing a very good job with attending to students who are testing positive.
- The numbers for the Thanksgiving meal distribution were not as high as anticipated. A team made 10 home deliveries for those that could not make it to the campus food distribution. The next Food Pantry is tomorrow.
- She provided a [draft letter](#) to congressional representatives in support of Congress renewing the AANAPISI grant program. This is a nationwide effort to make Congress aware of AANAPISI and the funding. This letter writing initiative was started before the outcome of the presidential election, but continues to be important.
- She provided an overview of EW, P/NP, and F to NP processes. We should start talking about Spring 2021 soon.
- They had a really good Student Services Managers' retreat.

11. Irene reported:

- Sabbatical leaves requests are processing. Those will be sent to the Board for potential approval.
- Requests for Exceptional Service LHE are coming in.
- The instruction team is talking about Fall 2021 planning and the easiest way to do the work that we need to do to get Fall planning ready without having to build three different schedules. She will talk strategy with the Instruction team tomorrow. They have pushed back the first download for Spring by two weeks.

12. 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 and Doug, 12/15)
- 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 (Abe and Alexis, 12/15)
  2. Manage Overtime Assignments and Costs (Abe and Alexis, 12/15)
- c. Multiple Measures Placement Workgroup (George, and Team, 2/23)
- d. Management Workgroup for SEAP funds (**Audrey, Madelyn, and Rosa , 12/8**)
- e. Student Centered Funding Formula—Continued Follow Up
  1. Noncredit Support of SCFF & Multiple Measures (Madelyn, 1/26)
  2. Auto Award/Near Completion (Audrey, George, Francisco, and Dale, 2/9)
  3. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 2/16)

13. Quarterly Reports to Cabinet

- Emergency Response Plan Quarterly Report (Duetta, 1/12)
- Room Utilization/Capacity-Load Ratio Project (Gary, Mika, and Kevin, 2/2)
- Faculty Position Control Quarterly Report (Joumana and Rosa, 2/2)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/16)
- IT Projects Quarterly Report (Dale, 2/9)
- Grants Quarterly Update (Adrienne, 1/5)
- Dual Enrollment at Local High Schools Quarterly Report (Michelle, Joel, Marlyn, and Lina, 2/23)
- International Student Quarterly Report (George, 12/8)
- Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 1/19)
- Title V Quarterly Report (Lianne and Lisa, 1/19)