



April 9, 2020

1. Richard discussed his proposed email to the campus on plans for Summer and Fall scheduling. The Chancellor's Office webinars have stated that colleges should plan for primarily online through the rest of the calendar year. During one Chancellor's Office presentation, there was discussion that all courses that are scheduled this Spring as Remote Temporary Instruction (80% of Mt. SAC offerings) should be "scheduled" to go through the full distance education curriculum review and approval process. Richard reports that colleagues around the region interpret this to mean that we have local control regarding acting on this recommendation. As this was only information included in a PowerPoint, the recommendation is that we continue to schedule RTIs this summer, and wait to see if there is an executive order from the Chancellor providing direction to colleges. Deans are ready to help with the schedule, as long as there is some flexibility. The Summer schedule is ready to go online on April 20. Richard reports that the Fall schedule is planned to be primarily online. Deans are continuing to add additional 8-week courses. There was discussion about a later start of registration for Fall.
2. Richard reported that he has had discussion with the Academic Senate for SPOT training in the summer. Cabinet agreed that there should be widespread support for staff assistance for professional development so that faculty who want to continue acquiring tools for remote temporary instruction in the summer are able to, specifically those who want to continue training on Canvas for advanced features.
3. There was discussion about the job description for the Director, Career Education ([attached](#)), which is a reclassified position that was revised based on feedback. The proposed job description was approved pending some clean-up language and a final review by Human Resources, including a review of the proposed range level. Differential funding for this reclassification has not yet been approved.
4. Audrey reported that another 250 student laptops were received, and IT is working on prepping them for distribution to students. The next distribution is scheduled for April 15. Over 200 devices have been loaned to students thus far (see photo). There was discussion about ensuring that the student tutors who are working with the Academic Support Centers have access to technology. **Richard will follow up and see if a need for laptops to student tutors.**
5. Richard reported that a representative committee worked through the details of changing the Pass/No Pass waiver for Spring 2020, and IT has a way for automatic implementation ([draft attached](#)). Due to the pandemic, students may now change their grading option from a letter grade to Pass/No Pass. Students will be encouraged to speak with a counselor to ensure that changing to P/NP will not adversely affect them. A document to provide guidance to students on P/NP is in the works.
6. Morris reported the ongoing discussions with Chief Williams on reimbursement requests for student parking permits. Processing the refunds through our third party vendor is difficult and has a cost associated with it. The proposal is to have students email a photo of their cut up parking permit along with a request for reimbursement ([attached](#)). Full refunds will be given for those who request it. **Morris will bring a final version of a memo to students on the parking permit refund process.**
7. Cabinet discussed the move to paperless College business processes with both internal and external documents, including mail. Such processes will enable the College to operate without having employees



and students come to the College with potential exposure to the Covid19 virus. Morris will report on the work of a task force assigned to find solutions to moving our forms and signature processes to electronic formats. The group will have representation from each major division. There was discussion about legal ramifications of electronic processing of paperwork, and some commented that this could be a slow process. However, the task force is looking at both short- and long-term solutions. Morris reported that mail has been picked up and is sitting in the mail room. Each area was asked to return to their departments to determine what mail is critical or essential, and to come up with a plan for the distribution of that mail. It is clear that there needs to be protocol established to minimize exposure to employees, as well as limit the amount of employees on campus to process mail. Morris also reported that accounts payable has notified vendors to submit invoices electronically ([attached](#)).

8. Audrey reported:
 - a. The Mountie Fresh Food pantry served 340 students in a drive through-style pantry. They purchased frozen meals through Sodexo.
 - b. Her team has been having discussion about the unit maximum; looking at increasing the amount of units students can take in the Summer to possibly make up for some lost units.
9. Morris reported that, as a reminder, if any student assistants are being converted to part-time hourly for tutoring then they need to be classified as instructional support, and the 2400 account needs to be used.
10. Abe reported:
 - a. The out-of-class assignment list was reviewed, and campus units need to determine if these out-of-class positions are still needed and should continue during telecommuting. **Each Vice President will review with their managers.**
 - b. The HR FAQs have been posted, and Abe is planning on putting together some short videos clips reinforcing recurring questions.
 - c. There was preliminary discussion on the campus Summer 4/10 schedule, and Cabinet agreed that the College would still honor the relevant contract language on work schedules.
11. Items for future agendas (items for the next Cabinet meeting are shown in BOLD):
 - a. Parking permit reimbursement memo to students (**Morris, 4/14**)
 - b. Summer Schedule draft document (Richard, 4/21)
 - c. Parking Pay Lots and Parking Permit Fees (Morris, Mike, and Gary, 5/5)
 - d. SEAP Allocation Model (Audrey, Madelyn, and Rosa 4/28)
 - e. Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 4/28)
 - f. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 6/2)
 - g. Student Centered Funding Formula—Continued Follow Up
 1. Noncredit Support of SCFF & Multiple Measures (Madelyn, 5/5)
 2. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 4/21)
 3. DOE and CalPASS-PLUS follow up for K-12 full participation (Barbara and Bill, 4/21)
 4. Auto Award/Near Completion (Audrey, George, Francisco, Dale, 5/12)
 5. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 5/19)
 - h. Changes to AP 5520 – Student Discipline Procedures per Changes in Title V (**Audrey, 4/14**)
 - i. Paylots/Permit Fees (Morris, 4/7)
12. Quarterly Reports to Cabinet
 - a. Emergency Response Plan Quarterly Report (**Duetta, 4/14**)
 - b. Room Utilization/Capacity-Load Ratio Project (**Gary, Mika, Joumana, and Kevin, 4/14**)
 - c. Faculty Position Control Quarterly Report (**Joumana and Rosa, 4/14**)
 - d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 5/19)
 - e. IT Projects Quarterly Report (Dale, 5/12)
 - f. Grants Quarterly Update (Adrienne, 7/7)

- g. Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, and Lina, 4/28)
- h. International Student Quarterly Update (George and Darren, 4/21)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 7/7)