



April 30, 2020

1. Cabinet reviewed and commented on the following information items:
 - a. An article published by *EdSource*, "Quick Guide – How to Protect Student Privacy Online" ([attached](#)) provides interesting information on Zoom and privacy laws. Cabinet recommended that this guide be available to faculty and staff.
 - b. Data on changes in student Spring enrollment by student load is [attached](#).
 - 28,880 students enrolled in credit classes that began during the first week of the Spring 2020 term. By census (March 9), 27,249 students remained enrolled in credit classes. By April 29, 5% (389) of the students who were enrolled at census in 12 or more units had dropped all of their classes. The group with the largest percentage of withdrawals of all units was among those who started with less than 6 units; 25% (1,797) of these students withdrew from all classes.
2. The Association of College Business Officers (ACBO) and the Community College League of California (CCLC) sent a joint letter to Congress ([attached](#)) stating their dissatisfaction with the US Department of Education's interpretation of the CARES Act. Morris commented that the reporting form is not yet out, but USDoE has provided a certification list to make a determination for student recipient eligibility. Cabinet recommended that the money be dispersed as fast as possible to students who are eligible. Further discussion should occur next week on the second half of the CARES Act money. Audrey provided options on the first disbursement of money to students ([attached](#)). Cabinet decided Option 2 was the best process to use as it tiers the amount of money based on the number of units a student is enrolled in as well as unmet student need. This distribution option acknowledges the importance of education in that students taking more units will receive more financial relief. Cabinet will continue to look at additional options for the distribution of the second half of the CARES Act money.
3. In a report published by *Community College Daily* ([attached](#)), the US Department of Education is expanding a pilot program to allow certain inmates to use Pell grants for their postsecondary education. Mt. SAC did not apply for this program.
4. An email ([attached](#)) from Lizette Navarette, Vice Chancellor of College Finance and Facilities Planning at the Chancellor's Office provided clarification on the CARES Act and Noncredit. Folks from Mt. SAC participated in discussions about noncredit and undocumented students not being eligible for CARES Act grants—a decision by USDoE that goes beyond CARES Act statutory language. Like Mt. SAC, the Chancellor's Office does not agree with the interpretation and are exploring options on behalf of the system.
5. A joint letter ([attached](#)) was sent by the Academic Senate for California Community Colleges, California Teachers Association, Faculty Association of California Community Colleges, and California Community College Independents to the Senate Budget Subcommittee regarding the Student Centered Funding Formula During a Recession. The faculty groups are recommending funding 1) General FTES Access Base Allocation first; 2) Supplemental Allocation second (rather than take money away from the base allocation of some colleges to augment others, maintain the "hold harmless" provision indefinitely, and only fund supplemental allocations if the state provides funding above the Prop 98 minimum guarantee; 3) Performance allocation the last priority and only if funding is provided above the minimum guarantee. The greatest impact on Mt. SAC would be if our SCFF funding is (again) taken away to provide stability funding for hold harmless districts. The state CEO Council is looking at a step-down process—the amount that the hold harmless districts are getting above their total computational revenue would be reduced by 5% a year until they were down to the operating on the earned income.

6. There was a follow-up discussion regarding Faculty Coordinator positions. (See the [attached](#) email.) This topic of conversation came up in the last Cabinet meeting as it related to the work that the Multiple Measures group was doing. The College has repurposed funding for these Math/English/READ AB 705 Coordinators from the previous Basic Skills Coordinator and the two faculty doing coordination of the English assessment test readers. However, the Academic Senate had approved only on one year assignments. **Richard will follow up with the Academic Senate and bring this issue to AMAC.**
7. Cabinet reviewed a proposal by RBC Capital Markets ([attached](#)) to pay off the \$90 million in Bond Anticipation Notes that are due in 2022. Given the recession and the decline in assessed property values, it was decided to pay off the BANs this summer before property values dropped further. The option described in the attachment would sell Measure RR bonds this summer to raise the \$90 million. However, the projected future increases in assessed value to enable this bond sale are likely to be too high. As an alternative, RBC Capital Markets will provide a second option that will cover a portion of the \$90 million with Measure RR bond sales and the remainder with the sale of Measure GO bonds. This second option will be available for Cabinet review in a week or two. These options will be presented to the Board for information in July and for authorization for bond sales in August.
8. Cabinet approved an Immediate Need Request ([attached](#)) for Police and Campus Safety to retrofit four patrol vehicles for \$75,200.
9. Monthly Management Staff meetings will continue but with a modified format that will still have a Q&A session with the President and Vice Presidents but will request that managers send in questions in advance.
10. The SEAP Management Workgroup has continued to meet and are continuing the movement into a 12-month budget format for all programs and projects for 2020-21. The work is going well and has been especially helpful now that we may be looking at cuts in budget.
11. Cabinet continued discussion on the movement to electronic forms and signature processing. The work group is continuing to meet and have demonstrations of work products that accomplish this task. There has been significant discussion about the auditability of forms and signatures. **Morris will follow up to be sure that the electronic forms and approval processes meet fiscal audit standards as well as assuring that the mode of including electronic signatures meet those standards.**
12. Cabinet received two new job classifications, Laboratory Technician II ([attached](#)) which was approved and Web Content Specialist ([attached](#)) which was returned for more revisions and one proposed reclassification request for review. Discussions will occur at the next meeting.
13. Morris reported that the Print Shop is ready for limited operations for the Summer course packs. Cabinet recommended that faculty should be looking at documents that can be put online.
14. Richard reported:
 - a. Our faculty leaders and administrator sent a letter ([attached](#)) to Executive Vice Chancellor Marti Alvarado regarding the reporting deadline for distance education course review. Richard estimates approximately 1500 courses would need to be reviewed by the December 30 deadline set by the Chancellor's Office—a task that is close to impossible. Upon receipt of the letter, Executive Vice Chancellor Alvarado requested a meeting with the Mt. SAC faculty leaders. After discussing the challenge, EVC Alvarado agreed that Mt. SAC should submit its workplan reflecting the actual amount of time necessary to complete the work.
 - b. Discussions are under way with the Faculty Association to provide the support necessary for faculty to begin this work in the Summer and Fall.

15. Abe reported that HR staff are continuing to sort through COVID-19 related issues and ensure that we have the appropriate documentation has been submitted to address these issues.

16. Audrey reported:

- a. A compilation has been produced ([attached](#)) of information from other colleges on their registration dates. Almost all plan to use all modes of instruction for Fall—online, hybrid, and in person.
- b. The Scholarship deadline was this week.
- c. Tomorrow's Food Pantry will be a partnership with Sodexo—"Mountie Meals by Sodexo." Sodexo is putting together pre-made meals, and we are able to use funds to pay for those.
- d. An additional laptop distribution occurred yesterday. Continuing Education sent students, but they needed more help with logging in; many students receiving lap tops did not know their A numbers which took much longer for staff to assist these students.
- e. Purchase of 1000 laptops is planned for the Summer Promise Plus Program. The current Promise Plus Program computers will need to be turned back in if the students are not continuing, but there are discussions about how to sanitize these.
- f. Another Minority Male Initiative meeting took place. Several students reported that they dropped all of their classes because they were not prepared for online. Many were stating that they were thinking of not enrolling in summer courses online because they are shorter.

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

- a. Parking Pay Lots and Parking Permit Fees (**Morris, Mike, and Gary, 5/5**)
- b. SEAP Allocation Model (Audrey, Madelyn, and Rosa 6/2)
- c. Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 7/28)
- d. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 6/2)
- e. 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, 7/21)
 3. DOE and CalPASS-PLUS follow up for K-12 full participation (Barbara and Bill, 7/21)
 4. Auto Award/Near Completion (Audrey, George, Francisco, Dale, 5/12)
 5. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 5/19)
- f. Changes to AP 5520 – Student Discipline Procedures per Changes in Title V (Audrey, TBD)
- g. Concepts on Budgeting for the Future (**Morris, 5/5**)

18. Quarterly Reports to Cabinet

- a. Emergency Response Plan Quarterly Report (Duetta, 7/14)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, and Kevin, 7/21)
- c. Faculty Position Control Quarterly Report (Joumana and Rosa, 7/21)
- 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, Marlyn, and Lina, 7/28)
- h. International Student Quarterly Update (George and Darren, 5/26)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 7/7)