President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Irene Malmgren, Acting *VP of Instruction* • Audrey Yamagata Noji, *VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Ibrahim Abe" Ali, *VP of Human Resources*

March 9, 2021

1. Cabinet reviewed and commented on the following information item:
   a. The Vacant Positions Under Active Search Log was reviewed.

2. An Inside Higher Ed Article, $40 Billion for Colleges, discusses the newly approved $1.9T coronavirus relief bill. In it, Congress is passing through $40B for colleges and universities across the nation. Much like the previous relief bills we've seen, at least half of the money must go to direct student aid. The article focuses on a long-time issue of the 90/10 loophole in Federal law which gives private universities incentives to recruit veterans. This doesn't affect us, but it is interesting policy discussion. Internally, we are going to need a lot more time to analyze how this new bailout bill is going to impact us. We will wait for more in depth analysis going forward.

3. Abe presented a new Board Policy 7234 – Overtime and a revised Administrative Procedure 7234 – Overtime. Cabinet noted that the language should read "eight hours in any one day or 40 hours in any calendar week." Also noted was the absence of any language or reference on the Fair Labor Standards Act. This information is essential to include as it relates to assigning work that cannot reasonably done in an eight hour workday and the ability for employees to notify managers of the need to work overtime to get the assigned work completed. Additionally, managers have the responsibility to monitor the workload of their employees, including the reduction of such work to avoid the need for overtime. There was discussion about overtime budgets and when/why departments have them. Cabinet recommended that managers analyze patterns of overtime in their areas so that these can be budgeted.

4. The Chancellor's Office issued a Memo regarding 2019-20 Recalculation and 2020-21 First Principal Apportionment Calculation. The Exhibit C documents show a breakdown of SCFF data and funding allocations. There are some interesting items included in this Memo, particularly in P1. Title V does not reference SCFF, it references "your funding" which should not be reduced because of the emergency conditions and that this "bailout" was applied only to the FTES portion of the SCFF. This worked well for Mt. SAC as our P1 shows additional funding from the Supplemental and Student Success portions of SCFF. Morris is planning on preparing a summary of P1 for general consumption as the assumptions and data in the Exhibit C document may be confusing. Morris and Rosa will be working on some modeling to determine scenarios that may best work for the College budget. The May Revise will tell us a lot more about the State funding for community colleges in 2021-2022.

5. An Athletics Update, Monday, March 8, 2021, was provided by Joe Jennum. LA County reopening for conditioning and competition is giving us some new opportunities to serve student athletes. We are looking at the possibility to compete in the Orange Empire League as our own South Coast Conference has opted out of competition this spring. We have asked to be hosted in to take Riverside Community College's place and, immediately, that would mean men's golf and women's sand volleyball competition will begin. It may also work out for women's softball, but not all Orange County schools have agreed on softball returning. This outcome means that Mt. SAC teams will compete at colleges in the Orange County league.

6. The LA County Department of Public Health announces [COVID-19 Vaccine Update: Newly Eligible Groups](#) which include education and childcare, emergency services and food responders, and food and agriculture, effective March 1, 2021. Cabinet is pleased to see educators on the priority list. Good news for Mt. SAC as we look to return to educating students in the Fall on campus!

7. The LA County Department of Public Health announces a [Road to Reopening](#) in which they will permit the reopening of outdoor sporting events and live concerts beginning April 1. Infection control and capacity modifications will be in place and are dependent on the tier. We are not looking at implementing any of this now, but it may be useful for later in the spring or summer to have the additional ability to do events.

8. The [Manager, Adult Education Regional Consortium](#) (NEW) job description was reviewed and approved to move forward to Board.

9. Abe provided an [update on the Zoom recording/digital retention workgroup](#). The recording group separated into two groups, one for instructional use and one for administrative use. Highlights:
   - The instructional approach focused on updating professors on the rules of recording while the administrative approach was on best practices and training for employees who typically use recordings of meeting to assist with transcribing meeting notes.
     1. Consent of participants is needed for recording (Recommendations: use a technology based solution for notification of recording; information included in syllabus; accommodations process for those that do not want to be recorded)
     2. Policy changes (Recommendations: Many College policies and procedures are impacted by recording and retention processes)
     3. Capacity issue (Recommendations: Manage recording storage capacity issues; set up retention standards and processes).
   - The workgroup will continue to refine a list of recommendations.
   - The workgroup provided a list of questions that may require legal advice.

10. Cabinet was joined by Anthony Moore, Chief Technology Officer; Antonio Bangloy, Director, Enterprise Application System; Monica Cantu-Chan, Director, IT Project Implementation; Chris Schroeder, Director, Infrastructure and Data Security; and Michael Carr, Director, Academic Technology, for an [IT Quarterly Update](#). Highlights:
    - IT has been working with the preferred name taskforce. The first three phases are complete, and they are currently working on the last phase which should be completed in a few weeks.
    - The group has been continuing the work on illegitimate student applications (spam applications) which is an issue that affects all community colleges in California. Spammers are attempting to get .edu email addresses so that they can use them for spamming. We have a 98.4% success rate in identifying these illegitimate applications.
    - IT staff are creating a plan and timeline in preparation for students and staff to return to campus. They are asking that staff start thinking about software or technical programs that may be needed when returning.
    - Student Services, Library, and IT continue to work on the student laptop/technology loan program. This project has distributed 250 tablets, 3012 laptops, and 2413 hot spots to students. Continued technology support is being provided to students through the Help Desk.
    - A note from Chancellor's Office on the deletion of all cloud Zoom recordings, which has been extended to June 30. The IT team is looking into solutions to provide storage for these files. Our Zoom sub account meeting recordings are up to 31.2 Terabytes consumed out of a maximum storage capacity of 1 TB. We are requested to delete some unnecessary files or externally store this information.
    - Our request to the CCC Tech Center to upgrade the secondary internet circuit has been approved and we're waiting for a site feasibility study and work plan.
    - The campus phone system has been upgraded.

- There were some listserve issues due to end-of-life of the mail routing system, but these have been resolved.
- IT has been involved in total of 106 project requests and support activities, 46 in Student Services, 20 Instruction, 5 in Human Resources and 35 in Administrative Services.
- In partnership with Fiscal Services, Mt. SAC will be going live with Chrome River in late April. This software creates digital solutions for travel approval and reimbursement including the ability to submit receipts by uploading phone images. Training will be offered soon, with some on-demand videos.
- In partnership with Student Services, continuing work is advancing on the EAB platform. Most recently, counselor training has begun. The team is working toward go live date for one click registration.
- The 2021 PIE process is open, and training sessions are being offered on Friday "PIE Days." See POD calendar.
- IT is looking at email retentions to start cleaning up our current student Gmail accounts, at least for students who are not current.
- The latest upgrade has been applied to OmniUpdate, which gives an advantage in the graphical user interface.
- Personal pronoun options for the email signature generator have been included.
- There have been 55 Banner upgrades since November.

11. Cabinet approved the management reclassification in line with the approved job description revision from February 2 Cabinet Notes for the following position:
    - [Director, Outreach and Entry Services](#) (reclassified from Director, High School Outreach). Additional funding for this reclassification was approved through categorical funds from AB19 California College Program.

12. Cabinet approved the following positions to proceed with recruitment:
    - HVAC Equipment Assistant (Resignation of Nicholas Smith; previously frosted). The expansion of the program into the evening at the Summer semester requires this position. Irene to process the [Request to Fill](#).
    - Associate Vice President, Instruction (Resignation of Joumana McGowan). Irene to process the [Request to Fill](#).

13. Cabinet approved the [Request to Fill](#) log for the following positions:
    - [Custodian I](#)
    - [Director, Purchasing, Printing, and Mail Services](#)
    - [Financial Aid Specialist – Community Engagement](#)
    - [Fiscal Technician I](#)
    - [Library Technician](#)
    - [Special Projects Director, Sustainability](#)

14. Morris reported:
    - His accreditation visit to Merritt College in the Peralta District went well, and he commented that he always brings back information for use on campus.
    - The Pomona Urgent Care Agreement for COVID-19 testing caused some interest in the Board and Morris will be sure to provide a more detailed explanation for the campus use.
    - The Return to Campus Workgroup is working on taking priorities from departments for PPE and plexiglass.

15. Abe reported:
    - He's continuing work on policy issues.

16. Audrey reported:
    - The first year of the EAB invoice was paid out of SSSP carryover and last year it was paid out of Immediate Needs. The fee for this year will be paid out of Student Services SEAP carryover.
    - Last year's student planners are sitting in the warehouse. Cabinet agreed to dispose of them.

17. Irene reported:
   - The Accreditation Midterm report on flash drives were mailed to ACCJC this morning. She has had good discussion with CSEA 262 on their involvement in accreditation.
   - Kelly Fowler will be a powerful and articulate leader and partner.

18. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)
   a. Multiple Measures Placement Workgroup (George, and Team, TBD)
   b. 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)
   c. Zoom recording/digital retention (Abe and Workgroup, 4/13)
   d. AB30 (Dual Enrollment, A&R, and IT, 5/18)

19. Quarterly Reports to Cabinet
   a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers **(Morris and Doug, 3/16)**
   b. Limiting Short-term Hourly and Professional Experts and Managing Overtime **(Abe and Alexis, 3/16)**
   c. Emergency Response Plan Quarterly Report (Duetta, 4/13)
   d. Room Utilization/Capacity-Load Ratio Project **(Gary, Mika, and Kevin, 3/16)**
   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)