



July 14, 2020

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

a. The Mt. SAC Behavior and Wellness Team provided a 2019-20 Year End Report ([attached](#)). The Behavior and Wellness Team is a multidisciplinary campus team that guides the campus community in effectively assessing and addressing concerning and/or threatening behavior. The number of referrals in the report is amazing, and the team saw an increase of 91 referrals year-over-year. Not surprisingly, mental health concerns are a major student need. The team has a long list of achievements accomplished in a relatively short period of time.

Behavior & Wellness Types of Concerns (not a complete list; see attachment for complete list)	
Amount	Concern
87	Disclosed Mental/Emotional Health Condition
67	Academic Difficulty
49	Concerning Statements
39	Student Impacted by Event
35	Unusual/Bizarre/Disjointed Behavior

- b. As part of the requirement of the CARES Act, we have posted our Higher Education Emergency Relief Fund Report on the web ([attached](#)). Note that this data is just a snapshot in time. As of June 22, 2020, \$8,402,700 was disbursed to a total of 12,368 students. Under the provisions of the CARES Act, Student Services is still providing support to students, including equipment loaner laptops. Audrey reports that Summer students are receiving aid through an application process.
- c. The Chancellor's Office has distributed a memo on "Systemwide Online Technology Resources for Colleges to Respond to COVID-19" ([attached](#)). The memo lists virtual tools, some at a cost and some free, including the California Virtual Campus—Online Education Initiative; CollegeBuys; California Connects; CCC TechConnect and TechConnect Cloud; and TechConnect Online Teaching Conference. Particularly useful is that this system level software is updated regularly.
- d. The San Gabriel Valley Civic Alliance is holding their 10<sup>th</sup> Annual Dr. David Hall Legacy "Virtual BBQ" honoring local officeholders ([attached](#)). This event, which is typically held at Mt. SAC, will be online on Thursday, July 16, from 12:00-1:30 p.m. Bill will provide a welcome and talk about Dr. Hall's support of community empowerment through locally elected officials. LA County Supervisor Hilda Solis is the guest speaker.
- e. The appointment of the new president of the UC system, Dr. Michael V. Drake, has been announced ([attached](#)). Dr. Drake has a long career in higher education having been the Chancellor of UC Irvine and, most recently, the Chancellor of Ohio State University. He is a very experienced leader, and we look forward to his guidance of the UC system.
- f. The Inspiration Games held in the Hilmer Lodge Stadium were a huge success. See the [attached](#) file for links to YouTube video of some of the track and field events.

2. *School Services of California* published an article, "Bill Amended to Provide Colleges COVID 19 Liability Protections" ([attached](#)), that highlights AB 1759 ([attached](#)) which has been amended to add liability protection for higher education institutions in circumstances in which there may be a health related injury related to COVID 19. It would exempt institutions of higher education, including their officers, employees, and governing bodies, from monetary liability and damages for injury relating to COVID 19 infection, any condition in existence because of the COVID 19 pandemic, or any act or omission by those institutions in response to the COVID 19 pandemic. The language is reasonably comprehensive. Liability has been an issue in several conversations statewide. The bill has been re-referred to the Senate Judiciary Committee for a policy hearing.

3. Upon request from the Presidents' Alliance on Higher Education, Mt. SAC signed on to the Harvard and MIT lawsuit amicus brief to support the legal complaint ([attached](#)) opposing the US Immigration and Customs Enforcement (ICE) action to send home U.S. based international students enrolled in online-only

colleges. The State Attorney General, on behalf of the California Community Colleges, is also filing suit ([attached](#)). As we have seen in previous decisions, the California Federal Courts have not been shy about stopping Federal actions such as this.

4. Cabinet continued discussion on the 2020-21 State Budget:

- a. AB 89 ([attached](#)) provides assistance to California community colleges from the Coronavirus Relief Fund ([attached](#)) which is part of the Budget Act of 2020. This legislative language uses the similar parameters for this state funding as the Federal Cares Act. However, the money must be expended earlier, by December.
- b. *School Services of California* reported on the Department of Finance Release of its June Finance Bulletin ([attached](#)). This bulletin summarizes significant economic data points including labor market conditions, real estate trends, and the State's monthly cash position. California is seeing a spike in coronavirus contagion, which has led the Governor to close down businesses (and the economy) again. California is seeing record highs in unemployment at 16.3% in May with approximately 1.3 million jobs lost. The leisure and hospitality industry make up 45% of job losses, and building permits for April are down 52.2%. However, home prices are continuing to rise but up just 1.4% from February (compared to last year's 5% increase). Cabinet is keeping track of the economic side of the impact of the virus through these bulletins.
- c. A review of the Faculty Obligation Number (FON) based on Mt. SAC's P2 report ([attached](#)) shows a decrease of 39, from 447 at P1 to 408 at P2. The 8.1% budget deficit factor is calculated into the FON causing the drop. In reality, the Department of Finance will revise P2 and lower the deficit factor to 2% or so thus adjusting the FON back up.
- d. In a review of the California Community College Revised Growth Allocation Model from Spring 2015 ([attached](#)), Cabinet noted how different the thinking was back then. Many around the state are wondering if we are going to see a different growth model going forward.
- e. A SEAP Budget 2020-21 overview ([attached](#)) provides information to SEAP program managers on the work completed by the SEAP Management Workgroup. This work includes 12-month allocations, current budget status, and accountability. During the review by the Workgroup, several positions were moved from SEAP funding to the Unrestricted General Fund. Audrey requested that two positions, which had previously been on the Frost list ([attached](#)), be opened for recruitment. Cabinet approved the recruitment of two Student Services Program Specialist II positions with one being for REACH ([attached](#)) and the other for Aspire.
- f. Cabinet is issuing a reminder that all permanent positions (either previously on the Frost list or new vacancies) require Cabinet approval to be hired. Vice Presidents will bring Initial Request to Fill to Cabinet for approval before processing a completed RTF for hiring.

5. Cabinet continued discussion on the Mt. SAC Return to Campus:

- a. Cabinet discussed long-term plans for classes to return to campus.
  - Programs for training first responders, health professionals, and infrastructure workers are scheduled to have the lectures online and the labs/shops/clinicals be on campus this Fall as described in previous Cabinet Notes.
  - Offering programs and courses beyond this group will depend on the ability of the College to provide safe and secure working/teaching environments for additional on-campus capacity. Challenges include instructional space utilization under social distancing, funding and personnel resources to implement the Return to Campus Protocols, and the State and County orders on reopening colleges. **While the College will improve safety protocols from the experience with Fall on campus classes, the extension of offering the next group of prioritized programs/classes is unlikely to occur before Winter Intersession.**
  - Instruction Team is prioritizing other programs on the Governor's essential worker training list such as the Flight School and also programs and courses that were unable to go fully online such as choral music.
  - **Programs that are currently fully online or can be offered fully online will continue to be fully online until the coronavirus contagion risk is substantially eliminated by the production of an effective vaccine that is implemented by vaccinating the general population to the point that "herd immunity" is achieved.**

- b. The California Community College Athletic Association's Board of Directors announced implementation of a contingency plan for return to sports in 2020-21 ([attached](#)). The CCCAA Board of Directors approved the four-phase plan with no changes. Bill reported that, at last week's South Coast Conference CEO meeting, all agreed to move all sports in the South Coast Conference to the Spring. The CCCAA contingency plan references "Early Spring" and "Late Spring" seasons for collegiate sports ([attached](#)).
  - c. Yen Mai attended the most recent LA County Department of Health Teleconference (report [attached](#)) on behalf of the College. At the teleconference, it was mentioned that guidance to higher education is expected within the next couple of weeks. The DPH reports that both the State and LA County are currently in Stage 3, but colleges and universities have not yet gotten the green light to reopen. In the Governor's press conference yesterday, colleges were not mentioned although closure of K-12 schools was directed for high-risk counties (like Los Angeles). Both LA Unified School District and San Diego Unified School District have announced that they will be fully online this Fall. As soon as the guidance for colleges and universities is received, we will be discussing the impact on Mt. SAC.
  - d. Cabinet discussed the most recent campus COVID-19 exposures and areas where they occurred. Cabinet emphasized the important of managers limiting permission for employees to work on campus and emphasizing the importance of working remotely wherever possible. Rather than having employees come in to process paperwork, employees need to be provided the equipment to do this work while telecommuting. **Vice Presidents were asked to work with their managers to reexamine the amount of time staff are on campus.**
6. Cabinet was joined by Duetta Langevin, Director of Safety and Risk Management, to provide an Emergency Response Plan Quarterly Update ([attached](#)). As expected, Safety and Risk Management has been quite busy. Highlights:
- The Emergency Operations Plan is being updated to include information on pandemics. The Emergency Operations Center has been activated on an as-needed basis and is being operated remotely.
  - Active Shooter Training has a draft PowerPoint completed.
  - Interviews for the vacant Environmental and Emergency Manager position are scheduled for July 21.
  - There has been some work on the Hazard Mitigation Plan. The College has an MOU with City of Walnut, which must be updated every 5 years. The multi-jurisdictional plan includes Mt. SAC, the City, and Walnut Valley Unified School District. After working with a consultant, the revised plan has been sent to FEMA for approval and will be sent to the Board for adoption in August.
  - Pandemic planning is ongoing. In working with the Return to Campus Taskforce, we continue to evaluate and look for Personal Protective Equipment. With the assistance of the State, we will be in very good shape for PPE inventory. In the last week, the Chancellor's Office has ordered supplies on behalf of colleges to sustain each of us for at least 60 days. They are sending us enough medical grade face masks, face shields, hand sanitizer, and thermometers to keep us supplied quite a long time. A continued challenge is having a stock of sanitizer wipes and cleaners. Current protocol plans include classroom layouts for social distancing, movable barriers to control pedestrian flow, designated building primary entrance and exit points, PPE needs, and occupied space disinfecting process, as well as temperature and health screening locations. Students and faculty coming to campus will submit their health questionnaire through SmartSheet. Health Services will reach out by phone to persons who are flagged in the questionnaire or whose temperature is above the threshold. A sub task force has been working on informational/marketing materials such as signs and directional information for students and staff.
7. Cabinet was joined by Sokha Song, Deputy Director of Human Resources, for an update on the new Title IX Federal directive. He has been working with our attorney, Pilar Marin, on the revised Administrative Procedure. We are not anticipating a high number of Title IX sexual harassment complaints under the new directive. Pilar confirmed that we do not process discrimination complaints based on sex through Title IX, only sexual harassment complaints, including dating violence. She also confirmed that allegations reported must occur on campus or using campus resources. Domestic violence or issues occurring off campus do not require investigations. As this is a change in the Federal interpretation of existing law, we are anticipating many complaints being submitted and rejected because they are not specifically related

to sexual harassment. However, the California Title V process for sex-based discrimination, which is the process we currently use, will continue to accept and process complaints that are outside Federal Title IX scope. As a result of this difference in implementation of Federal and State law, the College will have two separate administrative procedures for sex-based discrimination and sexual harassment, Title IX (Federal) and Title V (State). As previously stated, the new Title IX regulations require that the College be responsible for providing complainants an advisor if requested. The recommendations for these advisors will be drawn from those who already have experience with investigation of such complaints, Ryan Wilson and Nerissa Uiagalelei in Human Resources and Andi Sims and Alejandra Gonzalez in Student Life. **Human Resources will be asking each Vice President to submit names of five managers who will be available to serve as members of a hearing panel.** The panel will consist of three managers, one of whom will serve as the hearing officer—the person who is responsible for ensuring that the process is followed and calling out process violations. Hearing panel members will be required to go through a 9-hour training before serving as panel members. Panel members determine if a violation occurred and sanctions that may follow. For students, this includes potential discipline and expulsion. Sokha noted that colleges are prohibited from having separate processes for employees and students; they must be the same process for both groups. The new Title IX appeal process does not require appeal to the Board, but rather an administrator will be designated to serve as the adjudicator for any appeals; Abe will serve in this role.

8. Cabinet was joined by Madelyn Arballo and Meghan Chen to provide the Academic Support Coordination Quarterly Report ([attached](#)). Highlights:

- As expected, Spring 2020 online tutoring and academic support usage was down; however, over 12,000 students checked into tutoring. There were 38,529 hours put in during the stay at home order for tutoring, which demonstrates the excellent efforts of tutoring faculty and staff to reach students. Seventy-three FTES were collected, although in a typical primary term, the centers would see approximately 360 FTES.
- Complementing the online tutoring centers, the College has made available NetTutor, which is supported by the CCC's California Virtual Campus-Online Education Initiative (CVC-OEI). NetTutor provides tutoring in subjects for which tutors are hard to find and also is available evenings and weekends. Usage of NetTutor almost doubled compared to last year. Spring-to-Spring comparison shows last year just under 1000 students/400 hours; this year 1500 students/700 hours. NetTutor will be a good alternative even when we are back to face-to-face.
- During the planning process, the academic support centers were provided their SEAP allocations, line item allocation structures, and account strings. The SEAP Management Workgroup streamlined the account structure and implemented a 12-month allocation process with approval queues starting with the cost center manager and moving up to the appropriate vice president: VP of Instruction for Academic Support Centers and VP of Student Services for Student Support Cohorts. **Cost center managers in both Student Services and Instruction SEAP programs now have access to their 2020-21 12-month allocation and are being scheduled by Fiscal Services for budget account management training.**
- The centers have been working with Human Resources to determine how to hire student tutors for the upcoming year.
- The centers struggled with student online registering and sign in. Students were able to find work-arounds getting into the Centers, making tracking a challenge. IT created a virtual lab check-in system where students will be able to check in with a virtual "swipe system," which is intended to replace the multi-step process currently in place at different centers. Lab staff will oversee and walk students through the check in process. Centers that do not have staff at all times are not going to be able to use this. There was discussion about making sure that we are marketing academic support centers to students through Canvas and that we are providing peer support to let others know about resources available.
- The rapid implementation of online tutoring has created some gaps in terms of attendance collection. There have been losses as students have learned how to bypass the point of entry. Centers are learning to manage these issues by constantly reassessing processes to make it easier on students. The expectation is that data collection will improve.

9. Richard reported:

- Instruction Team will discuss two topics tomorrow. First, assessing Student Learning Outcomes in PIE at the department/division level with a more productive process. Second, identifying programs that provide training for “essential workers” and prioritizing and bringing those programs back to campus.
- Instruction received first day-over-day updates for Fall enrollment. The Summer reports consistently showed increases. The first Fall report is four days into enrollment and significantly behind. The Instruction team will discuss marketing and messaging to students to improve enrollment.

10. Morris reported:

- Dale Vickers is retiring at the end of December.
- The CARES Act adjustment will be asking for copies of receipts for CARES Act items in case of an audit. As we are moving through the spending of this money, Morris will bring periodic reports so that everyone knows how the money is being spent.
- The campus is starting to get requests for events. Given the stringent requirements, his recommendation is that these should flow through Cabinet for dispensation.

11. 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, 7/28)
- b. Adjustments to the 2020-21 budget to Meet State Allocation Reductions (**ALL, Each Cabinet**)
  1. Manage OPEB and STRS/PERS Trusts
  2. Limiting Short-term Hourly and Professional Expert Positions
  3. Manage Overtime Assignments and Costs
  4. Review Contracts and Related Costs
- c. Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 7/28)
- 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, 8/11)
  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, 8/11)
  5. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 8/18)

12. 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, 7/21)
- c. Faculty Position Control Quarterly Report (**Joumana and Rosa, 7/21**)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 8/18)
- 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, 7/28)
- h. International Student Quarterly Update (George and Darren, 9/8)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 10/13)