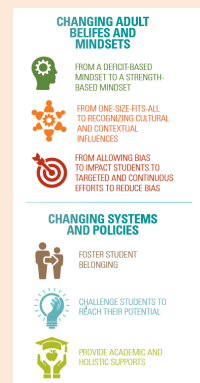




August 18, 2020

1. Cabinet reviewed and commented on the following information items:
 - a. [Adjunct Faculty](#) and [Full Time Faculty and Management](#) will be recognized for their service to the College at FLEX Day on Friday, August 20.
 - b. *California Competes* published [Postsecondary to Prosperity, Examining California's Opportunity Landscape](#). The report looks at the impact of having postsecondary education on economic advantage using several lenses to disaggregate the data. It's nice to have the data, but the data is not new to us. The data focuses on the need to have successes in post-secondary education to reduce a lot of the gaps we've seen.
 - c. We have received [acknowledgement](#) from the LA County Board of Supervisors of the levy of taxes to process the recent sale of Measure GO Bonds. This is the final step in the recent sale of Measure GO bonds.
 - d. COLEGAS California Community Colleges Organizacion de Latinx is hosting a series of [webinars](#) that will include strategic conversations on the support needed for Latinx students. COLEGAS is comprised of Latinx professionals to lead and influence transformative systemic change within the California community college system.
 - e. The Education Trust produced a comprehensive report focused on K-12 titled [Social, Emotional, and Academic Development Through an Equity Lens](#). Although it's focused on K-12, there's a lot of similarities to the barriers we're seeing in community colleges. The report provides six recommendations for schools and district leaders to implement toward creating equitable learning environments: 1) provide meaningful professional development and supports; 2) engage parents, students, and communities as full partners; 3) diversify the workforce; 4) ensure equitable access to and supports for success in rigorous and culturally sustaining coursework; 4) develop inclusive discipline and dress code policies; 6) provide access to integrated wraparound services and supports. This report is of value as these are the experiences our own students have had in high school as they come to us.
 - f. [Wheelhouse](#), a UC Davis School of Education initiative, has provided reflections from their survey of California community college CEOs on racism, anti-blackness, and implicit bias as reported in the Wheelhouse Research Brief, [Toward a More Perfect Institution](#). A few of the takeaways are that community college CEOs expressed hope about recent momentum on race and equity but are realistic about challenges they face. Hiring/promotion/performance evaluation/lack of faculty diversity rated high among CEOs surveyed in response to racism on campus.
2. The [Library Services Platform program](#), originally wholly subsidized by state funds through the Chancellor's Office, was not funded in the final 2020-21 state community college budget. Colleges may continue this contracted service only by being billed on an FTE basis for this program. The Community College League of California and the Council of Chief Librarians have stepped in and are expanding their [Consortium Agreement](#) to include the Library Services Platform program at a significant discount.
3. The Chancellor's Office issued a [Memo](#) and [Toolkit](#) regarding Guidance and System-wide Policy Advisory for the Approved Revision to California Code of Regulations, Title 5 Section 55050, Credit for Prior Learning (CPL), effective March 20, 2020. The memo provides policy guidance and recommendations on the amendment to [Title 5, Section 55050](#), Credit for Prior Learning. The changes closely follow previous practices in place in the former Title 5, Section 55050, Credit by Exam. The Title 5 language is very clear that faculty have to be significantly involved in credit for courses already being offered. The changes mandate that all colleges report their plans to the Chancellor's Office by December.



4. Mt. SAC has joined the [new initiative](#) from the USC Race and Equity Center, [California Community College Leadership Alliance](#), which will address the concerns of students and employees of color and the institutional bias of higher education through a series of convenings. As each convening will be a cohort of five, there will be further discussion about the selection process in AMAC as well as a suggestion to involve the Campus Equity and Diversity Committee.
5. The [Enrollment Comparison Report](#) dated August 14 was reviewed. Enrollment is down, but it's an unusual pattern. New student enrollment is down, which is not totally unexpected as students are concerned about starting online when they are uncertain about taking classes online rather than in person. We need to increase our outreach to students to let them know we are well prepared for online teaching and learning. It was noted that our marketing efforts have included online programs with how-tos and helpful information in the form of videos and testimonials. Our marketing highlights that community college is a huge cost savings for students. Since the pandemic, we have not done much outreach to students who have applied but not enrolled. This will be addressed for Spring enrollment.
6. Morris reported that the Chancellor's Office Budget Workshop was very focused and had good information flow. The Legislative Analyst's Office also released their [preliminary analysis of California's 2020-21 Spending Plan](#). Highlights from the Chancellor's Office Budget Workshop:
 - The general feeling is that the Chancellor is going to retain the lower FON number, 408 for Mt. SAC.
 - The CARES ACT institutional funds Federal Fact Sheet is being revised. It looks like part of lost revenue (parking was emphasized) due to the pandemic will be allowed for CARES Act funding. This will be helpful as there are some staffing budgets that are paid from student parking fees. The Chancellor's Office will be putting out more information.
 - The 2020-21 Budget deficit factor is revised to .95%. The 2019-20 Tentative budget included \$190M in SCFF state revenue, so that should move up to about \$195M for SCFF in the Adopted Budget to be proposed to the Board in October.
 - As reported in previous Cabinet Notes, the Legislature will not propose a budget bill for a total revision of the 2020-21 state budget but rather just an omnibus bill with technical changes. Indicators are that there will not be a downward adjustment. The bigger questions surround the strength of the economy during the fiscal year to avoid any mid-year cuts.
 - Current economic indicators are trending up. Residential assessed values are not declining, so there is no indication of a reassessment for property values.
7. Cabinet approved recruitment to proceed for the following positions:
 - a. Instructional Designer (NEW-Title V funding). Abe to process the [Request to Fill](#).
 - b. Senior Systems Analyst/Programmer (previously Frozen retirement for Dave Dieckmeyer). Morris to process the [Request to Fill](#).
8. Cabinet continued discussion on the Mt. SAC Path to Recovery and campus reopening:
 - a. Our Student Health Services clinic physician, Dr. Ann Walker, who is also the clinic physician for Pasadena City College, shared her [COVID-19 Update](#) dated 8/12/2020. Included is updated information on the rate of asymptomatic infection, indirect evidence that masks reduce the viral dose, information about a computer "glitch" in reporting numbers, slow improvement in daily average cases, basic preventative measures, and quick links to resources.
 - b. The Chancellor's Office issued Guidance regarding [COVID-19 Phase Out of Certain Emergency Allowances for Attendance Accounting Methods and Student Withdrawals](#). Beginning with the Spring 2021 semester, the following temporary allowances will be phased-out:
 - [EO 2020-01](#)-Temporary Suspension of Student Withdrawal Regulations to Address the Continuity of Education in Community Colleges During the COVID-19 Declared State of Emergency

- [FS 20-02](#)-Novel Coronavirus (COVID-19) Guidance – Clarification on Apportionments, Withdrawals and Student Fee Refunds
 - [FS 20-04](#)-Novel Coronavirus (COVID-19) Guidance – Attendance Accounting Implications and Guidance (revised)
- c. The current [LA County Variance Criteria Report](#) compares new cases over a 14 day period from May 18 through August 11.
 - d. The Los Angeles County Department of Public Health issued a [press release](#) that colleges and universities must continue distance learning. The announcement confirmed the guidance from the California Department of Public Health that counties with high levels of community transmission of COVID-19 limit the reopening of colleges and universities.
 - e. Notes from the most recent [COVID-19 Teleconference for Colleges and Universities](#) with the LA County Department of Public Health reiterates the information above that LA County's infection rate is still too high and we continue on the state monitoring list.
 - f. The Los Angeles County Department of Public health also released an [update to the Protocol for Colleges and Universities](#) which highlights that institutions may continue to offer in-person training of programs that are part of the essential workforce and cannot be accomplished through virtual learning; faculty and staff may come to campus to provide distance learning; colleges should limit their on-campus student residency; and collegiate sports may only proceed in compliance with the Interim Guidance provided by the California Department of Public Health.
 - g. The Return to Campus Task Force is monitoring the implementation of protocols and that students are following them. The effectiveness of these protocols will guide improvements for future on campus course offerings, particularly planning for the possibility of additional essential worker training courses and hard-to-convert courses on campus in the Spring. We will wait until September/October to reassess.
9. Cabinet was joined by Francisco Dorame, Dean of Counseling, George Bradshaw, Dean of Enrollment Management, Dale Vickers, Chief Technology Officer, Monica Cantu-Chan, Director, IT Project Implementation, Antonio Bangloy, Director, Enterprise Application System, and Caron Gomes, Systems Analyst/Programmer to provide an [EAB Navigate update](#). Highlights:
- The pilot was launched with Bridge (236) and STEP (546) students. They're continuing to work with students to make sure they're engaging with all components of EAB Navigate. A watch list has been created to track the students to gather information about those students.
 - A support webpage for Navigate has been created for students at <https://www.mtsac.edu/navigate/>.
 - The registration component is beginning the testing phase. There are nearly 300 different registration scenarios that are being tested and they are working with Ellucian on resolving any issues.
 - EAB is running through some test scenarios as it relates to the appropriate drop codes.
 - The Early Alert System "Air Traffic Controller" format is preferred for our students. It will be launched as a pilot with the Bridge program in the Fall 2020. The faculty provided significant input on the system led by the Academic Senate. The teams have come up with customized alerts that relate to each group.
 - Cohort testing has been successful with the Bridge and STEP programs. The attributes will need to be customized by EAB for programs who use these.
 - The 2020-21 Catalog will be manually added to EAB Navigate.
 - The intake survey includes student information including an onboarding questionnaire on how they are connecting, how they are paying for college, what additional information they would like, and resources and/support programs that they would like more information on. This provides important feedback from students on how to improve support.
10. Cabinet was joined by Gary Nellesen, Executive Director of Facilities Planning and Management, Patty Leon-Encalade, Manager of Construction Project, and Joe Carbajal, Professional Expert, to provide the [Quarterly Construction update](#). Highlights:

- Two parking structures and the central campus infrastructure project are currently under construction. The Student Center and Gym/Wellness/Pool/Heritage Hall projects just went out to bid and came back with accepted bids under cost estimates.
 - The Campus Store/Instruction Offices, Continuing Ed/Instructional Village, Transit Center, Temple Avenue Pedestrian Bridge, Sand Volleyball Competition Courts, and pedestrian and traffic improvements at Student Lot W are currently in the design phase.
 - Considerable progress has been made in sustainability efforts with the completion of two major habitat restoration projects, installation of additional electric vehicle charging stations, and the upcoming installation of electronic building energy control systems.
 - The project list has been moved to Smartsheet to be accessible to other areas so that updates are easily retrievable. The VPs will be able to view sheets by individual Vice President which creates a project list that pertains to their own areas.
11. Cabinet approved an [Immediate Need Request](#) for CalWORKs for \$27,641, one-time, for the work study program for the employer contribution for these students.
12. Richard reported:
- The VP FLEX Panel questions were sent to all VPs. Lots of questions that have had extensive discussion in Cabinet Notes. Suggestion on putting together a document that already have responses with links to the information.
 - He will be sending his message to the campus focusing on the need for each person to take care of themselves, as well as their families. It is important to realize that students may be in a similar situation and that the college continue to support students in these times of stress.
 - Discussion has taken place about faculty synchronously teaching their courses remotely from their classrooms. The recommendation from the Return to Work Taskforce is to set parameters for this, such as allowing if instructors don't have access to equipment or software needed at home. The Taskforce is working on establishing a process. A consideration is that this requires additional staff such as custodial support.
 - The Drama department faculty would like to do some on-campus work with individual students. Cabinet reiterated that on campus student activities are not allowed by the LA County Department of Health with the exception of essential worker training.
13. Morris reported:
- There has been discussion about the possible refunding of the student activities fee. Since Student Life and Associated Students are still providing services under the activities fee umbrella, the fee will not be refunded. Audrey will assure that Student Life will make efforts to engage with students.
 - There was discussion about having food accessible to students who are on campus, and it was determined that there is not sufficient need to provide this service.
14. Abe reported:
- He continues working with the unions to resolve outstanding issues.
 - A few reclassifications will be coming forward soon, some that are funded and some that are not.
15. Audrey reported:
- Discussion from Student Life continues on the violation of standards of conduct for students who do not wear masks. Morris confirmed that students do sign a form stating that they know masks are a requirement.
 - She has come up with a range of scenarios for additional student CARES Act funding. She can easily award just under \$4M to students based on their unmet need whenever the money is available.
 - The Federal TRIO grant notification of grant reapproval has been received.
 - They are in the middle of the second day of the virtual Minority Male Initiative Retreat. There have been really good discussions and work going on.

- The student laptop distribution started yesterday; today is day two. They have handed out over 220 pieces of technology yesterday and today is expected to be similar. Additional Mifi units will need to be purchased as these have been very popular.
- The first Vice President Student Services Zoom Open Office Hour meeting had over 100 students and 80 at the second one held yesterday. There were various questions and attempting to diffuse concerns and respond to all.

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

- Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris, Doug, 9/8)
- Adjustments to the 2020-21 budget to Meet State Allocation Reductions (**ALL, as needed each Cabinet**)
 - Limiting Short-term Hourly and Professional Expert Positions
 - Manage Overtime Assignments and Costs
- Multiple Measures Placement Workgroup (Joumana, George, and Team, 10/27)
- Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 9/8)
- Student Centered Funding Formula—Continued Follow Up
 - Noncredit Support of SCFF & Multiple Measures (Madelyn, 8/15)
 - Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 10/20)
 - Auto Award/Near Completion (Audrey, George, Francisco, Dale, 8/11)
 - EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 11/17)

17. Quarterly Reports to Cabinet

- Emergency Response Plan Quarterly Report (Duetta, 10/13)
- Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, and Kevin, 10/20)
- Faculty Position Control Quarterly Report (Joumana and Rosa, 10/20)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/17)
- IT Projects Quarterly Report (Dale, 8/11)
- Grants Quarterly Update (Adrienne, 10/6)
- Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, Marlyn, and Lina, 10/27)
- International Student Quarterly Update (George and Darren, 9/8)
- Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 10/13)