



**December 8, 2020**

1. Cabinet reviewed and commented on the following information items:
  - a. Congratulations to our neighbors, Citrus College, on the [approval of Measure Y](#), a \$298M general obligation facilities bond that was approved in the November 3 general election! We know how important these bond measures are for furthering an institution's Educational and Facilities Master Plan.
  - b. The LA County Registrar-Recorder's Office sent a [note of thanks](#) to Mt. SAC for hosting a Voting Center for the November 3 general election. This is an ongoing partnership between the County and Mt. SAC and, because of the pandemic, we were able to offer a larger facility—our Gym—to accommodate voters. Thanks to Brandin Bowman and Kevin Owen in Technical Services for making this work!
  - c. The [Vacant Positions Under Active Search Log](#) was reviewed.
  - d. Those of you who have driven south down Grand Avenue from the campus may have noticed a large white tent in Lot M. This [Clear Span Structure](#) was rented to accommodate the Fire Academy during the pandemic. The structure is approximately 82 feet X 98 feet X 13 feet and can accommodate approximately 40 students with social distancing. CARES Act dollars paid for the rental of the structure. The structure is awesome and the creativity is appreciated!
2. The State of California Department of Public Health has issued a [Regional Stay at Home Order of 12/3/2020](#). This order is statewide and a result of the surge of community spread of COVID-19. Since the Limited Stay at Home Order issued on November 19, new cases per day has increased over 112%. The Regional Order organizes counties into regions and has restrictions for those whose ICU bed capacity falls below 15%, orders the closure of hotel and lodging for non-essential travel, and is in effect for 3 weeks once a region falls below the 15% ICU bed capacity. LA County continues to be not just purple, but below the 15% capacity, which means we will see these additional restrictions. This order does not affect us as continuing educational classes is listed as an exception.
3. The campus is looking for guidance on continuance of programs into the Spring semester. All courses that are cleared on campus in the Fall will be approved to continue in the Spring at their current capacity. Deans and programs have submitted their requests for increase in capacity for classes to the Return to Campus Workgroup and they are currently assessing these requests. As time is of the essence, Cabinet is approving the next cohort of the Nursing program, which last took applications in Spring 2020. Also approved for Spring 2021 are the health careers courses all of whom are working in coordination to ensure that lab times can be accommodated. As laws are rapidly changing, the Return to Campus Workgroup is working to fold them into our processes. Human Resources is working to provide options for additional personnel for contact tracing as the reporting requirements are changing January 1.
4. The California Department of Public Health has issued [guidelines specific to Institutes for Higher Education \(IHE\) Athletics](#). The guidelines include an athletic facility-specific plan, additional topics for student-athlete and worker training, individual control measures and screening, isolation and quarantine, cleaning and disinfecting protocols, physical distancing guidelines, food and dining, travel during competition, return to facility or training after a positive COVID test, and communication and public outreach. Cabinet's attention was particularly drawn to the testing piece (highlighted in the document). Athletics programs must have PCR testing upon initial return to campus followed by daily antigen testing of all athletes. They have also established a calendar about where the various varsity athletics programs would be at various times of the year, depending on benchmarks. All Fall sports were moved to Spring 1.

and Spring 2 seasons. Part of this is related as to whether they are contact or non-contact. Of course, we are in the South Coast Conference, and the CEOs of SCC colleges have been meeting regularly. The most recent meeting resulted in a [draft directive](#) that the SCC will not sanction any athletic competition for the Spring 1 season, but the CEOs did not take a position on the Spring 2 season. Each college is able to respond as an opt in or opt out. The Conference, as a whole, is unified in opting out of Spring 1. Prior to the spike in infections, Orange County was operating athletic competitions. SCC is composed of LA County colleges, and the ones that surround us discussed competition not happening, including any scrimmages. All that is left as a possibility for Spring is athletic conditioning. There is some value in doing some Spring athletic conditioning for keeping student athletes in shape—hoping Fall will enable us to have some sports on campus. Conditioning would keep contact with some of our athletes that need to make some decisions about staying at the college or transferring. LA County has [deferred to the CDPH](#) on the issue of athletics, at least to this date. Kinesiology is creating a plan for Spring athletic conditioning, which must follow the CDPH guidelines. It is the only non-essential training program that the State has not prohibited to be offered on-campus and in-person. Pasadena City College had allowed athletics back on campus and paid for testing, but the cost was prohibitive and will not be continuing. Compton Community College was testing athletes every two weeks which was expensive and strategically challenging. The door for athletics is not closed but open just a crack.

5. The United States Department of Education Office of Postsecondary Education issued a letter that covers [flexibilities for TRiO programs dollars as a result of the CARES Act](#). Our TRiO programs are [ACES](#) and [Upward Bound](#). As Mt. SAC did not have a Summer program for TRiO students, we have offered a stipend for our Upward Bound students. They were not eligible to participate in our laptop loan program since they are high school students. For ACES, we have not repurposed program funds for student grants because they have access to the CARES Act grant. This new Federal directive provides us flexibility to use funds for food which is the only clear permission to actually buy meals for students per Federal regulations.
6. The Chancellor's Office issued a [Request for Application 20-040 for Direct Assessment Competency-Based Education Collaborative](#). Ten awards of up to \$515,000 will be allocated to colleges submitting an application to support implementation of competency-based education associate degree programs.
7. The Chancellor's Office issued a Memo regarding [UPDATED December 2020: Emergency Guidance for California Work Opportunity and Responsibility to Kids \(CalWORKs\)](#), which provides guidance on CalWORKs Clock Suspension, Child Care Funding, and Work Study.
8. The Centers for Disease Control issued a [COVID-19 Vaccination Interim Playbook for Jurisdiction Operations](#). The Playbook includes planning and coordination and starts the process of setting priorities for vaccinations: 1) healthcare workers with exposure to patients or infectious materials; 2) non-healthcare essential workers; 3) adults with high-risk medical conditions; and 4) people 65 years of age and older. CDC is just an advising group, but they are looked to as the experts in this field. This gives us an idea of how vaccinations will be implemented. There is a lot of interest in having schools reopen, so it's an assumption that we will be on that list somewhere.
9. There has been much national discussion over the possibility of public schools requiring the COVID-19 vaccination, similar to the TB screening required by California state law. Liebert, Cassidy, Whitmore published a special bulletin, [Permissibility of Requiring That Employees at Public Schools and Community College Districts Receive the COVID-19 Vaccination](#). This LCW bulletin reports that such a requirement would meet the Federal EEOC framework which allows for requirement of vaccine, notwithstanding that

an employer allows for accommodation of certain medical conditions, as well as a “sincerely held religious belief.” The EEOC has determined that COVID-19 is a public health emergency that “presents significant risk of substantial harm to the health and safety of the workplace” that can provide the authority for the requirement of a vaccine for employment. As of now, there is no position of mandating that employees are vaccinated, but Mt. SAC is likely to face this situation. If the timeline for wide vaccination is such that we may not be assured that everyone that we intend to come back to campus is vaccinated, a requirement such as this may need to be looked at. It’s useful to know LCW’s legal opinion.

10. A revised Guided Pathways Cross Council Committee (formerly Guided Pathways Steering) [Purpose and Function Statement](#) was submitted by the Academic Senate. The Senate has already approved the recommended changes. Cabinet prefers the term “participatory governance” rather than “shared governance.” There was discussion regarding the change in reporting structure of the group, in that it reports to both Senate and PAC—this is not typical of a committee. Cabinet wants to be sure it meets the coordination role, rather than a decision-making group. There are lots of implications of the Guided Pathways work that we are doing on campus and Cabinet wants to be sure the membership represents this broad impact as well as the reporting structure. **Irene will have a conversation with the Guided Pathways Coordinators to understand more fully.**
11. Cabinet reviewed the document [Student Equity and Achievement Program \(SEAP\) – Instruction Division Carryover](#) which identifies the proposed process for how the Instruction areas would be allocating SEAP carryover money. Funds would be allocated through a mini-grant process for projects that address at least one of our Equity Plan’s seven activity categories. The timeline for the Workgroup to develop the process is December 2020/Winter 2021 for Spring 2021 start dates.
12. Cabinet approved the recruitment to proceed for the following positions:
  - Director, Writing Center (David Charbonneau retirement). Irene to process the [Request to Fill](#).
13. Cabinet has approved the Accreditation Mid-Term Report which will be presented to the Board in January. Many thanks to the team that worked on the report!
14. Cabinet was joined by Madelyn Arballo, Associate Vice President of School of Continuing Education, and Rosa Royce, Chief Compliance and College Budget Officer, to provide an [update](#) on the SEAP Management Workgroup. Highlights:
  - The allocation models for the budget line items are complete.
  - All object codes are consistent within the College budget and every project has the information listed.
  - The total budget is \$17.8M including the carryover amount as a current allocation of \$13M.
  - They are looking at designing a report in Argos that users will be able to run to get information.
  - Training is scheduled for Thursday and Friday for cost center managers and admins which include tracking budget and expenditures, fund structure, expenditures structure, Mt. SAC account structure, 20-21 SEAP budget overview, what the budget includes, Banner INB access details, Banner Self Service access details, Fiscal Services training and resources, budget accounting and coordination support, and recommendations.
  - Instruction will have a SEAP leadership team to norm some of the processes and collaborate with regards to the budget and workplan.
  - There’s not much of a SEAP State workgroup update. The Mt. SAC workshop was attended by the Chancellor’s Office staff who reached out and enjoyed the presentation. Their next meeting is scheduled for December 18. Leadership for the workgroup was lost.

15. Cabinet was joined by George Bradshaw, Dean of Enrollment Management; Paty Montoya, Associate Director of Admissions and Records; and Raelyn Alvarez, Administrative Specialist II, to provide an [update](#) on the International Student Program. Highlights:

- They continue to abide by the [policy](#) to allow international students to take a full course of studies online while continuing their status.
- About 85 students decided to return home and have been actively taking courses.
- Students who were not able to successfully enter the US have been coded as non-residents. There were 14 students at the beginning of the Fall and there are 7 left now.
- It's taking 90-120 days or more for SEVIS to review students who have not been employed for over 90 days.
- On September 25, 2020, the Department of Homeland Security has proposed a rule to eliminate "duration of status" for F students and their dependents. "Duration of status" allowed students to stay in the US indefinitely if they remained enrolled as students. This is a big change and students may be required to have a fixed period of time in which to be in the US.
- NAFSA is urging Congress to support policy changes in the next stimulus package for international students.
- Fall enrollment numbers have fallen further for international students. Many students have decided to defer their attendance until Spring or after the campus reopens.
- Numbers for Spring have continued to decline even though they have been assured of the continuity of classes. There is a general concern of students' families due to COVID.
- Data shows that international students at US colleges and universities is down 4.4% (-1.8B).
- Spring survey results (233 out of 380 students responding):
  - 94% are registering for the Spring
  - 82% are staying in the US
  - 78% are out of the country and plan to return to the US when able to
  - 57% plan to transfer out
  - 92% feel that there has been adequate communication during COVID
  - Concerns are financial concerns, issues back home with family business, negative view toward international students, cost of tuition, no in-person learning, professors not equipped to reach online, time differences, no priority registration.
- There is a possibility that the College may be able to offset some costs for international students. They are looking at possible options to help with recruiting.
- They are continuing to build partnerships for recruitment, as well as participating in virtual fairs.
- They are continuing Fall programs with Global Pals, Global Café, Workshops, ISP Hangouts, International Education Week, and Talking Circle.
- A virtual orientation is scheduled January 21, 2021, for the Spring 2021 semester.

16. Abe reported:

- He has been working with CSEA 651 on COVID processes.
- He has some side letter information coming forward with CSEA 262 related to vacation.

17. Morris reported:

- He received an email related to a choir performance for Kaiser. Due to the current restrictions, this is not supported by Cabinet.
- He found out that the Chancellor's will not be spending time on adjusting attendance accounting, but rather colleges are expected to comply with the existing guidance. He will bring the option for the term length multiplier back to Consultation Council to fix the impact of the compressed calendar on FTES calculation.
- The Governor's January proposal is anticipated on January 8.

18. Audrey reported:

- There has been much discussion on the changes that have happened with grading options. Audrey has prepared a historical [document](#) to look at what has been approved.

19. Irene reported:

- The faculty accreditation coordinator's term is ending mid-December, so the next task is to get a new faculty member to serve in this role.
- Spring semester registration begins January 13.

20. 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 and Doug, 12/15**)
- b. Adjustments to the 2020-21 budget to Meet State Allocation Reductions (**ALL, as needed each Cabinet**)
  1. Limiting Short-term Hourly and Professional Expert Positions (**Abe and Alexis, 12/15**)
  2. Manage Overtime Assignments and Costs
- c. Multiple Measures Placement Workgroup (Joumana, George, and Team, 2/23)
- d. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 12/8)
- e. Student Centered Funding Formula—Continued Follow Up
  1. Noncredit Support of SCFF & Multiple Measures (Madelyn, 1/26)
  2. Auto Award/Near Completion (Audrey, George, Francisco, and Dale, 2/9)
  3. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 2/16)

21. Quarterly Reports to Cabinet

- Emergency Response Plan Quarterly Report (Duetta, 1/12)
- Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, and Kevin, 2/2)
- Faculty Position Control Quarterly Report (Joumana and Rosa, 2/2)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/16)
- IT Projects Quarterly Report (Dale, 2/9)
- Grants Quarterly Update (Adrienne, 1/5)
- Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, Marlyn, and Lina, 2/23)
- International Student Quarterly Report (George, 12/8)
- Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 1/19)
- Title V Quarterly Report (Lianne and Lisa, 1/19)