



December 15, 2020

1. Cabinet reviewed and commented on the following information items:
  - a. The Community College Facility Coalition article, [2022 School Bond Bill Introduced](#), announces the introduction of [AB75](#) (O'Donnell) which would put a new State school bond measure on the ballot in 2022. The legislation is merely a placeholder and there are no specifics on a dollar amount or who would be involved. Proposition 51 has approximately \$60M left, and Mt. SAC has been wildly successful in receiving large awards from this last approved State bond measure for capital projects.
  - b. Dr. Walker from Student Health Services provided a [COVID-19 Update 12-9-2020](#) which provides data on the threshold to get to national immunity (at least 60-70%) and the resistance by some individuals to get the vaccine. Twenty-one percent of the population do not intend to get the vaccine. Dr. Walker also provides an update on the current state of vaccine development, with 12 currently in phase 3 trials around the world.
  - c. The County of Los Angeles Department of Public Health issued an update to their [Protocols for Institutes of Higher Education](#) which highlights changes in yellow. Of important note is the addition of the requirement for students to have immunization against influenza if they are on campus. This will be a major issue to deal with and it's important that we do education and outreach to students.
  - d. The Los Angeles Orange County Regional Consortium provided a list of regionally funded CTE program recommendations for both [LA County](#) and [Orange County](#). These are regional projects for funding by the LAOCRC, and Mt. SAC has 14 projects in the pipeline.
  - e. The CEO Student Centered Funding Formula Task Force sent a [data analysis request](#) to the Chancellor's Office. The data analysis that we need is not happening because there is no research unit in the Chancellor's Office. With the changes in Chancellor's Office administration, the unit was completely disbanded. Under discussion was why districts are on hold harmless—which SCFF metrics are they not reaching?
  - f. The [Vacant Positions Under Active Search Log](#) was reviewed.
2. The Chancellor's Office issued a Memo regarding [Local Use of a Functioning Equivalency Process](#). Mt. SAC folks were pretty well connected to how this discussion was going, so the changes we have been making in the process for granting faculty applicants as meeting equivalency to minimum qualifications are in alignment with the process in this memo. The memo includes strong language that assert that the Board of Governors is going to tell local college academic senates how to implement equivalency. This would be venturing into statutory language that originated with AB1725 in 1988 and in which there is clear legislative language on local determination of equivalency. This existing statutory language could benefit from being better regulated than it is now, but it will be interesting to see how far any proposed new regulation would go.
3. The Distance Learning Committee provided [Recommendations for Camera Use During an Online Synchronous Class Meeting](#). The recommendations include that the College obtain a legal opinion on whether consent is required for recording of Zoom sessions, as well as recommendations on such a process. Additional recommendations include instructors not requiring or grading on whether students keep their videos on except in certain situations, e.g. lab projects, and that adequate notice be provided to students in the syllabus of those situations in which a visible Zoom connection will be required. **Abe will work with legal on an opinion on Zoom video recording.** The Distance Learning Committee also provided their [Recommendations for Online Proctoring with AI-powered Proctoring Tools](#) that include the continuance of Proctorio. Also recommended was the College's commitment to extending the software license for Proctorio. **Irene will ensure that this program is integrated into our technology portfolio at least through June 2021.**

4. The Management Steering Committee provided revisions to the Management Evaluation process that includes the addition of equity-minded practices and evaluation. Cabinet strongly recommends that training be provided to managers on how best to complete the self-evaluation by understanding how to write equitable outcomes and goals. **Abe will take a final look through the document to ensure its completeness—particularly on training.**
5. The Chancellor's Office published an updated [2020 Student Attendance Accounting Manual](#). There has been discussion in previous Cabinet meetings about the issue with noncredit lab attendance and this has been updated. However, the issue related to how we account for noncredit asynchronous online classes was not addressed and there is not clarity on the two census dates. Mt. SAC will continue to advocate for language in the Attendance Accounting Manual that does not exceed the requirements of Title 5 with respect to counting and reporting noncredit attendance.
6. Bill was invited to Instruction team to talk about the methodology looking forward to Summer and Spring schedule options on campus, with a final draft of the [Summer and Fall Scheduling Guidelines](#) reviewed and approved by Cabinet. The Instruction team worked on refinements now reflected in this document since the last Cabinet discussion. The initial pages outline the information for the work and the rest of the document is information articulated for areas within departments. The Deans worked in collaborative workgroups to provide this information. This document will be sent out to Deans from Irene and Bill. Consulting the crystal ball projected that by the third week in February we would have an idea of the initial vaccine implementation—key to Mt. SAC returning to campus. We are already getting indications that vaccines are happening now. Hopefully by late February we will have a positive indication that vaccination rates are on a pace to reach the general population by late spring or early summer. Four to five months from now it should be sufficient to reach the general population. Unknown is what our Governor and County public health officials will require of us, and whether or not they will implement additional requirements for coming back to campus. It is critical to be back on campus for students—in so many ways. That said, putting safety first is essential. The challenge to the Instruction team is to work with two possible schedules—first for on campus with online backup, but there is enough flexibility built in the above Summer and Fall Scheduling Guidelines that this can be accommodated.
7. Cabinet reviewed the [report](#) from the Academic Senate Task Force on Racial Justice, a recently formed Academic Senate Task Force looking at supporting equity and addressing bias. There are a lot of groups looking at and meeting to discuss these same topics. As an institution, the pieces are moving in the same direction, but we may need some coordination of the different equity, diversity, and inclusion initiatives. This task force report provides strong recommendations, but we need to continue discussion in AMAC.
8. The [Faculty Position Control Report FY 2020-2021 \(As of 12/07/20\)](#) is a revised version of what Cabinet has already seen. This revision includes authorization to rehire some failed probations that were not on the original list. This information was included in the budget, but not the authorization to re-hire those positions.
9. Cabinet approved and [Immediate Need Request](#) from Police and Campus Safety for \$45,000 one-time for replacement of a vehicle.
10. The Kinesiology Department has [requested postponement of the recruitment](#) of three faculty positions due to the pandemic impact on enrollment. Cabinet agreed a one-year postponement seems realistic and approved this request that hiring begin next fall for a Fall 2022 start date for these hires.

11. Cabinet was joined by Doug Jenson, Associate Vice President of Administrative Services, to provide an [update](#) on developing budget reports and monitoring protocols for cost center managers. Highlights:

- Fiscal Services is not seeing any overrun on short-term hourly budgets because of the lack of short-term employees on campus during the pandemic.
- Fiscal is continuing the transition to Questica, and reports are being reviewed, revised, and approved for testing in the system. Once reports are complete, they can implement rules on notifications that will inform cost center managers of budget line item overruns.
- They're trying to design Questica reports so they look similar to Banner reports which will be familiar to managers and their admins.
- The status quo, tentative, and adopted budgets have all been uploaded into Questica.
- The Fiscal team is planning to work with managers who consistently have overages rather than talk to everyone.
- Discussion about secondary cost factors due to program growth—this needs to be built into the budgets to allow for budget for growth in programs. [Doug and the Fiscal team will make recommendations on the next quarterly update on this topic.](#)

12. Cabinet was joined by Alexis Carter, Director of Human Resources, to provide an [update](#) on limiting short-term hourly, substitutes, professional experts, and student employment and managing overtime assignments and costs, including callback. Highlights:

- They have been tracking short-term hourly and professional experts.
- Training has been completed with the managers on strategies to use to minimize these costs.
- Temporary employment hours have been reduced from the FY 19-20 to projections for 20-21 (from 580,640 to 315,815), resulting in an overall anticipated savings of over \$3.4M for 2020-21.
- Hourly workers are expected to remain steady for the rest of the fiscal year.
- Short-term hourly dollars are anticipated to increase for FY 20-21 by approximately \$600K. Cabinet wanted more detailed information on the short-term hourly assignments. [Alexis to get this information to each individual Vice President.](#)
- Substitutes are anticipated to see an estimated overall savings of \$137K for FY 20-21.
- Student assistant are anticipated an overall savings of \$3.2M for FY 20-21. This includes work study.
- It seems that the automation of processes is reducing the number of people hours needed, so there is a possibility that, due to these efficiencies, we will need less hourly support when returning to campus.
- There is an anticipated overtime cost savings of \$192K for FY 20-21.
- Call back costs campus-wide are \$1.7M from March-November 2020.

Cabinet wants to be sure that managers are maintaining oversight of the overtime their employees are working and that appropriate approvals are being given.

13. Cabinet reviewed the [Request to Fill](#) log for the following positions:

- [Assistant Director, Public Safety Program](#)
- [IT Support Technician](#)
- [Professor, Chemistry](#)
- [Professor, English](#)
- [Professor, Manufacturing](#)

14. Abe reported:

- CSEA 262 negotiations have been completed. Items will be brought for approval at the February Board.
- He has an overtime policy ready to go, which he will present at a future Cabinet.

15. Morris reported:

- He continues work with the Return to Campus Workgroup. The biggest challenge is to make sure we are following the latest OSHA requirements. He will continue following up on the influenza vaccine requirement for students on campus.
- He has been thinking about the need to stage facilities for an operational level which will take some lead time before coming full force back to campus.

16. Audrey reported:

- The [AB705 report validation](#) process is due this week.
- The [SEAP Annual Report](#) has been completed and will be submitted this week. We have targeted 7 disproportionately impacted student groups in the plan.
- The [A2MEND speaker series sponsorship](#) included 100 tickets and we used 94 of them—great participation!
- We have received \$286K of [DREAM Disaster Relief Funds](#) and have disbursed almost all of it. Between \$450-\$600 each went to 565 students based on their enrollment units at census as well as their unmet financial need.
- Student Services has requested additional CARES Act funds for this year on a case-by-case referral basis. Ninety-two students have been approved for a total of over \$40K, with 11 pending. We continue to work on supporting students.
- The USC Race and Equity Center sponsored [California Community College Equity Leadership Alliance](#) work is going well, with a core group being defined, but still working on the advisory group membership. All [assignments](#) have been made for the remaining reconvenings. The group has produced a report template which will be a fillable form to take notes for the quarterly advisory group meeting.
- The final Food Pantry is tomorrow. If emergency assistance is needed, there are plans for this also.

17. Irene reported:

- There are requests to add courses for Winter, which is positive.
- She has completed two faculty hires; both candidates accepted.

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

- a. Multiple Measures Placement Workgroup (George, and Team, 2/23)
- b. 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)

19. Quarterly Reports to Cabinet

- a. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa, 2/9)
- b. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris and Doug, 2/16)
- c. Limiting Short-term Hourly and Professional Experts and Managing Overtime (Abe and Alexis, 2/16)
- d. Emergency Response Plan Quarterly Report (Duetta, 1/12)
- e. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, and Kevin, 2/2)
- f. Faculty Position Control Quarterly Report (Joumana and Rosa, 2/2)
- g. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/16)
- h. IT Projects Quarterly Report (Dale, 2/9)
- i. Grants Quarterly Update (**Adrienne, 1/5**)
- j. Dual Enrollment at Local High Schools Quarterly Report (Michelle, Joel, Marlyn, and Lina, 2/23)
- k. International Student Quarterly Report (George, 2/9)
- l. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 1/19)
- m. Title V Quarterly Report (Lianne and Lisa, 1/19)