



June 18, 2020

Doug Jenson sat in for Morris Rodrigue

1. Cabinet reviewed and commented on the following information items:
 - a. By a 5-4 vote, the Supreme Court ruled that the Trump administration had not provided proper legal justification for ending the Obama Executive Order, Deferred Action for Childhood Arrivals (DACA) ([attached](#)). This means that the Trump administration may not have time before the November election to issue another executive order to reverse DACA. For now, our DACA students are okay from deportation or loss of DACA protections such as a legal work permit. The Chancellor's Office provided guidance on how colleges can support their undocumented students ([attached](#)). Audrey provided information about a DACA post-decision panel that was being held ([attached](#)).
 - b. An article from CalMatters, "California Community Colleges Win Suit on Behalf of Undocumented Students" ([attached](#)) reports that there are dueling federal court rulings on the application of the CARES Act. California filed a lawsuit on behalf of community colleges that the US Department of Education illegally denied federal stimulus funds to as many as 800,000 students, including undocumented students. A preliminary injunction was issued and applies only to California's community college students. While a higher court could overrule this preliminary ruling, this gives Mt. SAC the ability to use CARES Act money as the law intended. This ability to provide CARES Act funds to students in need was further supported by an official legal advisory ([attached](#)) from the Chancellor's Office. We are ready to provide emergency grants our undocumented, noncredit, veteran and other students with unmet financial need. This will begin today!

2. Cabinet continued discussion of the 2020-21 State Budget and the May Revision. Discussion:
 - a. The Overtime Workgroup continues and will provide feedback soon.
 - b. Each major area presented their line item budget reductions (only total area reductions reported):

Administrative Services

- Facilities Planning and Management: \$0
- Fiscal Services: \$23,566
- Information Technology: \$25,849
- Police and Campus Safety: \$0
- Risk Management: \$0
- Technical Services: \$5,373

Instruction

- VP Office: \$13,800
- Arts: \$7,800
- Instructional Services: \$0
- Business: \$0
- Dual Enrollment: \$0
- Grants: \$0
- Humanities and Social Sciences: \$4,918
- Kinesiology, Athletics, and Dance: \$0
- Library and Learning Resources: \$0
- Natural Sciences: \$18,668
- Research & Institutional Effectiveness: \$0
- School of Continuing Ed: \$106,400
- Technology and Health: \$24,910

Human Resources

- Professional and Organizational Development: \$0

President's Office

- President and Board of Trustees: \$21,000
- Foundation: \$0
- Marketing and Communication: \$42,000

Student Services

- VP Office: \$0
- ACCESS: \$0
- Admissions and Records: \$0
- Assessment and Matriculation: \$4,000
- Career Placement: \$250
- Counseling: \$0
- EOPS/CARE/CalWORKs: \$0
- Financial Aid: \$246
- Student Life: \$2,200

- c. The Faculty reassigned time list ([attached](#)) was reviewed. There is still further information needed on two of the assignments. There were a couple of errors noted and there may be some assignments missing from the list. There are some grant LHE that are discretionary, but will stay included because it is required as part of the grant work. There was discussion as to whether all of these faculty have load this semester. **Richard will go through the list to ensure faculty load and add missing reassigned faculty.**
3. Cabinet continued discussion on the Mt. SAC Path to Recovery and campus reopening:
 - a. The Return to Campus Workgroup continues to meet. First responder, health, and infrastructure programs authorized to return to campus this Fall need a fully executable plan that the County requires and everything in the Return to Campus Workgroup plan. Cabinet noted that there is still much work to do for the College to be able to meet the County requirements for returning these approved program classes to campus. The [attached](#) letter from the LA County Department of Public Health, "Institutions of Higher Education and Contact Tracing" reiterates the requirements for contact tracing, testing, and College financial support for those needing COVID-19 treatment who do not have health insurance. Just eventually moving to Phase 3 when campuses are allowed to reopen does not mean Mt. SAC can meet these requirements for totally reopening the full range of classes on campus. There may be some courses and employees on campus, but a full reopening will not be practical until there is an effective vaccine widely inoculating Californians.
 - b. Abe reports that the short-term, hourly, and professional experts Workgroup is waiting for some analysis from Payroll tying the short term budgets to managers.
4. Bill reported that there is a Workgroup of LAOCRC CEOs looking at effective practices for offering online Career Technical Education. LAOCRC will be hiring a consultant who will evaluate vendors who have products that offer solutions for online CTE. A decision on the consultant is due to LAOCRC Governance Council meeting in August. There is a recognition that this is a challenge for many community college CTE programs and this provides the opportunity for the regional colleges to share what they're doing. If we have a challenge giving a clear message on what to do in this area, other colleges are similarly perplexed.
5. Due to a lack of available work, Cabinet approved the Coordinator, Learning Assistance and Resources Center to be reassigned to Coordinator, Professional and Organizational Development to support classified and professional development.
6. Richard reported that the Instruction team is doing well. He's been talking to them about taking time for vacations.
7. Abe reported that he has been continuing his work on equity and diversity including working on information on employment committees to be more engaged with the analysis of the pools. There is some work out of the Title V grant on equity and a certificate on microaggressions. Will agendaize this topic for a future Cabinet for further discussion.
8. Audrey reported:
 - She has been working with IT and is seeking clarification of how we're handling EWs and pass/no pass for the Summer. Cabinet determined the following processes:
 - When a student drops before census for Summer and Fall, they receive a drop without a W, which is a return to our original process.
 - We will continue to allow EW after census and until the last day of instruction for classes in Summer using the same process as the Spring semester.
 - Pass/no pass will return to our original policy. There will be no option of pass/no pass past the regular grade change date.
 - The Academic Senate has requested that students be allowed to repeat classes that they have successfully passed. The information we have from the Chancellor's Office is that we cannot claim apportionment for granting students such permission to reenroll, so such a blanket policy is not reasonable. Students can still follow the existing process of petitioning for reenrollment in a passed course if there are exceptional circumstances beyond the student's control.

- She has requested a meeting with Morris and Bookstore Director Suzanne Luetjen to have a process for returning books. Right now, students must print a return mail sticker, box the books, and send through UPS. Students are coming to the Bookstore to return books, but, even though Bookstore workers are on site, they are not taking them. A major problem results. If rented books are not returned on time, there is a fine for the entire cost of the book for which the student is liable. Audrey is also trying to get the status of the bus pass and ID card from Foothill Transit.

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

- a. Adjustments to the 2020-21 budget to Meet State Allocation Reductions (**ALL, Each Cabinet**)
 1. Delay Vacant Position Hiring
 2. Trim Unit Operational Budgets
 3. Review New Resource Allocations for Reduction
 4. Manage OPEB and STRS/PERS Trusts
 5. Limiting Short-term Hourly and Professional Expert Positions
 6. Balance SEAP Budget at 15% Cut
 7. Balance Strong Workforce Budget at 57% Cut
 8. Manage Overtime Assignments and Costs
 9. Manage Cash Flow to Meet Deferral Requirements
 10. Review Discretionary Faculty Reassigned Time
 11. Review Contracts and Related Costs
- b. Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 7/28)
- c. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 9/8)
- d. 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)

10. Quarterly Reports to Cabinet

- a. Emergency Response Plan Quarterly Report (Duetta, 7/14)
- 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, 7/7)
- g. Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, Marlyn, and Lina, 7/28)
- h. International Student Quarterly Update (George and Darren, 8/25)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 7/7)