



**June 23, 2020**

1. Cabinet reviewed and commented on the following information item:
  - a. The *San Gabriel Valley Tribune* deemed the Mt. SAC Drive Thru Commencement Ceremony "Like None Before It" ([attached](#)). On Thursday, July 18, over 500 Mt. SAC graduates made their way through a one-mile route, complete with faculty and staff cheering along the way. The celebration was also streamed live for family and friends ([link](#)). Congrats to the 2020 Mountie graduating class!
2. In a letter to the Chancellor's Office ([attached](#)), the California Association for Postsecondary Education and Disability (CAPED) is challenging the Chancellor's Office opinion that live, synchronous streaming of classes does not require real-time captioning. Specifically, CAPED is requesting a formal legal opinion on the issue. Clearly, the 1996 amendments to Section 508 of the Rehabilitation Act of 1973 requires that, "Captions are provided for all live content in synchronized media." The letter asks that the Chancellor's Office put their verbal opinion into an actual legal advisory which will either support the captioning requirement or, if not, be in writing for a legal challenge. Dean Grace Hanson has been our champion on this issue for Mt. SAC students.
3. The Community College League of California's CEO Board and California Community College Trustees Board passed a joint resolution supporting African American and Black students. Bill has been working with the Mt. SAC Board who is in favor of the resolution ([attached](#)). In alignment with our public statements, this Trustee Resolution will be the foundation for the work that the campus will pursue and bring matters to the Board to address racial justice for our Black and African American students.
4. A request was made by the School of Continuing Education for a Noncredit Short-term Vocational full-time tenure track faculty ([attached](#)). As noted in the Memo, this new full-time position will teach in the Certified Nursing Assistant (CNA) and Home Health Aide programs, which are both essential worker training programs. The position will also serve as the faculty CNA director. The CNA program is one of our fastest growing short-term vocational programs. Funding supporting current adjunct hours in both programs combined with CAEP categorical funding will result in no additional cost for this position. As this is the next position on the faculty hiring prioritization list, Cabinet approved this position for hire.
5. Cabinet continued discussion of the 2020-21 State Budget and the May Revision. Discussion:
  - a. The US District Court for the Northern District of California granted a preliminary injunction on behalf of California Community Colleges which prohibits the US Department of Education from imposing student eligibility restrictions beyond those in the Higher Education Emergency Relief Funds (HEERF) provided by the CARES Act ([attached](#)). As included in previous Cabinet Notes, the US DoE issued a series of advisories that limited CARES Act eligibility to students qualified for Federal financial aid under Title IV of the Higher Education Act and thus denied CARES Act benefits to certain "non-qualified" students including noncredit and undocumented students. In the Legal Advisory from the Chancellor's Office ([attached](#)), colleges may immediately disburse emergency financial aid grants to students with financial need who were previously prohibited from receiving HEERF assistance. Audrey reports that we have expended almost all of the CARES Act Part I funds. Cabinet discussed how much Part II money to allocate to students and how much to use for institutional expenses related to the pandemic.
  - b. The CARES Act Minority Serving Institution funds ([link](#)) of over \$1 million allocated to Mt. SAC have also been received. Institutions may use this funding to cover the cost of technology associated with a transition to distance education, grants to cover the costs of attendance for eligible students, and faculty and staff trainings. Additionally, funds may be used to cover operational costs, such as lost revenue, reimbursements for prior expenses, and payroll.

- c. The Los Angeles/Orange County Regional Consortium (LAOCRC) sent a letter to the California Community College CEO Board urging their support for the restoration of Strong Workforce funding for the LAOCRC ([attached](#)). The LAOCRC disputes the Chancellor's Office interpretation of the language in the SWP trailer bill that bases funding in part on unemployment in each region. Initially, SWP funds were distributed on the number of unemployed, but the Chancellor now contends that the metric is the percentage of unemployed which has cost the region 30% of its former SWF funding. There are huge numbers of unemployed in our region who need Strong Workforce funding for their training. The LAOCRC is proposing 1) maintaining strong workforce investments to Career Technical Education; 2) closing the gap on Career Technical Education inequities; and 3) changing the SWP resource allocation formula. This is particularly important for LA County.
  - d. Morris reported on the Legislative Floor Report of the proposed 2020-21 Joint Legislative State Budget ([attached](#)). This Joint Legislative Budget:
    - 1) Reduces funding for CalBright College ongoing and one-time,
    - 2) Rejects the May Revision proposal to cut apportionment funding (we are not yet sure if this includes COLA),
    - 3) Provides \$20M one-time Federal funding for basic needs block grant to support students affected by the pandemic,
    - 4) Rejects the May Revision reduction of funding for Strong Workforce, SEAP, and adult education,
    - 5) Defers the Governor's proposal to create the Chancellor's Office System of Support (not an actual dollar item),
    - 6) Rejects the May Revision proposal for part-time faculty office hours and compensation,
    - 7) Rejects May Revision for a one-time DREAMER resource liaison and provides ongoing funding for resource liaison,
    - 8) Supports the May Revision proposal for SCFF hold harmless to be extended for 2 additional years,
    - 9) Approves deferrals in 19-20, 20-21, and 21-22, includes a trailer bill on hardship waivers for cash strapped districts,
    - 10) Approves the May Revision proposal to allow food pantry expenditures within SEAP,
    - 11) Approves the May Revision support for new capital outlay projects to be funded by Prop 51.

The reality is, the budget cuts Mt. SAC has already made have to remain in place because our cash flow needs will be substantial enough to withstand approximately \$30M in deferrals. This does not change the fact that a lot of this legislative budget proposal is built on short-term resources that will, at most, last two years including state "Rainy Day" funds and a potential Federal Bailout Bill (the stalled HEROES Act). This is a fiscal cliff for the entire community college budget two years out.
  - e. An article in the *Los Angeles Times*, "Newsom Agrees to Rethink Sharp California Budget Cuts in Deal with Lawmakers" ([attached](#)), addresses the abandonment of far-reaching reductions Newsom proposed for California. In his initial plan, Newsom's efforts would have cut about \$18 billion from funding for K-12 and community colleges. It seems that a budget pact has been struck with the California Legislature that includes a mix of cuts to protect social service programs and public schools. Part of the projected deficit will be erased by using a portion of California's well developed "Rainy Day" cash reserves.
  - f. The Department of Education announced a new Student Centered Grant Competition ([attached](#)) for higher education students. The Reimagine Workforce Preparation Grant Program is funded through the Education Stabilization Fund of the CARES Act (allocation direct to states). The Grant is open to all states who demonstrate a burden created by the Coronavirus pandemic and who propose a project that will:
    - 1) Expand educational opportunities through short-term career pathways or sector-based education programs,
    - 2) Support local entrepreneurship through small business incubators.
  - g. Cabinet's short-term/temporary/hourly/professional expert Workgroup has made progress on data compilation. The information should be shared with managers this week. **Abe will be having dialogue with each department manager.**
  - h. There was continued discussion on the faculty discretionary reassign time list ([attached](#)). Richard reported that the last two faculty on the list are, in fact, on contractual release time. It is also noted that the list only includes Instructional faculty. **Richard will continue the review and approval of discretionary LHE, ensuring further distributions are minimal.**
6. Cabinet continued discussion on the Mt. SAC's path to recovery and campus reopening:
- a. The "County Variance Info – Coronavirus COVID-19 Response from the LA County Department of Public Health" dated June 20, 2020 ([attached](#)), provided the clearest messages to date from DPH about where we stand. Reiterated in the document is that higher education institutions are not permitted to operate face-to-face except where supporting essential workforce activities. The report includes a link to the list of essential worker categories ([attached](#)) that are clear and more comprehensive than what we received from our email exchange with the DPH. Richard has been communicating with Deans and Department Chairs that the institutional process needs to be resolved before any classes can be held on campus.
  - b. In an email from Morris ([attached](#)), he reports that the College has, and continues to, order personal protective equipment. Currently in stock are 100 face shields with an additional 1000 on order and a limited supply of

N95 masks with 3,000 on order. Duetta Langevin and her team continue to research leads for supplies. While we have enough for Summer, we want to make sure that we have consistent ordering going on so that we don't run out for the Fall.

7. The Workgroup on electronic forms and e-signatures has completed their task. The team evaluated three software applications and is recommending Etrieve by SoftDocs, which is a solution that combines electronic forms and workflow components into one platform built specifically for educational institutions. The contract will be going to the Board for approval in July.
8. Richard reported:
  - There was discussion about the AMAC agreement for live captioning of streaming online courses. There was agreement in AMAC that captioning could be optional for Summer and Fall pending the acquisition of software that provided live captioning. Richard reports that the Academic Senate's interpretation is that it would be for the time in which we are in total remote learning. However, with the recent purchase of otter.ai, which easily allows captioning to be done synchronously with artificial intelligence, Cabinet's interpretation is that live captioning of streaming online courses is no longer optional. Early last week, an email was sent on how to integrate otter.ai into online courses. **Richard will work with the Academic Senate to reach a mutually agreeable outcome.**
  - Enrollment numbers are up 18% on the first day of Summer compared to first day of Summer 2019. Not surprisingly, the growth is unequal across the divisions. The largest increase is in Humanities and Social Sciences, which is up over 40%. The largest deficit is in Kinesiology, Athletics, and Dance which is down 19%.
  - There have been continued conversations about part-time and professional expert positions in Research. Some of the work that they would be doing would be to support SEAP projects. Both professional experts have been encouraged to apply for the new 47.5% Title V Grant research position. Cabinet will make a decision on Research staffing this after the recruitment.
9. Abe reported:
  - He met with all three unions on the vulnerable employee return-to-work process and sent out definitions to them for consideration. Within the next couple of weeks he should have some guidelines for CSEA 651.
  - He has been working with a group of minority-minded leadership support groups who will be meeting with Chancellor Oakley to talk about diversity programs. Eloy is committed to backing these kinds of programs.
10. Audrey reported:
  - The comments about Commencement are very positive. It was very professionally done. At one point, there were over 800 viewers on the live stream. Everyone worked very well together with very good participation from all levels.
  - There is continued concern about the students who we lost in Spring. She continues to have weekly Minority Male Initiative meetings, and some of the students are saying they just cannot do online. Those student are wondering how long they can stay out and still be a student. Unfortunately, the longer students sit out, the harder it becomes for them to continue in college.
  - Requests are coming forward for using a vacant portable and funds for adjunct counseling to triage African American students. Their success rates are declining. She is also looking at the continued request for El Centro. **Audrey will work with Richard to see if the classroom next to the Bridge program could be used.**
  - We successfully rolled and posted grades on Thursday.
11. Morris reported:
  - There has been continued discussion about the EW grade and automatic refunds for drops after census. As we are still online due to the pandemic, a significant portion of drops will result from students not being able to be successful in an online environment. Cabinet agreed that the EW and refund are still appropriate and institutionally CARES Act refundable for the Summer. However, EW drops and refunds may not be justifiable in the Fall as students know they are enrolling in online classes and the campus continues to provide support with technology and learning online. Grading policies remain the same as normally applied during an intersession or regular semester.
  - He and Rosa are preparing presentations for the Board Meeting on Tentative Budget and Bond sales.

12. 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)

13. 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)