



March 23, 2021

1. Cabinet reviewed and commented on the following information items:
  - a. Our application was approved for the [California COVID-19 Vaccination Program](#), and we received an email welcoming us to CalVAX. Our campus is now approved to be a vaccination site. As more vaccine becomes available, we are now a source for vaccinations. This is a great opportunity not only for staff but also for students and the community as well. We have also developed a partnership with the East San Gabriel Valley Community Health Center, an approved vaccination center, for sharing vaccine distribution. This partnership can immediately produce results with vaccines for our employees and give us some credibility with LA County Public Health in for direct vaccine distribution to Mt. SAC. We are doing a walk through with East San Gabriel Valley at the Health Center tomorrow.
  - b. Doug Todd, Director of Athletic Special Events, has been working with the LA County Public Health on approving a [scaled down version of the Mt. SAC Relays](#). Approval has been granted for an athletes-only track and field event. There are some restrictions on this event, but it can move forward.
  - c. The California Department of Public Health's [Blueprint for a Safer Economy Tier Structure](#) reminds us of the two metrics that moves us through the tiers—adjusted case rate and test positivity rate. Counties may have additional requirements to move through the categories: purple, red, orange, yellow ([read more on tiers](#)).
  - d. The Centers for Disease Control (CDC) issued [Vaccine Considerations for Underlying Medical Conditions](#). As we move to implement vaccination requirements, the CDC is providing information and recommendations for those with certain medical conditions. The CDC highly recommends vaccines, with some medical supervision, even for those with certain underlying medical conditions.
  - e. In an effort to educate its community, the City of Pomona has produced two videos, Vaccine with Confidence Q&A in [English](#) and [Spanish](#). There is a lot of this kind of messaging going on about the vaccination.
  - f. In an article from the Public Policy Institute of California, [Access to Anti-Poverty Programs for Californians in Need](#), the prepared remarks from Sarah Bohn, Vice President of Research and Senior Fellow, to the Assembly Budget Subcommittee on Health and Human Services focus on long-term trends in the economy, poverty, and the social safety net.
  - g. During the recent CalPoly Summit, we received the [Enrollment Profile](#) for Mt. SAC transfer students from Fall 2017 through Fall 2020. For the past four years, our enrolled transfer number has been fairly consistent at around 20%.
  - h. Our [IPEDS \(Integrated Postsecondary Education Data System\) Data Feedback Report 2020](#) provides indicators for Mt. SAC compared with a group of similar institutions. The information draws from the most recent data collected in 2019-20. One of the problems is that they compare us to other large colleges, over half of which are out of state. The data comparison shows that we're big and, because there are out of state fee structures, the comparison is not helpful. The report is losing some of its impact that it had previously.
  - i. The [Vacant Positions Under Active Search Log](#) was reviewed.
2. An institutional message went out with some other campus groups on anti-Asian racism and xenophobia. There is real anxiety, fear, and hurt related to these types of issues. It's important to have a space to talk about it. There will be work on a forum and safe space for people to talk and discuss. Saturday is Silence is Violence movement against AAPI hate. There is a need to look to find a way for those who need to talk have a place to go with people who can be supportive. We need to be sure Mt. SAC is a safe place so this sort of thing does not happen here. We affirm our commitment that this is a safe place.
3. A few updates to the various COVID relief acts that have been funded thus far. To be able to go back to the beginning of the pandemic has been helpful. The first CARES Act only allowed for expenses directly

related to online instruction. We've had lost revenue that we're now able to claim. We'll try to capture as much of what we can to offset expenses. The articles below provide information regarding the alignment of all series of relief funding to the newest HEERF III which allows for a more wide range of expenses related to the pandemic, including the ability to backdate to March 13, 2020, including lost revenue.

- An article from the California Association of Private Postsecondary Schools, [Cardona Eases Restrictions on COVID Relief Money for Colleges](#).
  - The Department of Education, [Period of Allowable Expenses for Higher Education Programs Relief Fund \(HEERF\) grant programs](#).
  - The US Department of Education provided a [HEERF Update](#).
  - An article from School Services of California, [US department of Education Releases New HEER Guidance](#).
4. The Board of Trustees has an interest in passing a [resolution on Balanced Energy Use](#), which will include adopting energy solutions such as solar energy electrical power generation; reducing energy consumption by constructing LEED Gold or Silver facilities, installing electric vehicle charging stations, and implementing strategies to encourage public transportation and ridesharing; and providing campus energy needs at peak periods using other sources such as natural gas, high capacity battery storage, and other emerging technologies. This resolution will continue to be worked on and will be presented to the Board at an upcoming meeting.
  5. There was discussion about holding a campus Town Hall-style meeting to discuss the return to campus since there is now more information available.
  6. The following Immediate Needs requests were approved:
    - The [Biology Department](#) Autoclave machine has reached its end-of-life and the request was approved for \$110,501 one-time. Previously, instructional equipment money would be used to pay for this, but there has not been any money to do this.
    - [Custodial Services](#) has requested an additional Supervisor, Custodial Services, to handle the increased cleaning demand during the return to campus and was approved as \$126,744 ongoing.
    - [Facilities Planning and Management](#) has requested an amendment to their Climate Action Planning Services (Greenhouse Gas Inventory Report Creation) and was approved for \$11,000 one-time.
  7. Cabinet was joined by Francisco Dorame, Dean of Counseling; Monica Cantu, Director of Project Implementation/Fiscal Integration; Tom Mauch, Associate Vice President of Student Services; Lance Heard, Vice President of the Academic Senate; George Bradshaw, Dean of Enrollment Management; Anthony Moore, Chief Technology Officer; Antonio Bangloy, Director of Enterprise Application Systems; Chuong Tran, Assistant Director of Enterprise Application Systems; and Caron Gomes, Systems Analyst/Programmer, for an [update on EAB Navigate Schedule Building](#). Highlights:
    - Counselor training has been completed and navigate guides have been created.
    - One-click registration, 217 test case have been completed, with waitlists and add/drop codes being tested. Identified need to discuss process changes to waitlist and drop codes.
    - They will begin student campaign with marketing.
    - Cohorts and attributes can now be assigned to students. Individuals and programs will be provided training to designate these for students. This will allow programs to be able to easily pull out their student groups for follow up.
    - Training will be provided to both Student Services and Instruction.

- The team is looking at making major modifications to the academic planner with the Guided Pathways framework to facilitate a smooth transition for the student. Students will see what courses are in their program major map and in what sequence faculty recommend that they be taken. EAB has the flexibility to imbed the templates for students to easily drag and drop their ed plan courses into their semester weekly schedule as well as see where they are term-to-term in completing their program major.
  - The team is looking at expanding the academic plan engagement team to really work on the academic planner component; input and feedback is important.
  - Testing has full EAB implementation has been delayed due to software updates. The team is close to getting EAB back online so they can continue testing. The remaining tests are significant: waitlist functionality, drop code tracking, and add code functionality. There are discussions on whether these actions align with our current utilization of each of these features.
  - The Early Alert has been an important tool of the Navigate system. The Fall pilot was conducted with Bridge faculty and students. It was successful and the potential was brainstormed at the Fall Equity Summit. EAB provides faculty access to information that they would not otherwise have for students.
  - IT is hiring a Business Analyst for Student Services to be an “air traffic controller” for Early Alert to direct faculty referrals to the right support program needed for the student referral.
  - The target is for a Winter go live, particularly with drag and drop one click registration with EAB Navigate.
8. Cabinet was joined by George Bradshaw, Dean of Enrollment Management; Paty Montoya, Assistant Director of Admissions and Records; and Raelyn Alvarez, Administrative Specialist III, for an [International Students quarterly report](#). Highlights:
- During Spring 2021, our actively enrolled F-1 students are permitted to continue to take online courses.
  - Those students who have returned home could continue to actively take online courses at Mt. SAC. We have 79 such students enrolled.
  - There were 22 international students who applied and were not able to take classes as an F1 student because they were not able to enter the country. However, we were able to code these students as non-residents which allowed them to take online Mt. SAC courses. We had four new international students who were able to successfully enter the US and have began their studies for Spring 2021.
  - Eighteen international students have filed a class action lawsuit against the US Citizenship and Immigration Services and US Immigration and Customs Enforcement over the delay of their Optional Practical Training ([OPT](#)).
  - On September 25, 2020, the Department of Homeland Security under President Trump proposed to eliminate the duration of status rule for international students. The duration of status rule has allowed F-1 visa students to stay in the US indefinitely as long as they maintain their status and are enrolled in school. The Biden administration has issued a regulatory freeze on this rule, but it has not yet been finalized.
  - The Mt. SAC international student program has had its annual visit by field representative and our program is in compliance. Our SEVIS recertification ([read more](#)) occurs every two years and currently expires on September 26, 2021.
  - California has seen a 24.5% decrease in international student enrollment. However, there is an increase in applications from India, the United Kingdom (see presentation)
  - They are continuing their recruitment efforts with agents and memberships, and recruitment and education fairs.
  - The International Student Program (ISP) is continuing to keep students engaged with Spring programming such as Global Pals, Global Café, Workshops, ISP Hangouts, International Student Recognition Ceremony, and Wellness Circle.
9. Cabinet approved the following positions to proceed with recruitment:
- Supervisor, Custodial Services (New). Morris to process the [Request to Fill](#).
  - Administrative Specialist III (Natural Sciences) (Resignation of Yen Hang; increase in term). Irene to process the [Request to Fill](#).

10. Cabinet approved the [Request to Fill Log](#) for the following positions:

- [Administrative Specialist I \(ESL\)](#)
- [Assistant Director, Maintenance and Operations](#)
- [Associate Vice President, Instruction](#)
- [Equipment Assistant, HVAC](#)
- [Fiscal Specialist I](#)
- [Lead Carpenter](#)
- [Manager, Grounds](#)
- [Program Account Specialist \(School of Continuing Education\)](#)

11. Morris reported:

- He is going to develop education around the vaccine as we get employees to return to campus.

12. Abe reported:

- He's looking forward to the AAPI events coming up.

13. Tom reported:

- They are working on an open study area piloted with MMI students with a walk through next week for a safety plan.
- Student Health Services is working on increased campus service to students.
- Facilities has been coordinating some minor construction in 9B in preparation of services returning.
- A proposal for [CRSSA disbursement](#) to students is done. Tom will work with Morris to ensure that the disbursement plan meets audit requirements. Included is a plan for student engagement and inreach/outreach.
- The Student Services retreat on Thursday is about self-care, synergy, and silver linings. A lot of guest speakers from on- and off-campus will present.

14. Irene reported:

- She has requests for [two courses](#) to return for 2<sup>nd</sup> 8 weeks, Pilates and Electronics System Tech for the School of Continuing Ed. The former is a final course in a certificate and the latter is the hands-on of an online portion of the program with numerous students who have completed the online program and need the hands-on training. Cabinet supports these requests to move forward to the Return to Campus Taskforce.
- In discussion with the Instruction teams, many classrooms cannibalized their laptops for student loaners at the beginning of the pandemic, so Irene will make sure that IT is prepared for replacements of these devices upon return to campus.

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

- a. Distribution of ID badges to employees (Abe, 4/13)
- b. Multiple Measures Placement Workgroup (George, and Team, TBD)
- c. Student Centered Funding Formula—Continued Follow Up
  1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 4/27)
  2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 6/22)
- d. Zoom recording/digital retention (Abe and Workgroup, 4/13)
- e. Employee ID badge process (Abe, 4/13)
- f. AB30 (Dual Enrollment, A&R, and IT, 5/18)

16. Quarterly Reports to Cabinet

- a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris and Doug, 6/15)
- b. Limiting Short-term Hourly and Professional Experts and Managing Overtime (Abe and Alexis, 6/15)
- c. Emergency Response Plan Quarterly Report (Duetta, 4/13)
- d. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, and Kevin, 6/15)

- e. Faculty Position Control Quarterly Report (Rosa, 4/4)
- f. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 6/1)
- g. IT Projects Quarterly Report (Anthony, 6/8)
- h. Grants Quarterly Update (Adrienne, 4/13)
- i. Dual Enrollment at Local High Schools Quarterly Report (Michelle, Joel, Marlyn, and Lina, 5/25)
- j. International Student Quarterly Report (George, 6/22)
- k. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 4/20)
- l. Title V Quarterly Report (Lianne and Lisa, 4/20)
- m. Guided Pathways Reporting (Michelle, Shiloh, and Sarah, 4/27)