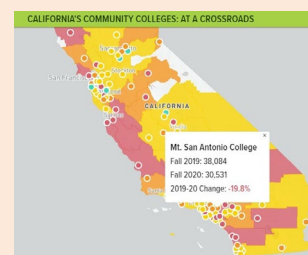




April 13, 2021

1. Cabinet reviewed and commented on the following information items:

- a. The [Spring Expanded PAC meeting](#) is tomorrow. This expanded meeting is planned by Institutional Effectiveness Committee (IEC) and used as an opportunity to collaborate on large projects with the President's Advisory Council (PAC). Tomorrow's meeting will be focusing on starting the revision of the Strategic Plan with Kristina Allende, IEC faculty cochair, leading the discussion. Goal statements have been gathered from all program-specific plans on campus. The IEC team has coded them and looked for common themes and goals that express shared values on which these groups base their actions. All authors of the plans will be at Expanded PAC and will participate in an exercise to explore themes and gaps in College goals not articulated in the plans. This analysis will inform our Strategic Plan development. IEC will work on the outcomes from this meeting to bring back to PAC the next steps in preparation for the revised Strategic Plan.
- b. School Services of California published an article, [Governor Newsom Aims to Fully Reopen California on June 15](#), which is good news to hear. The metrics the Governor has identified are quite doable—that the vaccine supply is sufficient for Californians 16 years or older who wish to be vaccinated and that hospitalization rates are stable and low. Governor Newsom's expectation is that California schools and colleges would reopen, but rather than mandate this, he expects that "schools and institutions of higher education should conduct full-time, in person instruction, in compliance with Cal/OSHA emergency temporary standards and public health guidelines." This will be a big boon to our return to campus work. The Governor's statements provides encouragement that the restrictions, such as social distancing, will be set aside by the County. As expected, we are seeing very positive outcomes from increasing vaccinations.
- c. The Chancellor's Office Workforce and Economic Development Division (WEDD) advisory group has been reactivated. It has been a few years since this group has been active. The WEDD unit released [The Invention and Inclusive Innovation Initiative](#) with [LEMELS N-MIT](#) which "integrates an emerging learning approach for working across disciplinary boundaries, known as invention education, with an innovative teaching and learning approach that incorporates the concept of for-benefit enterprises."
- d. An article from EdSource, [Most California community colleges saw drops in enrollment](#), provides a map of the drop in community college enrollment in the State from Fall 2019 to Fall 2020. As seen in the map to the right, our District has been hard hit.
- e. Phi Theta Kappa has announced their [2021 All-California Community College Academic Team Award Winners](#). Congratulations to Mt. SAC students Shailah Arreola-Bittner, Kristen Palacios, and Erin Tan for their selection to the California PTK First Team! Kudos to Heidi Lockhart, Director of the Honors Program, and her team for their hard work in supporting our Honors students!
- f. The Hope Center published #REALCOLLEGE2021: Basic Needs Insecurity During the Ongoing Pandemic which includes both a [Statewide](#) and [Mt. SAC](#) report. While we know that our students experience many basic needs insecurities, it is jolting to see that 13% of our Mt. SAC students report that they are homeless.
- g. The County of Los Angeles Department of Public Health [Order of the Health Officer update of April 5, 2021](#), includes updates from April 2 to include indoor, in-person lectures up to 50% or 200 students, whichever is less.



2. At tomorrow's Board Meeting, the Board will be presented with two resolutions:

- [Resolution 20-07 – Commitment to Balanced Energy Solutions](#). This Resolution was requested by Board President Jay Chen. Bill worked on a first draft and shared with the Sustainability and Carbon Action Plan groups.

- [Resolution 20-08 – Commitment to Diversity, Equity, Inclusion, Social Justice, and Anti-Racism and Declaring April as Diversity, Equity, and Inclusion Awareness Month](#). The resolution reaffirms our commitment to diversity, equity, and inclusion, and establishes April as DEI Awareness month ongoing. Bill thanked the management group that worked on this resolution.
3. Cabinet members continued our discussion on additional HEERF awards to students, (see the [attached notes](#) from that discussion). The need is really big. The discussion also address use of HEERF funds for College operations. Cabinet recommended three areas to focus on for use of these funds: 1) restoration, 2) already planned to expand (example: expanding the availability of child care), and 3) emergency transition (examples: organize support groups; social workers; online counseling; EASE for employees). It's important to message this information to staff and students. It was suggested to have a primary presentation at FLEX Day.
  4. The Virtual Recording Workgroup that Abe has been leading has made suggested revisions to [AP 3710 – Filming, Recording, and Photography](#) and a proposed [Guidelines](#) document. The group has been doing a lot of good work and is representative of faculty, classified, confidential, and management. Comments from Cabinet:
    - Cabinet discussion pointed out that focusing on recording does not cover the range of issues that need to be handled.
    - A separate AP is needed because, more than just recording, online Zoom sessions are two-way interactive virtual broadcasting that must meet accessibility, privacy, Title IX standards, and more.
    - Further, the Chancellor's Office legal advisory information was not included in the document.
    - There can also be issues with cyber-bullying, recipient participation, and etiquette.
    - The workgroup was asked to focus AP 3710 on the recording issues for Zoom and similar sessions, create an addition and related AP on these broader zoom issues, and expand the guidance to include the effective practices such as those in the last bullet above.
  5. Abe has been working with a workgroup on establishing a process for employee photo name ID badges. There has been some discussion on having electronic building access cards, but this is better addressed separately from the ID badges. Lanyards will be included as well. Yen, Audrey, and Abe will coordinate this project. They will have a cost estimate by the end of the month, as well as a process for implementation.
  6. Return to Campus topics:
    - Abe presented a draft template for [Notice to Submit the COVID-19 Vaccine Employee Response Form](#).
    - The intent is to provide a return to work 14-day notice following the CSEA 262 and 651 side letters. The draft template needs a better title and a simpler and clearer format and content. Abe will work with Sokha and the Management Steering Committee to improve the draft form.
    - An all-campus Town Hall has tentatively been set for Tuesday, April 27. Details are still being worked out.
    - Managers are requesting an all-management Q&A session soon to clear up confusion about the process to return employees per recently executed Side Letters. Although there have been multiple venues for this information, it seems additional questions are surfacing. Morris is working on a process for notifications and Carol will work on scheduling something in the next week or so.
  7. We received a [Bond Program Update](#) from RBC Capital Markets. Morris reports that we're ready to draw money again from Measure GO, potentially in August. Currently, there is \$408M left of Measure GO and \$56M of Measure RR. We need to see a plan for additional projects that can be completed with those remaining funds. In working with Christen Gair from RBC, property values are good for the ability to draw

funds as there is a sufficient property tax base from which to draw additional funds. We need to be sure to keep some funding for scheduled maintenance in future years.

8. The Chancellor's Office announced [New and Improved CCC Student Account Experience](#) which was a surprise to many as no one knew that this was coming. The CCCCCO Tech Center has been working on improving CCCApply for quite a while. The changes focus is on making CCCApply interactive so that when students give information it automatically triggers questions later on in the application process. Many colleges are using CCCApply to collect data for student math and English placement to comply with AB705. Of course Mt. SAC uses the AQ (Assessment Questionnaire) for that purpose. Making CCCApply more clear, simpler, and shorter are much needed changes. We will see if this Tech Center revision is a significant improvement.
9. Cabinet approved the following positions to proceed with recruitment:
  - Administrative Specialist III (New), School of Continuing Education. This position will be initially funded with CARES/HEERF and then Unrestricted General Fund ongoing. Irene to process the [Request to Fill](#).
  - Project Program Coordinator (New), School of Continuing Education. This position will be initially funded with CARES/HEERF and then Unrestricted General Fund ongoing. Irene to process the [Request to Fill](#).
10. Cabinet was joined by Adrienne Price, Director of Grants, for a [Grants quarterly update](#). Highlights:
  - Arthur Rupe Certified Nursing Assistant Program Grant was awarded. We've received this grant for the past seven years. This year, we received \$15,000, which is a little bit less than previous grants because we have an extension of their previous year's grant. This mainly goes for instructional aides and scholarships to students to pay for various fees that are associated with the program.
  - The Japan Foundation, Los Angeles awarded \$1,000 which will cover digital textbooks for Japanese 3 and Japanese 4. Purchasing a digital collection will be used as a resource for students during the pandemic and in the future.
  - The Wikimedia Foundation awarded small grant of \$1,996 for a collaboration between Library and Art History. The idea is to train more editors and get more female editors to be authorized to update and add entries to Wikipedia. This grant supports efforts they were already doing.
  - The Chancellor's Office awarded our MESA proposal, for \$76,263 over a one-year project period. It's exciting to join this network which will establish a Mathematics, Engineer, Science Achievement (MESA) Center.
  - Pending is a grant request to the Chancellor's Office for a Direct Assessment Competency-Based Education (CBE) Collaborative grant. This award would be for \$515,000 for a 4-year project where we would develop a CBE program. Kinesiology and American Sign language have been selected to participate.
  - We are partnering with Cal Poly Pomona on a National Science Foundation grant for Improving Undergraduate STEM Education, Hispanic-Serving Institutions Program: Bridges Institutions to Determine Gaps in Engineering Education for \$147,500 over a five-year project period.
  - Another partnership with North Carolina State University for a National Science Foundation grant on Research on Emerging Technologies for Teaching and Learning: Scalable, Adaptive Learning Platform for Introductory Geoscience Classes. It's almost exactly the same proposal we submitted in partnership with them for a different opportunity back in December.
  - A partnership with Planetary Science Institute for a national Aeronautics and Space Administration grant Partnership grant for Solar System Workings which supports undergraduate research for astronomy students.
  - Applications the Grants Department are working on for next quarter:
    - Academic Senate for California Community Colleges, Open Education Resources Initiative.
    - National Aeronautics and Space Administration, Minority Serving Institutions-Led Coalitions in Support of Broadening Participation in Engineering.
    - US Department of Education, Rethink Adult Education Challenge.

11. Cabinet was joined by Duetta Langevin, Director of Safety and Risk Management, and Sayeed Wadud, Manager, Environmental Safety and Emergency Service, for an [Emergency Response quarterly update](#):
  - Hazardous waste cleanup has been happening on campus, both construction project and instructional waste. It may look like we're generating a lot of hazardous waste this year, but much of it is from construction.
  - The emergency radio project is making progress. Thirty radios have been repurposed from Police and Campus and Safety and they will be distributed to the currently occupied buildings.
  - There are 230 classes in person as of March 31. There have been no epidemiologically related COVID-19 cases on campus. Mandatory OSHA training has been completed online by over 1000 employees through POD. Risk Management has been working with Instruction and Facilities to distribute PPE to areas.
  - The fire department visit resulted in a couple of small items that needed correction. These have been resolved and the fire marshal will be returning to review the corrections.
  
12. Cabinet approved the [Request to Fill Log](#) for the following position:
  - [Supervisor, Custodial Services](#)
  
13. Morris reported:
  - Fiscal Services has been focused on budget development for 2021-2022; Rosa has filed the latest report required for HEERF using the new guidance.
  - State unemployment insurance is increasing by 2500% next year. However, this will be a short-term jump driven by the State providing additional unemployment payments during the pandemic job losses.
  - Mt. SAC had a very successful first vaccination clinic in the Building 67 area. While we did not get the 300 number as we hoped, we did distribute over 200 vaccine shots. We are working on a more formal MOU with East San Gabriel Valley Community Health Clinic for end of April and weekly in May. Originally, Blue Shield told us that we had to be an open site, but we recently received agreement for closed site so that we can serve our own employees and then students as we get an increased vaccine supply.
  
14. Abe reported:
  - He has been doing a lot of reading on return to campus to see what is available to staff. He is working on how to support managers to get through the return to campus.
  
15. Audrey reported:
  - She is excited to get student vaccinations started.
  - The Mountie Outdoor Study Area has started successfully.
  
16. Irene reported:
  - She is starting to get some inquiries for faculty/staff out-of-state travel. We have two athletes that will be invited to the Oregon Olympic Trials in the summer.
  - The Chancellor's Office is allowing us to extend EW/Pass No Pass through Summer and Fall 2021. AMAC is discussing this option.
  
17. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)
  - a. Multiple Measures Placement Workgroup (George, and Team, TBD)
  - b. 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)
  - c. Zoom recording/digital retention (Abe and Workgroup, 5/4)
  - d. Employee ID badge process (Abe, 5/4)
  - e. AB30 (Dual Enrollment, A&R, and IT, 5/18)
  
18. 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, 7/13)
- d. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, and Kevin, 6/15)
- e. Faculty Position Control Quarterly Report (Rosa, 5/11)
- f. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 6/1)
- g. IT Projects Quarterly Report (Anthony, 6/8)
- h. Grants Quarterly Update (Adrienne, 7/13)
- 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, 4/27)
- l. Title V Quarterly Report (**Lianne and Lisa, 4/20**)
- m. Guided Pathways Reporting (Michelle, Shiloh, and Sarah, 4/27)