



July 7, 2020

1. Cabinet reviewed and commented on the following information items:
 - a. The Counseling Department provided an update ([attached](#)) on the status of answering the main Counseling phone line. They are working with IT to set up 10 staff members to answer phone lines remotely, an increase of eight. Calls will be directed from the main line X4380. This should help with dropped calls in Counseling. The Counselors are also remotely answering their College office extensions which have been inundated with students asking "Quick Questions" during the Fall registration period which starts tomorrow, July 8. All trained staff are able to remotely pull up student records in order to provide assistance. The Assessment Center staff are cross-trained and are able to provide general student support in Counseling and Admissions during this peak time
 - b. As a member of the California Community Colleges Economic & Workforce Development Advisory Committee (EWDAC), Bill, along with six other CEO's, will be participating in a virtual meeting ([attached](#)) to discuss "High Road Training Partnership" and "Future of Work Commission - Update and Discussion." It is his hope that community colleges will play a vital role in California's economic recovery even though there is no involvement at the State level yet and not much input has been requested from the field. Although the Governor and Legislature are supportive of student special needs, there seems to be little guidance from the Chancellor's Office.
 - c. An article appeared in the *Los Angeles Times* on June 24, 2020 ([attached](#)), announcing that Mt. San Antonio College will host the Virtual Inspiration Games on Thursday, July 9, 2020. This opportunity will keep Mt. SAC out in the forefront in track and field as a leader regionally, nationally, and globally. The Inspiration Games will also be the very first event held in our new stadium.
 - d. A Spring 2020 Loaner Technology Report ([attached](#)) provides information on Mt. SAC's distribution of computers and internet connectivity. The information is extremely detailed and breaks down the data by date of distribution, student type (credit and non-credit), demographics, economic status, and academic standing.
2. A weekly State and Federal Update from the Chancellor's Office dated July 2, 2020 ([attached](#)), stated that:
 - a. Both houses of the State Legislature will return from their summer recess on Monday, July 13, although recent communication from Sacramento indicates likely further delays.
 - b. The Secretary of State has released the numbers of all ballot measures on the November General Election ballot. ACA 5 (Weber [link](#)) which would overturn Prop. 29, will be on the ballot as Prop. 16. The Board of Governors will have a resolution before them endorsing Prop. 16 at their next meeting.
 - c. A \$132 billion stimulus bill, Coronavirus Child Care and Educational Relief Act (CCCERA), was introduced by Senate republicans. This bill would provide funding for emergency financial aid grants to students and colleges and \$2 billion for community college job training programs. CCCERA is similar to the democrat-sponsored HEROES Act in the House of Representatives.
 - d. Two new controversial changes to higher education regulations and policy undertaken by U.S. Education Secretary Betsy DeVos officially went into effect yesterday, though both are likely to face continued legal challenges from student advocates and equity groups. The DeVos actions:
 - 1) The Obama-era "gainful employment" rule has been overturned. The rule had ensured that for-profit colleges would be denied access to federal aid if their graduates had high monthly student loan payments and were unable to secure employment.
 - 2) The revised "Borrower Defense to Repayment" rule sets more stringent standards than the Obama-era policy for forgiving federal student loans based on a college's misconduct.

3. Problems have arisen even though the City of Walnut has received all of our required documentation, our plans have been reviewed by the staff and city engineer, and we have been given authorization ([attached](#)) to start work on the Parking Structure and Pedestrian Bridge. Now, as of July 6, the City of Walnut is requesting a Board approved signed agreement to validate our administration's commitment. This will go to the Board for approval on July 8, 2020, as an emergency agenda item.
4. A bond rating slide deck ([attached](#)) will be presented by the Mt. SAC financing team to Moody's and Standards and Poors for rating the pending bond sale that Mt. SAC is pursuing. The information includes a District overview, our response related to COVID-19, community highlights, tax base and economic indicators, College financial status, and other detailed information.
5. U.S. Immigration and Customs Enforcement (ICE) yesterday announced modifications to the Student and Exchange Visitor Program, SEVP ([link](#)). Changes affect the temporary exemptions for international students taking online classes due to the pandemic for the Fall 2020 semester. International students (F-1 or M-1 Visas) planning to take courses in the U.S. must enroll at colleges that are not fully online and must take at least one course that is hybrid online/in-person on penalty of deportation. For international students stranded in their home countries who have temporary permission to take a completely online load at U.S. colleges, they may only continue to do so if the college is fully online, no in-person classes. There are already rumblings of legal action against ICE for this outrageous anti-student policy.
6. Cabinet continued discussion of the 2020-21 State Budget. Discussion:
 - a. A Joint Analysis of the 2020-21 Budget as signed by the Governor ([attached](#)) has been developed by the Chancellor's Office in cooperation with several system level partnership groups. The analysis focuses on appropriation and policy changes. This enacted budget is "flat" in providing essentially the same State funding in 2020-21 as in 2019-20.
 - Throughout 2020-21, emergency conditions under Title 5 will continue to be in effect and will impact district budgets with funding allowances due to emergency conditions such as the COVID-19 pandemic. The intent is to prevent districts from losing apportionment as a result of emergency conditions.
 - The budget continues implementation of the Student Funding Formula but provides no enrollment growth funding or COLA.
 - Morris will send out an update to the Budget Committee prior to sending out a campus-wide announcement.
 - b. A comprehensive report on "How to Manage Overtime, Short-term Hourly, and Professional Experts" ([attached](#)) summarizes overtime hours by division, what methods can be used to analyze this data, short-term and professional expert expenditures, and a process of analyzing temporary staff usage. There is a well-defined role of professional experts. Other factors to consider are reallocating staff time, using line item personnel budget effectively, and evaluating the need of seasonal help vs. part-time help. Abe will look into adding more pay grades/levels of student workers.
 - c. Current budget protocols continue payroll commitments even if budget line items are short of funds. This has led to major deficits in certain accounts such as adjunct counseling and short-term hourly line items. Cabinet will pursue measures to give unit managers more feedback on these budget balances, provide oversight of supervising vice presidents, and limit over budget personnel costs. Morris and Doug Jensen will take the lead on adapting Questica Budget Reports and other Banner resources to meet these objectives.
 - d. Cabinet held an in-depth discussion at the last Management Meeting, led by Abe, on how to effectively manage overtime and how to reduce short-term, professional expert, and student worker expenses. Managers provided good feedback, and there was a lot of interaction. There is a need for all managers to get on the same page with regards to overtime and the criteria associated with approving overtime hours.

7. Cabinet continued discussion on the Mt. SAC Path to Recovery and campus reopening:
 - a. In a Chancellor's Office Memo, Continuity of Education for Programs Supporting the Essential Workforce, of June 29, 2020 ([attached](#)), Vice Chancellor Sheneui Weber clarified guidance regarding continuity of instruction and resuming in-person training for community college programs serving the "Essential Critical Infrastructure Workforce."
 - b. California is closely monitoring COVID-19 in each community, noting Los Angeles County remains on the County Monitoring List per the July 1, 2020, memo ([attached](#)).
 - c. As one of the 28 community colleges in Los Angeles County, the Economic LA County Resiliency Task Force provided an extensive plan for returning to campus ([attached](#)).
 - d. As the Return to Campus Workgroup continues to develop our guide for returning to campus, it appears that Mt. San Jacinto College's Guide ([attached](#)) is one we could easily adapt with minor changes. Also, Morris shared a proposed contact flow chart ([attached](#)) that he developed for campus exposures. It will be shared with the Return to Campus Taskforce.
 - e. A Framework around indicators will determine when college campuses can reopen. The Chancellor's Office Safe Campus Reopening Workgroup, with our very own Bill Rawlings on the Board of Governors, has provided a report ([attached](#)) with recommendations for best practices and a list of resource links.
 - f. Essential workers must be clearly identified and must meet all safety regulations.
8. Adrienne Price provided a 4th Quarter Grants update ([attached](#)). New applications include one to the Institute of Museum and Library Services – CARES Act Grants for Museum and Libraries with a request of approximately \$354K over a two-year project period and one to the California Community Colleges Chancellor's Office – Nursing Education Program Support request of approximately \$263K over a one-year period. Her report also included upcoming applications, as well as a breakdown of active projects for the 2019-20 fiscal year with a total fiscal year funding of \$12.8M.
9. Cabinet continued discussions on continuing to have the Bookstore process student photo ids:
 - a. Abe has proposed that Human Resources could possibly assist with the task of processing Photo ID's since the proximity to the Cashiers Office would be advantageous to students. The breezeway of Building 12 could be an alternate location.
 - b. There may be a need to rent additional equipment to accommodate a larger photo processing location.
 - c. **Audrey, Morris, and Abe will work together on this.**
10. Richard reported:
 - The Instruction team met to review all programs proposed for on-campus delivery in the fall and ranked them by priority of what is the most critical to return to campus (the Nursing Program was ranked as most critical). **Richard will forward this list to Cabinet. Morris will provide a list of programs the campus is not physically ready for so the programs can be frozen in Banner.**
 - An Instruction Team meeting is scheduled for tomorrow to discuss Winter and Spring semesters. Programs online will need to stay online.
 - There was discussion between the Instruction Division and Student Services regarding student plagiarism. Faculty verifying student plagiarism may give a failing grade on the plagiarized assignment but may not fail the student in the course or remove the student from a program on cheating or plagiarism alone. However, plagiarism is a violation of the Student Code of Conduct and such students may be subject to discipline.
11. Abe reported:
 - A legal review of the new Federal Title IX executive order is complete.
 - HR is working with CSEA 652 on a return to work plan with the consideration of vulnerable employees. CSEA 651 is in a unique situation with many workers being essential.
 - The presentation at the Management Meeting on overtime and short term hourly and professional experts was well received with direct conversations planned with each department/division.

12. Audrey reported:

- Student Services hospitality budget has been exhausted. **The President's Office will look into covering the deficit and will let Morris know about the transfer of funds.**
- There is a delay in getting SEAP budget line items out. A memo to SEAP managers is going out asking them to draft a work plan. Richard Mahon will be invited.
- The Manager/Deans need to be informed of areas in the budget where they can make adjustments and stretch the carry-over up to two years.
- We had good Minority Male Initiative meeting with the main topic being about racial profiling. Two faculty members, who were former officers, shared personal experiences. Chief Mike Williams and Lieutenant Brian Owen also participated and talked about the changes they have seen. It was well received.
- Summer Bridge has almost reached their goal. Numbers are larger with multiple sign-ups.
- 200 laptops were distributed to student last week. We are still looking for a solution in the Fall. Audrey will check on the status of the equipment ordered for the Fall.

13. Morris reported:

- Once safety precautions are in place, a Mt. SAC Return to Work Guide will be implemented campus-wide. We need to be clear on what faculty's responsibility will be for normal safety procedures in the classroom. There is a concern of the volume of students and ensuring custodial services are able to enter the classrooms to clean. It is important to have a consistent message, institutional support, and have it spelled out in the guide. The focus needs on essential courses. **Morris will work with the Return to Work Taskforce to evaluate the ability to support requested essential courses.**
- There is no further update on the bookstore. **Morris will reach out to them.**
- There was discussion of the gray line between athletic events and the need to follow the processes set by Event Services. There needs to be dialogue between the two departments as events come up in the future. Their reporting structure needs to be followed. The flexibility of Events Services with recent athletic events was very much appreciated.

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

- a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris, Doug, 7/28)
- b. Adjustments to the 2020-21 budget to Meet State Allocation Reductions (**ALL, Each Cabinet**)
 1. Manage OPEB and STRS/PERS Trusts
 2. Limiting Short-term Hourly and Professional Expert Positions
 3. Manage Overtime Assignments and Costs
 4. Review Contracts and Related Costs
- c. Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 7/28)
- d. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa, 9/8)
- e. 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)

15. 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, 10/6)
- g. Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, Marlyn, and Lina, 7/28)
- h. International Student Quarterly Update (George and Darren, 9/8)
- i. Academic Support Coordination Project Quarterly Report (**Madelyn and Meghan, 7/14**)