



August 11, 2020

1. Cabinet reviewed and commented on the following information items:
  - a. Professor Elizabeth Eatman shared some of the inventive software programs that departments are using during remote instruction. [Conceptboard](#) is an interior design project-based software application that allows students to see and comment on peer work. There are many such wonderful innovations faculty are implementing to accommodate the loss of face-to-face instruction.
  - b. [Classified Professional Development Day](#) is scheduled virtually on Friday, August 14. Sessions were developed around the themes Learning, Growing, and Thriving. Managers are asked to encourage their employees to attend.
  - c. The [FLEX Day keynote speakers](#) are Lisa Schoyer and Daphne Quick-Abdullah who are both from the Los Angeles County Department of Mental Health. Their keynote on Friday, August 21 will share inspirational information on building resilience.
  - d. The IEPI Partnership Resource Team (PRT) [Survey of Technical Assistance Needs from Spring 2020](#) gathered input from college and district CEOs who had received or led at least one Partnership Resource Team ([link](#)) prior to June 30, 2019. Participants were asked to consider needed PRT assistance needs stemming from the impact of the pandemic over the next 12 to 24 months.
  - e. An article by *Public Policy Institute of California* titled [Race and Ethnicity Matter in Californians' Views on Environmental Disparities](#) highlights the views of Californians on environmental hazards such as water and air pollution, storms, and heatwaves. The report finds people of color are more likely than others to be concerned about environmental hazards in their communities.
  - f. The Measure GO Bond Subscription Confirmation confirms the deposit into the County was around \$94M. The premium is applied to the interest on the BAN which averaged 2.7% interest.
  
2. Bill announced a Presidential Initiative titled the [Societal Education for Equity Challenge \(or SEEC\)](#), which was presented to the Academic Senate and the Management Staff as a draft. Bill will touch on the Call to Action during his opening remarks at both CPD-Day and FLEX Day. This document is a proposal at this point, with four campaigns:
  - 1) **Advocacy:** Give voice to campus and societal student advocacy for equity and racial justice through training and action to raise the impact of student voices and train future leaders.
  - 2) **Recognition:** Strengthen campus visibility of ethnic/racial societal contributions and create a culture of validation and confidence for Latinx and Black-African American students.
  - 3) **Unity of Purpose:** Unite diverse groups around a unifying purpose of shared values by creating SEEC mission, vision, and core values and a series of town halls and unifying activities for supportive functions such as Title V, equity, support cohorts, and academic support centers.
  - 4) **Transformation:** Transform institutional and intergroup bias into equitable practice including campus employment, communication, discipline, curriculum, and resource allocation.Bill is convening two management workgroups, discussing Academic Senate support at the next AMAC meeting, and will be working with both staff groups and the Associated Students; combined efforts that will evolve into an oversight body to provide direction to the initiative. While Mt. SAC has done good work on strengthening and empowering our students and underrepresented faculty, broader and deeper societal impact is needed to move from training into action and concepts into procedures and policies. This needs to be done to address racial equity and justice. It is past time to take action to move from training to institutional transformation and to translate good intentions into changes in behavior. Next

steps are working with representative groups on campus to come together and put this initiative in place. Dean of Counseling Francisco Dorame also shared a working document designed to establish the [Center for Black Cultural and Student Services \(CBCSS\)](#) with a goal to strengthen the cultural, educational, and professional experiences of Black/African American faculty, students, and staff.

3. [Assembly Bill 1460](#) revises the CSU graduation requirements to include a 3-unit Ethnic Studies course. There is some controversy on this requirement as most state campuses already have such a requirement—or even more. Additionally, one Ethnic Studies course is inadequate to substantially address racial equity and justice.
4. A Memo from the Chancellor's Office on [Updates to 20-21 Strong Workforce Program](#) describes changes in the FY 20-21 funding and budgeting process for SWP. While each allocation still has 4-years to address project outcomes, money has to be spent in 24 months. Accounting is no longer a first-in first-out but rather based on the year of allocation. This will be a challenge for some colleges to get projects off the ground and funds spent within 24 months.
5. Cabinet approved recruitment to proceed for the following position:
  - a. Public Safety Officer position (retirement for David Quiroz). Morris to process the [Request to Fill](#).
  - b. Manager, Academic Support (NEW-SEAP funding). Richard to process the [Request to Fill](#).
  - c. Fiscal Specialist position (NEW-previous NRA funding). Morris to process the [Request to Fill](#).
  - d. Temporary Project Program Coordinator – Promise Plus (NEW-Promise+ funding). Audrey to process the [Request to Fill](#).
6. Cabinet approved a [proposal](#) provided by the Counseling Department to fund adjunct counselors to implement more Mountie Academic Plan (MAP) workshops. This is an important part of the onboarding process for new students and will be funded from COVID mitigation funding. Cabinet gave direction to begin hiring to meet this immediate need with Audrey to complete the RTFs for these positions for Cabinet approval.
7. The Los Angeles Orange County Regional Consortium completed their [analysis](#) of Hard-to-convert Career Education Programs for community college in Los Angeles County from a [Research Brief](#) by Dr. Kevin Fleming and Lori Sanchez. The study highlights 12 career education programs that are challenging for distance learning: Automotive Technology, Cosmetology and Barbering, Culinary Arts, Electrical and Electric Technology, Emergency Medical Services, Fire Technology, Manufacturing and Industrial Technology, Radiologic Technology, Registered Nursing, Respiratory Care/Therapy, and Welding Technology. An [article](#) from *Community College Daily* confirms that Hard-to-convert courses remain a challenge for the Fall for many community colleges.
8. Cabinet continued discussion of the 2020-21 State Budget:
  - a. Lizette Navarette, Vice Chancellor of College Finance and Facilities Planning, provided a [Fiscal & Policy Update](#) from the Chancellor's Office. The report on the budget process states that there will be no formal August revision, the typical Omnibus technical clean-up bill process is underway, and the Chancellor's Office is preparing shared request for feedback. Trailer bill impacts are hard to track and often times go sideways, following their progress is important. Lizette emphasized the protections in place for California community colleges, particularly FTES protection so that colleges do not lose apportionment as a result of emergency conditions due to the pandemic. SCFF hold harmless provisions were extended by adding an additional two years to 2023-23. Morris reports that there is not enough money in SCFF apportionment for the level of deferrals for the months specified in the statute. The current SCFF apportionment is short and only enough

for about seven months before deferrals kick in. There are already 22 districts in hold harmless, so districts with a lack of cash to cover the deferrals is a system-wide issue. Our deferral is about \$46.6M.

- b. The [Joint Legislative Economic Stimulus Plan](#) proposes new state revenues without more taxes, and promises support for small business, protection for working families, and investment in our green economy. The plan looks at ways to repurpose existing tax funding and create additional revenue streams. It is certain that California is going to need more money for an economic stimulus particularly as Congress stimulus packages are uncertain. One of the proposed new state taxes has been introduced by the Legislature in [Assembly Bill 1253](#). This bill has been is dubbed the “[Millionaires Tax](#)” as it imposes an additional tax on those whose income is over \$1M/year.
  - c. In an article from *School Services of California*, the [Governor Confirms Minimum Wage Increase for 2021](#) announces that the next minimum wage increase will be implemented as scheduled on January 1, 2021. State minimum wage is set to increase to \$14 per hour for employers with more than 25 employees and \$13 per hour for employers with 25 employees or fewer. Human Resources is preparing implementation models which will include changes to the hourly and student rates.
9. Cabinet continued discussion on the Mt. SAC Path to Recovery and campus reopening:
- a. The California Department of Public Health issued its [COVID-19 Industry Guidance: Institutions of Higher Education](#) dated August 7, 2020. The guide is to help institutions of higher education plan and prepare to resume in-person instruction.
  - b. The County of Los Angeles Department of Public Health issued its [Protocols for Institutes of Higher Education](#) draft document dated July 29, 2020.
10. Cabinet was joined by George Bradshaw, Dean of Enrollment Management, Dale Vickers, Chief Technology Officer, Antonio Bangloy, Director of Enterprise Application Systems, Chuong Tran, Assistant Director of Enterprise Application Systems, and Allan Castillo, Senior Systems Analyst/Programmer, to provide an update on the Auto Award/Near Completion project. Highlights:
- Currently, we are able to generate a list of students who are eligible for the degree in their declared major. Power BI software provides a new functionality to do “what if” scenarios which will assist counselors in advising students who are near to completing the degree in their major.
  - Searches can be done not only on their degree major, showing the percentage of the degree completed, but also on alternate degree or major for which they would be near to completion.
  - Using these BI reports, Counselors can reach out to “near completion” students to encourage them to take needed courses to complete their degree. Counselors can also work with students who are struggling in their gateway classes in their major but may consider related majors that may require courses already taken.
  - As reported in the recent EAB Navigate update, in order to use the EAB one-click registration feature, students will still need to use Degree Works for their list of ed plan courses and EAB Navigate for registration.
  - Power BI provides dashboards to help with reporting degree completion trends by ethnicity, by major, by degree codes, by zip code locations, and by a combination of multiple filters.
11. Cabinet was joined by Dale Vickers, Chief Technology Officer, Ron Bean, Director of Academic Technology, Antonio Bangloy, Director of Enterprise Application Systems, and Chris Schroeder, Director of Infrastructure and Data Security for the [IT Quarterly Report](#). Highlights:
- Everyone is adjusting from “quick and creative” to sustainable and the “new norm.” Requests for equipment and technology are changing as employees are understanding that working from home is more long term. As more households are needing to be online, employees are realizing that their home internet is not sufficient so IT is receiving more requests for mobile phone Mifi devices. Requests for equipment are made through the Help Desk ([helpdesk@mtsac.edu](mailto:helpdesk@mtsac.edu)).
  - Supply chain issues are still a challenge for IT equipment. Mt. SAC has some vendors who are going above and beyond, but lead times are still long for some items.
  - Software vendors are increasing costs, sometimes by double digits, but IT is diligently working to keep increases down.

- The IT team is analyzing the data stored on academic servers to determine whether the information needs to be moved to the cloud or whether new servers need to be purchased.
- The IT team is working with Faculty Center Learning Technology team to implement Otter.ai ([link](#)) for 1258 faculty members.
- The IT team is receiving computers back from noncredit and credit students who were loaned devices as well as handling out loaners for new students next week.
- August 15 is the last day for student Adobe licenses to be free based on an Adobe offer as the pandemic began. IT is not able to install Adobe on computers that students are taking home because they are not on the Mt. SAC network, a requirement of Adobe. IT is looking at shared licenses which would be on the cloud for students to use with a limit of 300 such licenses.
- The Emergency Operations Center was updated on August 10.
- The IT team is looking into moving our data storage to the cloud. This would be a move forward for technology, eliminating the tape back-up hardware system and contract costs.
- AppStream 2.0 from Amazon ([link](#)) is a web service that has worked well. This was important for applications that can work in the cloud under our new reality of distance learning.
- IT is working on acquiring a sub account to Zoom so that we can turn our own controls on and off, as well as push out updates to campus accounts.
- IT is tracking CCCApply applications in an effort to decrease .edu accounts to prevent spammers from using our email accounts. Mt. SAC had a total of 28,959 CCCApply applications extracted for analysis, and 9,139 were determined to be illegitimate. This was identified through a combination of algorithms and a person physically reviewing the CCCApply applications.
- Bridge and Step programs went live with EAB Navigate to use functionalities like To Dos, Class Schedules, and Resource Links.
- Grades were rolled to the academic history successfully, despite the including the expanded pass/no pass options. The process was a collaboration of IT, Student Services, Instruction, Academic Senate, Fiscal Services, and Marketing. We had 100% grade submission from our faculty. Some modifications were made on our final grade submission to confirm if grades were submitted successfully and to guide instructors to correct grades that were missing.
- IT assisted Admissions and Records to move all A&R forms into Adobe Sign and Smartsheet.
- The Web and Portal team installed chat software to help employees answer student's questions in real time.

#### 12. Richard reported:

- The happy separation of Journalism from English and Literature. Journalism is now in Commercial and Entertainment Arts. "English, Literature, and Creative Writing" is the new name of the department.

#### 13. Morris reported:

- The Return to Campus Workgroup is beginning to wrap up some items that have been being worked on. They are getting constant updates from the Department of Health that are keeping the group busy. Walkthroughs of buildings are continuing to take place.
- Fiscal Services is working on closing the books. The Adopted Budget will be presented to the Board in October.

#### 14. Abe reported:

- HR is working with the Academic Senate on the equivalency to be more in alignment with the faculty employment process. A review process is in place and revision of the AP is underway.
- Overtime usage is still high this year compared to last year. He will continue to work with VPs on a monthly basis.

#### 15. Audrey reported:

- There is a group working on the new student welcome. They are mailing packets to students.

- The Minority Male Initiative retreat planned for next week has an exciting agenda. So far, there is good participation from faculty, staff, alumni, and students helping to provide topics. Counselors and Financial Aid will be available for one-on-one breakout rooms to answer questions.
- The Food Pantry is making plans to getting up and running again. Under consideration is a process for students to access the Pantry store by appointment only.
- Audrey has set up a weekly office hour so that students can Zoom in and ask questions of her.
- Students are still challenged to figure out how to use Canvas. Yen's suggestion is to have some focus groups on this topic.

16. 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, 9/8)
- b. Adjustments to the 2020-21 budget to Meet State Allocation Reductions (**ALL, as needed each Cabinet**)
  1. Limiting Short-term Hourly and Professional Expert Positions
  2. Manage Overtime Assignments and Costs
- c. Multiple Measures Placement Workgroup (Joumana, George, and Team, 10/27)
- 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, 8/15)
  2. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 10/20)
  3. Auto Award/Near Completion (Audrey, George, Francisco, Dale, 8/11)
  4. EAB Navigate Schedule Building & Data Analytics (**Student Support Workgroup-- Francisco, 8/18**)

17. Quarterly Reports to Cabinet

- a. Emergency Response Plan Quarterly Report (Duetta, 10/13)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, and Kevin, 10/20)
- c. Faculty Position Control Quarterly Report (Joumana and Rosa, 10/20)
- 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, 10/27)
- h. International Student Quarterly Update (George and Darren, 9/8)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 10/13)