Saturday, October 16, 2021
Special Meeting of the Board of Trustees

Board Study Session
Business and Computer Technology Building,
Building 77, Room 1000

8:30 a.m. - Public Session

Effective July 14, 2021, Mt. San Antonio Community College District Board of Trustees meetings will resume to in-person meetings. Meetings are held in Founders Hall, 1100 N. Grand Avenue, Walnut.

Board Resolution 21-05, adopted by the Board on August 13, 2021, continues the mask mandate as outlined in the LA County Department of Public Health Health Officer Order of July 17, 2021, through the end of the Fall semester. As such, staff and visitors are required to wear a mask while indoors attending a Board Meeting. Those who have an exemption from mask wearing or choose not to wear a mask while indoors will be accommodated in the outdoor patio of Founders Hall. Those wishing to make a public comment may do so from that location.

From time-to-time, writings that are public records which are related to open session items on an agenda for a regular meeting may be distributed to the Trustees after the posting of the agenda. Whenever this occurs, such writings will be available for public inspection in the Office of the President, located in Founders Hall, between the hours of 7:30 a.m. and 4:30 p.m.

The Board reserves the right to modify the order of business in the manner it deems appropriate.

1. OPENING ITEMS

Subject	**1.01 Call to Order (8:30 a.m.)**
Meeting	Oct 16, 2021 - Special Meeting of the Board of Trustees
Category	1. OPENING ITEMS
Type	

2. PUBLIC SESSION

Subject	**2.01 Flag Salute**
Meeting	Oct 16, 2021 - Special Meeting of the Board of Trustees
Category	2. PUBLIC SESSION
Type	Procedural

3. PUBLIC COMMUNICATION

Subject	**3.01 Public Communication**

Meeting	Oct 16, 2021 - Special Meeting of the Board of Trustees
Category	3. PUBLIC COMMUNICATION
Type	Procedural

At this time, the Board of Trustees will listen to communication from the public on matters that are on the Special Meeting Agenda. Under provisions of the Brown Act, the Board is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to no more than three minutes per person.

4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)

Subject	**4.01 Accreditation Kickoff and ACCJC Training (9:00 a.m.)**
Meeting	Oct 16, 2021 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Discussion

Presenter: Gohar Momjian (ACCJC), Kelly Fowler, Barbara Mezaki, Allie Frickert, and Patty Quinones

File Attachments
1_ACCJC Training.pdf (1,141 KB)
1a_WASC Accreditation-SCE.pdf (433 KB)

Subject	**4.02 Legislative Update (10:00 a.m.)**
Meeting	Oct 16, 2021 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Discussion

Presenters: Jill Dolan and Ashley Walker

File Attachments
2_Legislative Update.pdf (172 KB)

Subject	**4.03 BREAK (10:30 a.m.)**
Meeting	Oct 16, 2021 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Procedural

Subject	**4.04 Measure GO Expanded Quarterly Update-Community Workforce Agreement Update; Projects in Design; Projects in Construction; Deferred Maintenance Projects (10:45 a.m.)**
Meeting	Oct 16, 2021 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Discussion

Presenters: Gary Nellesen and Joe Carbajal

File Attachments
3_1_Community Workforce Agreements.pdf (662 KB)
3_2_Projects in Design.pdf (12,201 KB)
3_3_Measure RR and GO Expanded Quarterly Report.pdf (178 KB)

Subject	**4.05 LUNCH BREAK (11:45 a.m.)**
Meeting	Oct 16, 2021 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Procedural

Subject	**4.06 Fall 2021 Enrollment Analysis (12:45 p.m.)**
Meeting	Oct 16, 2021 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Discussion

Presenter: Kelly Fowler

File Attachments
4_Fall 2021 Enrollment Analysis.pdf (1,109 KB)
4a_Enrollment Management-SCE.pdf (656 KB)

Subject	**4.07 HEERF Budget Update (1:45 p.m.)**
Meeting	Oct 16, 2021 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Discussion

Presenter: Morris Rodrigue

Subject	**4.08 Use of Promise Funds (2:15 p.m.)**
Meeting	Oct 16, 2021 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Discussion

Presenters: Audrey Yamagata-Noji, Tannia Robles, and Bianca Ward-Valle

Subject	**4.09 BREAK (2:45 p.m.)**
Meeting	Oct 16, 2021 - Special Meeting of the Board of Trustees
Category	4. DISCUSSION ITEMS (Note: Below are estimated presentation times. The schedule will allow for discussion and breaks)
Type	Procedural

5. ACTION ITEMS (Note: Below are estimated presentation times)

Subject	**5.01 Resolution 21-05 - Granting Authority to Develop a Vaccination/COVID-19 Testing Program (3:00 p.m.)**
Meeting	Oct 16, 2021 - Special Meeting of the Board of Trustees
Category	5. ACTION ITEMS (Note: Below are estimated presentation times)
Type	Action, Discussion

Subject	**5.02 Approval of Agreement with Shield T3 for COVID-19 PCR Saliva Testing (4:00 p.m.)**
Meeting	Oct 16, 2021 - Special Meeting of the Board of Trustees
Category	5. ACTION ITEMS (Note: Below are estimated presentation times)
Type	Action (Consent)

Prepared by: Angelic Davis

BACKGROUND

On March 16, 2020, the Board of Trustees approved Resolution No. 19-20, Authorization Needed to Take Any and All Necessary Actions to Prepare and Respond Effectively to the Novel Coronavirus (COVID-19) Declaring Emergency Conditions Exist at Mt. San Antonio College. In this resolution, the Board authorized the President/CEO to take any and all actions necessary to ensure the continuation of public education, and the health and safety of students and staff. On August 13, 2021, the Board of Trustees passed Resolution 21-05 granting the authority to develop a COVID-19 vaccination/testing program to facilitate the protection of faculty, staff, and students who participate in on-campus educational activities. Currently, third-party consultant World Back to Work, Inc. (WBTW) is providing COVID-19 comprehensive safety services including COVID-19 polymerase chain reaction (PCR) testing, conducted via a nasal swab collection method. The College has received a proposal from Shield T3 for PCR testing via a saliva collection method, as well as integration with the CLEARED4 software platform to deliver testing results confidentially and in compliance with all laws, including HIPAA. Providing saliva PCR testing will offer an alternative for students and staff who are unable to conduct testing via the nasal swab collection method for various reasons. Additionally, Shield T3 has a partnership with a local laboratory located in Claremont, CA, and is able to deliver test results within 10 hours of specimen receipt by the laboratory.

ANALYSIS AND FISCAL IMPACT

Shield T3 is an Illinois based company, which is wholly owned by the University of Illinois, that was created in 2021 in response to the COVID-19 pandemic. The University of Illinois (U of I) System received emergency use authorization (EUA #: EUA202555) on February 24, 2021, from the U.S. Food and Drug Administration (FDA) for covidSHIELD, the innovative saliva-based COVID-19 test that was used on the U of I campuses to reduce the spread of the virus by utilizing widespread testing with rapid results. Under FDA guidelines, the EUA allows the U of I System to broadly expand its covidSHIELD testing beyond its universities in all the Shield T3 laboratories across the country.

If approved, in addition to our current testing partner WBTW, Shield T3 will be providing health screening stations throughout campus to conduct regular on-site, self-administered COVID-19 PCR testing integrated with the selected software program CLEARED4, Inc. to report COVID-19 testing results.

Shield T3 has performed these type of services for other local public higher education institutions such as Cal Poly Pomona, Cal State Fullerton, and Cal State Bakersfield. Shield T3 has signed a Master Services Agreement with the California State University Chancellor's Office, which extends to all California Community Colleges that Mt. SAC is able to piggyback on. The initial costs are outlined below:

	Fees
Account Set Up Fee	$4,000.00
Software Integration Fee to Cleared4 program	$6,000.00
Initial Billing (Cost of the first 3,000 test @ $28.50 per test w/ labor costs)	$85,500.00

The recurring fees for testing services are unit prices and monthly billing will vary based on the total number of tests performed each month.

	Per tests cost
Pooled Testing w/ reflex testing of any positive pools included	$15.00
Test Sample Collection Service	$13.50

Tests can be delivered to the laboratory by Mt. SAC staff or by courier service. The costs of courier service is as follows:

Courier Service	Cost per day
Weekdays (2 x per day)	$165.00
Saturday	$100.00

The term of the agreement will be from execution of the agreement through June 30, 2022, and may be extended on a month-to-month basis thereafter. The College can terminate the testing service agreement at any time with written notice of at least 30 days.

<u>Funding Source</u>

Restricted General Fund - HEERF Federal Funds.

All matters listed under Consent Calendar are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as to not require additional discussion. Consent Calendar items will be enacted by one motion. There will be no separate discussion on these items prior to the time the board votes on them, unless a Board member requests a specific item be removed from the Consent Calendar for discussion and a separate vote. Public comment on Consent Calendar items from anyone completing a card will be heard prior to the board's vote on the Consent Calendar.

6. CLOSING ITEMS

Subject	**6.01 Adjournment**
Meeting	Oct 16, 2021 - Special Meeting of the Board of Trustees
Category	6. CLOSING ITEMS
Type	Procedural
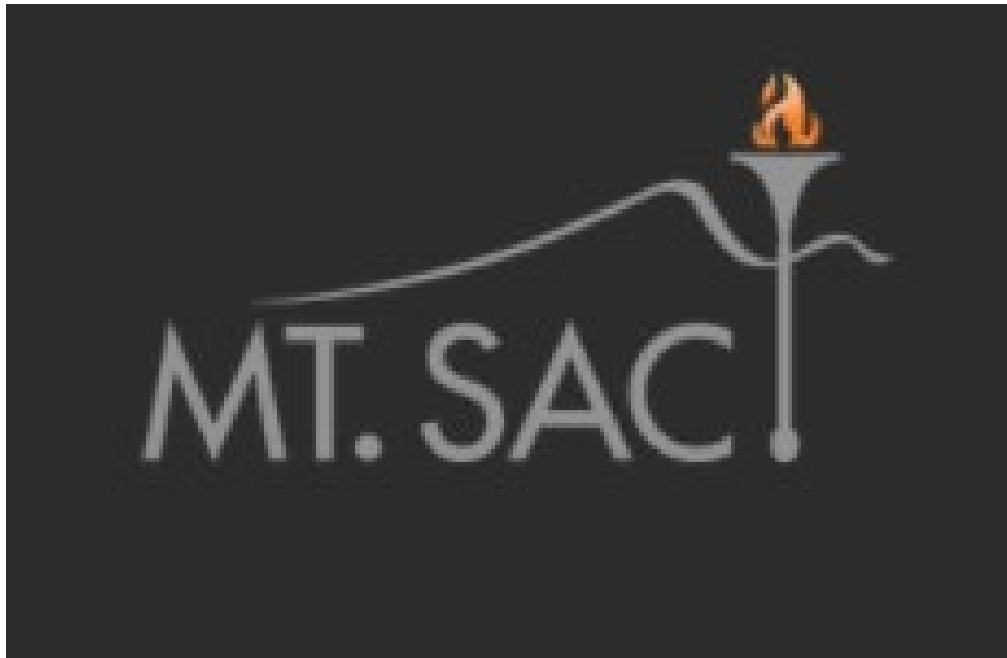
ACCREDITATION AND GOVERNING BOARD ROLES AND RESPONSIBILITIES

October 16, 2021

Dr. Gohar Momjian

ACCJC Vice President

Today's Topics

- Accreditation's Purposes, Processes and Standards

- Changes at ACCJC

- The Roles and Responsibilities of the Governing Board

What is Accreditation

Accreditation is a practice of academic quality control.

- **Promotes** institutional excellence through application of standards.
- **Advances** meaningful and effective **student learning and achievement**.

In the **United States** we are fortunate that this is a **peer-review driven process**. In many other countries, colleges and universities are recognized by a government education agency, such as the Ministry of Education.

Quality Assurance Purpose of Accreditation

- 7-year review cycle based on Standards **by the institution, and validated by peers**
  - ➢Inform the US ED, students, and the public of results
- Monitor certain aspects of institutional quality per federal regulations
  - ➢Fiscal Health
  - ➢Headcount growth or decline
  - ➢Substantive Changes
- Integrity in relation to students and the public

Benefits of Accreditation

- Gives **credibility to degrees and credentials** awarded to students

- Stimulates **institutional innovation and improvement**

- Enables access to **Title IV (Federal Student Aid)**

- Provides **quality assurance** to students, the public, and other institutions that your Colleges are achieving their missions

ACCJC | ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES

Institutions ACCJC Accredits

Community, junior, career, technical, and other colleges in:

- California
- Hawaii
- U.S. territories of Guam and American Samoa
- The Republic of Palau
- The Federated States of Micronesia
- The Commonwealth of the Northern Marianas
- The Republic of the Marshall Islands

Colleges with primary mission of granting associate degrees, but which may also award certificates and other credentials, not to exceed the bachelor degree level.

Mission

The Accrediting Commission for Community and Junior Colleges **supports its member institutions to advance educational quality and student learning and achievement**. This **collaboration fosters institutional excellence and continuous improvement** through innovation, self-analysis, peer review, and application of standards.
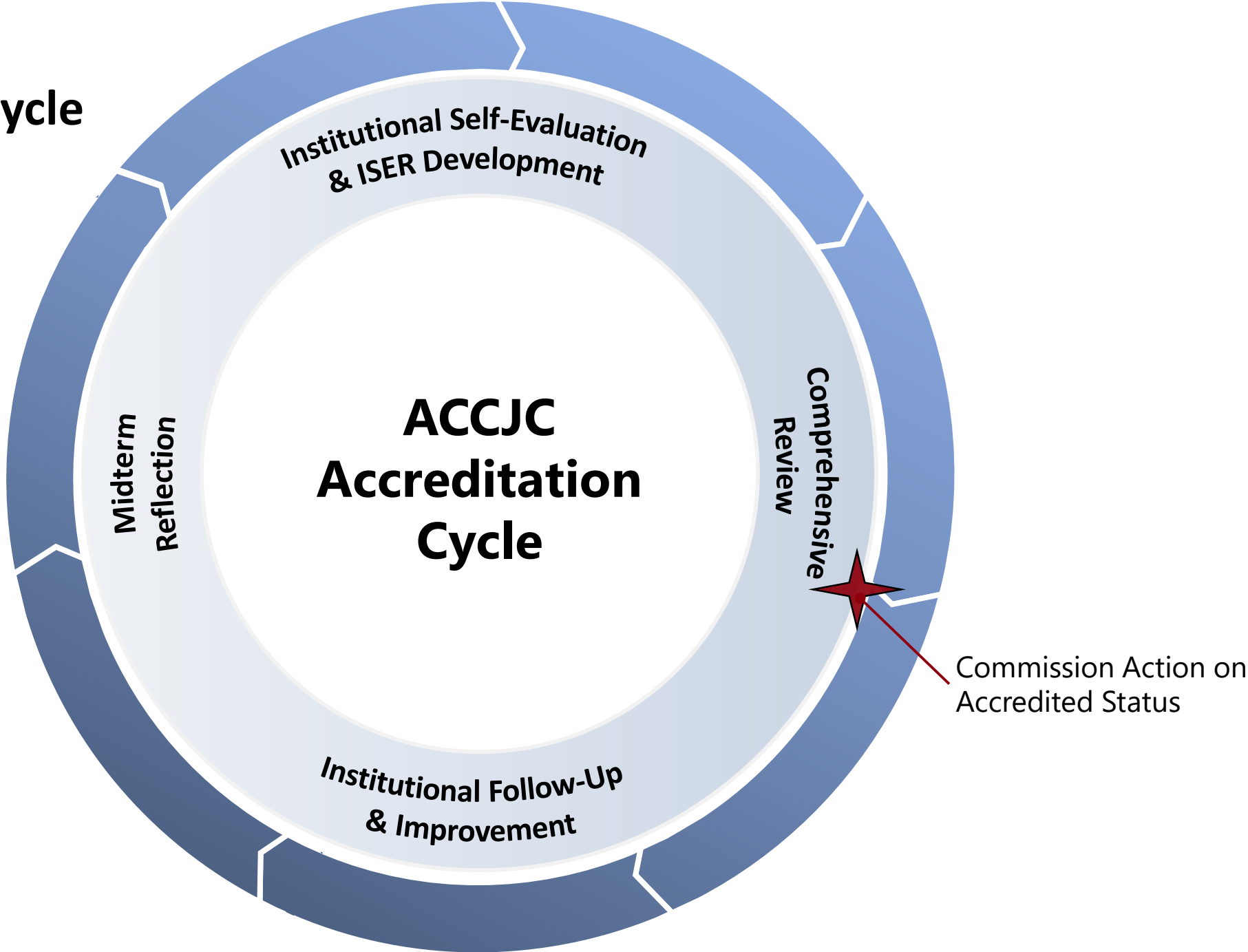
Core Values

Integrity | Quality Assurance | Institutional Improvement
Peer Review | Student Learning & Achievement | Collegiality

ACCJC Mission & Values in Action

- VP Portfolio Model

- Improved Trainings and Support Resources
  - "Personalized" Trainings
  - Webinars & Video Trainings
  - Improved Guides & Manuals

- Streamlined Reporting Processes

- New processes for comprehensive review

- Review & Revision of Accreditation Standards

Continuous Improvement

At a Glance:
Tasks in the Cycle

Institutional Self-Evaluation
& ISER Development

Midterm
Reflection

ACCJC
Accreditation
Cycle

Comprehensive
Review

Commission Action on
Accredited Status

Institutional Follow-Up
& Improvement

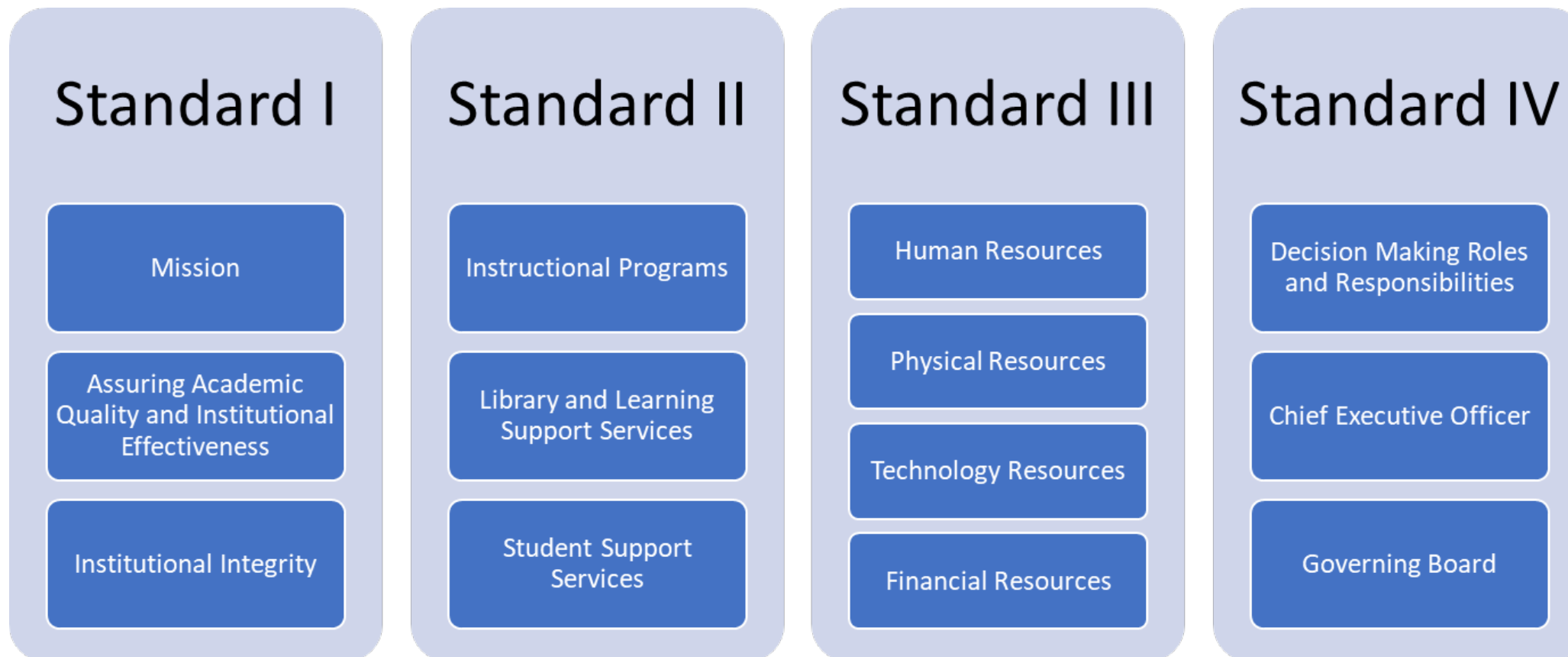# Elements of the Comprehensive Review

Self-Reflection
(ISER)

Peer Review
(Team ISER Review &
Focused Site Visit)

Affirmation
(ACCJC Action)

Ongoing Commitment to Improvement & Educational Excellence

Four Interlocking Standards of Institutional Practice

Standard I
- Mission
- Assuring Academic Quality and Institutional Effectiveness
- Institutional Integrity

Standard II
- Instructional Programs
- Library and Learning Support Services
- Student Support Services

Standard III
- Human Resources
- Physical Resources
- Technology Resources
- Financial Resources

Standard IV
- Decision Making Roles and Responsibilities
- Chief Executive Officer
- Governing Board

Key Concepts Woven throughout Standards

- Focus on achieving institutional mission

- Integrity and honesty in institutional policies and actions

- Focus on student outcomes
  - Student achievement: Completion of meaningful educational goals
  - Student learning: Attainment of demonstrable knowledge and skills

- Metrics and evidence used to assess institutional quality

- Ongoing internal quality assurance practices

- Continuous improvement for high performance

Comprehensive Peer Review

ISER IS DUE AUGUST 1, 2023

Fall 2023
Formative
Component

TEAM ISER REVIEW

CORE INQUIRIES

FOCUSED SITE VISIT

DRAFT TEAM REPORT

Spring 2024
Summative
Component

ERRORS OF FACT

COMPLETED TEAM REPORT

COMMISSION ACTION

Benefit for Colleges:
➢ Reduce fear / eliminate surprise
➢ Time to consider team's feedback for planning and improvement
➢ Cost benefit

Benefit for Membership:
➢ Promote collegiality
➢ Increase transparency and trust
➢ Emphasize institutional improvement

Roles and Responsibilities of Trustees and Advice for Board Excellence

Two Challenges for Governing Boards:

1. Mission-Directed Leadership (IV.C.1, IV.C.5)
2. High Performance of the Board and the District (IV.C.4, IV.C.10)

Establishing expectations of excellence and measuring performance linked to the District's goals will help meet both challenges. To perform well, Trustees must be accountable as well as hold others accountable.

What Does Board Accountability Look Like?

- Policy leadership, representing the entire District and its stakeholders
- Establishing expectations for mission and vision fulfillment
- Delegating responsibility for implementation to the CEO
- Assuring that College/District goals are achieved
- **Focus on the "what" not the "how"**

ACCJC | ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES

Ensuring Educational Quality: Seven Roles for Boards

1. Develop board capacity for ensuring educational quality.

2. Ensure that policies and practices promote educational quality.

3. Ensure that learning is assessed, data are used, and improvements tracked.

4. Approve and monitor necessary financial resources.

5. Develop an understanding of academic programs.

6. Focus on the total educational experience.

7. Understand accreditation.

Association of Governing Boards, *Overseeing Educational Quality.* 2014

Accountability for Student Success

- How do you know that the mission and goals are being achieved? *(i.e., maintaining awareness of Strategic Plan)*

- How frequently do you receive data & analyses? When in the cycle? *(i.e., meaningful evidence for decision-making)*

- What types of data do you receive? *(i.e., institutional trends, lagging/leading indicators, program review, etc.)*

- How do you communicate your expectations for student success? *(i.e., clear and consistent communication with/through the Superintendent/President)*

Expectation for Ongoing Board Improvement

- Ask: "What can I/we do…
  - …to make our Board more effective?"
  - …to help our CEO be successful?"
  - …to help our Colleges be successful?"
- Then ask: "What can our Board do better?"

Common Accreditor Concerns Regarding Boards

Is the Board:

- Balancing the budget, planning for ongoing fiscal stability?

- Staying at the "policy level" and not intruding into daily operations?

- Acting as a collective entity, free from undue influence?

- Acting consistently with its policies, bylaws, and code of ethics?

- Delegating appropriately to the District CEO?

- Remaining engaged in strategic, integrated planning?

- Maintaining awareness and accountability for student success?

Fiduciary Responsibility: Representing the Public Trust

(B)oard members do not represent specific constituencies in the sense of taking board actions in favor of their interests. All governing board members, appointed or elected, have a fiduciary responsibility to the institution and are expected to bring to board deliberations a broad understanding of the college's role in serving all students and the institution's multiple stakeholders. There must be no implied obligation for any governing board member to serve the interests of a specific constituency over the interests of the broad mission of the college.

ACCJC *Guide to Accreditation for Governing Boards*, p. 7

Resources

ACCJC's Accreditation Standards:

https://accjc.org/wp-content/uploads/Accreditation-Standards_-Adopted-June-2014.pdf

ACCJC's Guide to Accreditation for Governing Boards:

https://accjc.org/wp-content/uploads/Guide-to-Accreditation-for-Governing-Boards-September-2020.pdf

Association of Community College Trustees (ACCT):

https://www.acct.org/governance-basics

Association of Governing Boards (AGB):

https://agb.org/knowledge-center/boardfundamentals/board-roles-responsibilities/

Lingering Questions? Clarifications?

Thank You!!