



April 7, 2020

1. Cabinet reviewed and commented on the following information items:
 - a. An article ([attached](#)) in the LA Times from School Construction News announced that the Mt. SAC Student Success Center achieved LEED Gold Certification. HMC Architects was the firm on this project that was completed in December 2015.
 - b. The Chancellor's Office completed an analysis ([attached](#)) of the Telecommunications and Technology Advisory Committee (TTAC). The TTAC group, of which Dr. Scroggins is a member, works on the continued development and deployment of educational technologies for California community colleges. Goals for the committee are a recommendation for a system-wide ERP¹, a single sign-on SAS² solution for the CCC system, and conducting an IT survey to determine CCC system technology needs.
 - c. Los Angeles County continues to report on locations for testing sites, as well as data updates ([attached](#)).
 - d. Barnes and Noble has notified the College of its temporary closure of the Bookstore facility indefinitely ([attached](#)). Morris reports, however, that the Bookstore continues to support the College and its students. Bookstore staff are coming in and getting books out to students via mail for any online orders, with no charge for shipping.
2. The Chancellor's Office issued an Executive Order for temporary suspension of various specified grade-related regulations ([attached](#)). Cabinet found the Order to be vague and based just on a Board of Governors resolution. The Order was only provided as background, and we have gotten more guidance on these processes. In talking with other CEOs, many seem to be following different paths on grading, specifically withdrawals. Most colleges' senates are looking at these issues, but not many decisions have been made for grading symbols and pass/no pass. Mt. SAC has decided to use the EW³ transcript symbol for all withdrawals this semester, and Cabinet discussed the specifics on how this will be implemented. Richard is planning on sending an email explaining all grading options after continued discussion with the Academic Senate and Counseling.
3. The Chancellor's Office issued a memo on guidance for transitioning to online student tutoring due to COVID-19 ([attached](#)). The memo provides clarification on maintaining student tutoring during times of college closure. All colleges now have no-cost access to NetTutor, an online tutoring service.
4. The Chancellor's Office issued a Memo on Emergency Guidance for Extended Opportunity Programs & Services (EOPS) ([attached](#)). The Memo provides guidance for EOPS programs to ensure maximum flexibility for programs to meet immediate instructional needs of students as it relates to grants, workstudy, emergency loans, allowable expenditures, eligibility for programs and services, and counseling and advisement.
5. Cabinet reviewed CCLC's analysis of the CARES Act ([attached](#)). Of the \$2.2 trillion in funding, \$30 billion is targeted for education with \$13.5 billion for K-12 and \$14.25 billion for higher education. Discernment to colleges and universities will be based 75% on Pell Grant FTES and 25% on other FTES. \$1 billion is

¹ Enterprise Resource Planning software such as Mt. SAC's Banner system.

² Statistical Analysis Software such as Tableau, SPSS, and SigmaXL. Mt. SAC uses TracDat as the SAS for the PIE process.

³ Excused Withdrawal (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student. See Title 5 55024(e)(1) for the complete description ([link](#)).

reserved for Minority Serving Institutions. Of the higher ed allocations, roughly half will go to students (regardless of financial aid status) for direct emergency aid and the remaining to the institutions for COVID-19 fiscal impact going forward (from the date either of receipt of funds or of action on the CARES Act). All funding is one time.

6. The American Council on Education did a simulation ([attached](#)) based on the CARES Act Higher Education discernment formula and it looks positive for Mt. SAC. The Act says the use of the money is for prevention, preparation, and recovery related to the pandemic, which covers a lot of the work that Mt. SAC will be doing (note: not retroactive). Morris reports that the Chancellor's Office and CCLC are working to assure that the federal bureaucracy does not put in restrictions that limit the use of the money for community colleges. Release of the student funds are expected in April and the college money in May.
7. The Department of Consumer Affairs, which oversees the Board of Registered Nursing, enacted a limited waiver regarding restrictions on nursing student clinical hours ([attached](#)). The change allows simulation hours to increase from 25% to 50% of clinical hours. This does not help the majority of community college nursing students due to the limited time most college were in session this Spring before loss of clinical placements in hospitals began to take place. Mt. SAC, among many others, were not able to provide the 50% of required clinical hours before the loss of clinical placements.
8. The Citizens Oversight Committee Meeting scheduled for May 6 will be cancelled. The Committee has already met the meeting requirements of Proposition 39. The next meeting is scheduled for August 7.
9. An updated Online Readiness Status Data report ([attached](#)) was provided with most divisions reporting. Transition has been positive with only 5.6% of the courses not moving online. Faculty are using a diverse set of preparations to ready themselves for online teaching with very few reporting that they are not prepared. In those cases, some faculty are picking up these additional classes. Faculty on assignment, but not teaching, will perform alternate assignments. Abe reports that a side letter agreement was reached with the Faculty Association on this matter.
10. Cabinet reviewed the FEMA Eligibility Fact Sheet ([attached](#)) and application ([attached](#)) as part of the Federal Emergency Management Act Public Assistance Program.
11. Cabinet was joined by Meghan Chen, Dean of Library and Learning Resources, and Madelyn Arballo, Associate Vice President, School of Continuing Education, to provide a quarterly update on Academic Support Centers ([attached](#)). The focus for the last three weeks has been getting the Academic Support Centers that already have a brand up and running with online tutoring, and services are set to begin this week. Student assistants have transitioned to short-term hourly employees, and are now able to start. They have been staggering start times of the Centers over the next two weeks to arm employees with the tools they need to provide services online. Staff have been working hard to figure out the deliveries and platforms to use; training is also being rolled out. Tutors and students can interact in the online discussion spaces. The regulatory requirement of "line of sight" (direct supervision of tutoring) has been established for every tutoring center except one. Madelyn reported that they are still looking for clarification on positive attendance in asynchronous processes as the platforms do not offer what we need for record keeping. Help is needed from instructional faculty to lead their students to the virtual tutoring centers. The following centers have established processes to deliver online learning support:
 - Accessibility Resource Centers for Students (ACCESS)
 - Academic Support and Achievement Center (ASAC)

- Art Design Lab
 - EOPS/CalWORKs
 - Language Learning Lab (LLC)
 - Math Activities Resource Center (MARC)
 - Speech and Sign Success Center (SSSC)
 - STEM
 - Tech Ed Resource Center (TERC)
 - Writing Center (WC)
 - WIN
12. Cabinet was joined by Adrienne Price to receive the grants quarterly update ([attached](#)). Adrienne reported that the College is still receiving award notifications for grants. In the last three weeks, we received five new award notifications; the majority are scheduled to start in July and August. Two grants are from the California Education Learning Lab; one in chemistry and engineering and one for advanced technological education for engineering. One is from the Office of Statewide Health Planning and development for RN/CNA program. The Grants office will continue to apply for grants this Spring. Adrienne reports that the deadlines for many grants have been extended due to the pandemic, as well as reporting for grants.
13. An Immediate Need Request ([attached](#)) from Student Services for the EAB year two contract was approved.
14. A new resource allocation for Kinesiology, Athletics, and Dance ([attached](#)) for a uniform order was approved.
15. Abe Ali reported that agreement was reached with CSEA 262 and 651 on COVID-19-related issues.
16. Audrey reported:
- a. Commencement will be a virtual ceremony. The commencement team is looking at sending students a commemorative item to wear or display. Students are reporting that they are disappointed that there will be no formal graduation. There was a recommendation to provide some cap and gowns for those who would like to order one, as well as a few that may be available to take photos with when the campus opens back up. Another recommendation was to offer a survey to students to see if they were interested in an alternate date for an in-person graduation later in the Summer or early Fall.
 - b. The student laptop distribution is continuing today as a drive-by distribution.
 - c. The Mountie Fresh Food Pantry mobile distribution is scheduled for Thursday, first come-first served. They have purchased some frozen meals through Sodexo.
 - d. Student Services units are continuing to update websites with important information for students, as well as ways to contact each office.
17. Abe reported that CalPERS has suspended the retiree rule for 960 hours/180 days which gives us options to bring back retirees, if needed.
18. Morris reported:
- a. His team is working on preparing for FEMA reimbursements. They will be talking to Shasta College today about the process that they use for tracking for FEMA. Morris reports that we are working backwards with the documentation to ensure we have everything needed for possible reimbursement.

- b. Mail is being picked up and stored. It was recommended that as long as the mail has sat untouched for 2 weeks then the mail room can sort and determine what documents are important. Further discussion after this initial phase for distribution.

19. Richard reported that the Instruction Team is looking at Summer session courses and what will be offered online and in person.

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

- a. Parking Pay Lots and Parking Permit Fees (**Morris, Mike, and Gary, 4/9**)
- b. SEAP Allocation Model (Audrey, Madelyn, and Rosa 4/28)
- c. Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 4/28)
- d. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 6/2)
- e. Student Centered Funding Formula—Continued Follow Up
 - 1. Noncredit Support of SCFF & Multiple Measures (Madelyn, 5/4)
 - 2. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 4/21)
 - 3. DOE and CalPASS-PLUS follow up for K-12 full participation (Barbara and Bill, 4/21)
 - 4. Auto Award/Near Completion (Audrey, George, Francisco, Dale, 5/12)
 - 5. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 5/19)
- f. Changes to AP 5520 – Student Discipline Procedures per Changes in Title V (Audrey, 4/14)
- g. Paylots/Permit Fees (Morris, 4/7)

21. Quarterly Reports to Cabinet

- a. Emergency Response Plan Quarterly Report (Duetta, 4/14)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, and Kevin, 4/14)
- c. Faculty Position Control Quarterly Report (Joumana and Rosa, 4/14)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 5/19)
- e. IT Projects Quarterly Report (Dale, 5/12)
- f. Grants Quarterly Update (Adrienne, 7/7)
- g. Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, and Lina, 4/28)
- h. International Student Quarterly Update (George and Darren, 4/21)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 7/7)