

President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Richard Mahon, *VP of Instruction* • Audrey Yamagata-Noji, *VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Ibrahim "Abe" Ali, *VP of Human Resources*



April 14, 2020

1. Cabinet reviewed and commented on the following information items:
 - a. The Associated Students conducted their student elections electronically ([attached](#)). Congratulations to the following new student leaders:
 - Hugo Fulcheri, A.S. President
 - John Walling, A.S. Vice President
 - Courtney Darcy, ICC Co-Chair
 - Erick Chavez, ICC Co-Chair
 - Sophia Ruiz, Student Trustee
 - b. A Press Release from Governor Newsome ([attached](#)) announces a Western States Pact with California, Oregon, and Washington working together on a shared approach for reopening the states' economies. Governor Newsome is expected to announce a timeline on opening the economy and any Safer-at-Home relaxations today. Los Angeles Mayor Garcetti has discussed having a random sample of Los Angeles city residents participate in the antibody test to determine exposure.
 - c. A School Services of California report provides information on a slight decrease in school employer contribution rates for 2020-21 for CalPERS ([attached](#)). While the rate is better—projections are all .4-.5% lower from the previous increase—there is still a gradual increase going forward. The table to the right illustrates the rates for 2020-21 along with the latest estimates for subsequent years.

Year	Previous Rates	Revised Rates
2020-21	22.80%	22.68%
2021-22	24.90%	24.60%
2022-23	25.90%	25.50%
2023-24	26.60%	26.20%
2024-25	27.00%	26.50%
2025-26	26.80%	26.40%
2026-27	26.70%	26.20%
 - d. A joint 2020-21 state budget advocacy letter ([attached](#)) conveys shared priorities of California community colleges to support students through the health crisis and to mitigate disruption to instruction. Included are requests for both ongoing and one-time funding.
2. Richard reported that the Summer schedule is almost completed with the guidance from the Chancellor's Office of being primarily online, and a final draft will be ready by Thursday. There are a few departments with program critical in-person courses, which are being planned in case the state eases the Safer-at-Home policy back to social distancing. All colleges in the region report having planned for Summer to be fully online. The plan is to design the Fall schedule for online courses in August, with anticipation of social distancing relaxing in August. There has been discussion of in-person instruction, allowing for social distancing, and how that might work. Cabinet recommended the consideration of the availability of on-campus computer labs for student use in online courses if regulations are relaxed. However, we need to be ready for additional online courses to plug into any in-person scheduled courses; discussion included offering of hybrid classes that could readily be switched to totally online if needed. Some challenges have been authentication of students for testing online. **Richard will get feedback from department chairs on assisting online instructors on possible test proctoring.**
3. Cabinet reviewed the Chancellor's Office Memo for emergency guidance for California Work Opportunity and Responsibility to Kids (CalWORKs) ([attached](#)). It provided clarification for the payment of CalWORKs Work Study, which was the College's primary interest. Luckily, this was information we predicted in resolving the issues in work study.

4. Cabinet reviewed guidance from Los Angeles County Department of Public Health ([attached](#)) updating Safer-at-Home guidelines, including new requirements for businesses to post social distancing protocol, including providing hand sanitizer, soap, and water, or effective disinfectant; posting signage; providing regular disinfection of high-touch surfaces; providing cloth face coverings to employees whose duties require close contact (within 6 feet for 10 minutes or more). Cabinet's strong recommendation to employees is to voluntarily wear masks while working on campus. Masks shall be picked up by each critical onsite worker from Police and Campus Safety whether or not they are using them. These changes must be in place by midnight on Wednesday. Morris reports that an email message will be going out to the campus soon.
5. Cabinet reviewed the email ([attached](#)) that will be going out to students on the process to request reimbursement for Spring 2020 parking permits. Students have the option of not taking a refund and being able to use their Spring 2020 permits through the end of the Fall 2020 semester. Students who are requesting reimbursement must email their student id number, first and last name, parking permit number, contact phone number, current mailing address, and a photo of the Spring 2020 parking permit cut into four pieces to appeals@mtsac.edu no later than June 14, 2020.
6. Dr. Scroggins continues to communicate with the Chancellor's Office about the BRN Waiver for nursing clinical hours. An email exchange with Vice Chancellor Weber ([attached](#)) lets her know that Mt. SAC doesn't find the reduction in hospital clinical hour percentage from 75% to 50% to be particularly useful since no nursing students are able to get hospital clinical hour placements. They continue to push regulations for alternative work, but the Board of Registered Nursing doesn't recognize such hours as meeting the clinical requirement.
7. The Student Centered Funding Formula Task Force continues to meet remotely, and the meeting recap was discussed ([attached](#)). The continued challenge is the funding formula affects districts in different ways, so the group is rarely able to agree on advocacy positions. Recent discussion has been on having a way so hold harmless isn't continually extended. The report recaps the discussion of a step-down process where districts would be whole for 17-18 FTES plus COLA vs. actual earned Total Computational Revenue. This would be stepped down 5% per year until hold harmless colleges were paid at their SCFF earned rate. This would allow a period of time to adjust expenditures to match revenues. This will be a tough couple of years for those colleges who are already impacted by low revenue based on the SCFF. The group continues to advocate for changes in the SCFF on predictability and data integrity.
8. The College received information on signing the Certificate of Funding Agreement ([attached](#)) for the CARES Act Funding, which is certified through grants.gov. A California Community Colleges Allocation of the CARES Act dated 4/9/20 ([attached](#)) was reviewed, with Mt. SAC projected to receive the largest allocation--\$17,457,959. While some information is still unclear, the funding will be a draw down grant using existing the Federal Pell Grant portal. The most important thing is to determine how to spend those dollars. Cabinet recommended establishing a planning team. There was discussion on how quickly we want to move for students currently enrolled vs. students for Summer (a sort of Promise Plus Plus); look at at-risk students and disproportionately impacted students for first distribution; there may be some expenses that are not FEMA-reimbursable but are COVID-19 fiscal impacts on the College which can be reimbursed through the CARES Act.
9. Morris provided the list of submitted onsite critical workers from unit managers. The list needs some continued analysis. Managers should be using the Governor's list of "critical worker" definitions. Cabinet does not agree that routine, periodic work needs to be done during this period of shut down. While maintenance work is good business practice, it's not what was in the Governor's order. The Vice Presidents will return to their direct reports to discuss their lists with the following lens: 1) review for compliance with the Governor's order and definition; 2) filter for work that needs to be done in the time frame that the pandemic emergency spans; and 3) use a process that is specific about assignment of critical onsite work. **Abe and Morris will work on establishing administrative practice on call backs.**

10. The Department of Finance provided a preview of the May Revise ([attached](#)), which held no surprises. Morris believes that the May Revise is going to be realistic and will reflect the current economic situation. Further, an analysis by Philip Ting, Chair of the Assembly Committee on Budget ([attached](#)) provided much of the same thoughts, including notes on the challenges of condensing discussions and subcommittee work. This means that many new priorities and ideas will not be considered by the legislature. Instead, the discussion will be a “workload” budget that reflects current service levels, including COVID-19 impacts. As noted, more than likely we will see a second revisit of the budget in August.
11. Cabinet approved an ongoing Immediate Need Request for \$5,000 for ACCESS/DHH for Streamtext captioning services, which will allow accessibility of remote learning to DHH students ([attached](#)).
12. Cabinet discussed the Academic Senate Resolution in support of grading changes through the end of the semester. In a previous discussion, Cabinet approved the Excused Withdrawal (EW) deadline through the last week of instruction. The Academic Senate interprets their resolution to be that Pass/No Pass (P/NP) can be chosen by students up to 48 hours past the last day of the Spring schedule. Changes would require a bit of work from IT to implement, but they are able to automate this. There was discussion on whether to have both the EW and the P/NP be corresponding dates, but it was determined to keep the processes just as they are, which is responsive to the situation.
13. President’s Cabinet was joined by Duetta Langevin, Director, Safety and Risk Management, who provided a report on Emergency Management, specifically, preparing for FEMA Assistance ([attached](#)). The College is working on the formal process to be reimbursed for some funds because of the pandemic. Category B is for this type of emergency, protective measures—not a disaster, but requiring us to facilitate protective measures. Examples of expenses are specialized services, extra supplies orders, equipment, and overtime related to the emergency. Risk Management is establishing forms to gather this information, which were shared with Cabinet. Information will be going out soon to the campus, with weekly submissions completed by Friday of the week. At this point, these are forms for moving forward, but they will be asking departments to look back after there is a familiarity with the forms. Duetta reports that we are submitting an application for a FEMA grant. Morris has had experience at Shasta College with FEMA recovery and conveyed that reconciliation and reimbursement will take a long time. Establishing these processes will help us during any future disasters. There was a reminder that the specialized pay codes implemented by Payroll will be used to track payroll expenses.
14. Audrey reported:
 - a. They are hearing from students who are confused and feeling isolated; don’t realize that they need to attend Zoom classes, need instructions on how to use Zoom; and want to sit in their cars to access campus WiFi.
 - b. Student Services is continuing to organize program information distribution to share resources and strategies.
 - c. Student Services is still conducting student conduct investigations.
 - d. Over 400 meals are being prepared for next week’s Food Pantry student distribution.
 - e. It is estimated that there are still approximately 450 laptops available for students. They are calling students who signed up but haven’t picked up the equipment.
 - f. Student Services is looking at some EAB solutions that will help for Early Alert process for students and faculty.
 - g. All counselors are fully trained on Cranium Café ([link](#)).
 - h. Employees have been recording various workshops to post for students.
15. Morris reported:
 - a. Information has been collected on essential mail from each major area. Administrative Services has been working through who will be responsible for going through mail, as well as protocol for sorting and scanning essential mail.
 - b. There continues to be work on the Task Force to move forms and signatures to electronic means.

16. Abe reported that Human Resources continues to work on sending out clarifications and FAQs, and they're working with Technical Services to do some video clips.
17. Richard reported:
- a. There has been discussion with Instructional management of the AP that bars purchased items being sent to home addresses, however with the short-term situation, Fiscal is looking at a process to allow purchases under \$500 to be sent to home addresses.
 - b. A continued topic of discussion with the Deans has been ensuring that, in messaging to the campus community, we need to be mindful of racial profiling during this time of pandemic crisis.
18. 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, 5/5)
 - 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, 5/5)
 - 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, 4/21**)
19. 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, 4/21**)
 - c. Faculty Position Control Quarterly Report (**Joumana and Rosa, 4/21**)
 - 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)