



**April 16, 2020**

1. Cabinet was joined by Joumana McGowan, Associate Vice President, Instructional Services, to discuss the Summer and Fall schedules.
  - The Chancellor's Office weekly webinars have said planning online should be through the end of the calendar year.
  - During the Governor's most recent statement ([attached](#)), the timeline on the movement from isolation at home to social distancing set criteria that would allow this change sooner than expected.
  - The Summer schedule tends to be high in general education offerings. Richard reports that there are a small group of programs that have plans for some on-campus classes in case colleges are allowed to do so. See the Summer 2020 Schedule summary ([attached](#)) and details ([attached](#)) in its current draft.
  - The Instruction Team recommendation for Fall Semester is to offer as many 8-week courses as possible for flexibility. The team has been discussing options for Fall to have face-to-face instruction while maintaining social distancing.
  - Planning is going well, there were 743 sections last Summer and 749 sections are planned for this Summer. The additional 50 to 80 sections over last Summer are being added to build growth. As of now, there are only 21 lab classes preliminarily scheduled on campus, with social distance plans in place. These are in CTE, Arts, Engineering, Kinesiology, Respiratory Therapy, and EMS.
  - Joumana noted that second 8-week late start classes for Spring are filling up.
  - There was discussion that there are not enough specialized lab spaces to offer courses in the Fall implementing social distancing without changes in room scheduling. There is a possibility that some science labs be done by simulation so other assigned labs can be done on campus in person—a hybrid design for labs. Also, they're looking at high demand areas to expand the schedule to possibly include Saturday and Sunday labs. The College will be using Summer as a learning tool for the Fall schedule.
  - Cabinet noted the importance of room utilization and planning in order to register and enroll enough students to meet demand and to keep up with FTES production.
  - The possibility of delaying the publishing of the Fall semester schedule was discussed. . There was discussion about Summer orientation for students, and how to use peer advisors as well as marketing both the Summer and Fall schedule.
2. School Services of California notified colleges that the deadline for Requests for Public Assistance through FEMA has been extended ([attached](#)). Morris reports that we have already completed our FEMA forms.
3. There was continued Cabinet discussion on a process for prioritizing the CARES Act funding going directly to students. **Audrey will oversee the formation of a work group with appropriate representation.** Groups mentioned included Budget Committee, Student Preparation and Success Council, Financial Aid, and Academic Senate. Vice Presidents were asked to send any recommendations from their areas to Audrey. Audrey reports that 17,100 students are receiving some kind of aid this semester. One option discussed was using the Promise Plus model. Bill recommended that Cabinet come up with some guiding principles for the work group to follow. Suggestions: 1) unmet financial need in FAFSA application; 2) those who are not financially independent, but not receiving financial assistance from their parents; and 3) students with food insecurities/need for technology support. **This topic will be agendized for the next Cabinet meeting.**
4. The Los Angeles County Emergency Operations Center regularly reports on COVID-19 spread data ([attached](#)). The April 16 report shows 10,496 infected and 402 deaths.

5. There was continued discussion about the list of critical onsite workers. Cabinet agreed that VPs will review lists with their direct reports to be sure that all managers understand the distinction of essential work (may be done remotely) and critical work (must be done onsite). It is important that work continues, but a lot of that can be done with telecommuting. Topics to consider: 1) how much must be done on campus; 2) the impact of delaying infrequent work to what is likely to be a few months until we're back to a social distance system; and 3) budget impact of critical onsite workers that will not produce FEMA reimbursable work. Each time the schedule and approval of critical onsite work happens, it must be communicated to Police and Campus Safety and Risk Management by supervisors. Everyone should have at least explored all work to be done remotely and be clear that we're not coming on campus to do routine work.
6. Gil Cisneros and Norma Torres sent out press releases announcing the CARES dollar amounts. The College sent out a letter of support for the Veteran's Care Act ([attached](#)).
7. An area of concern with the readiness of online and electronic processes is Admissions and Records. There is a high need for a Business Analyst to help with this process. **Bill, Audrey, Tom, and George will meet to discuss.**
8. Morris reported:
  - a. The social distancing plan is in place ([attached](#)) and announcements are posted at every building on campus. Employees must have a mask, but are not required to have it on if they're working by themselves. This plan follows the recent CDC guidance on critical onsite workers ([attached](#)).
  - b. The parking permit reimbursement plan previously reviewed by Cabinet ([attached](#)) has been sent to students.
  - c. There was discussion about the finalization of the mail distribution. Cabinet approved the proposed plan ([attached](#)). Morris will communicate with the affected campus areas.
  - d. The Cares Act certification for the student distribution is in, with a monthly reporting structure. All of the funds must be expended within one year of certification. The Chancellor's Office is getting legal advice on whether money can be used for undocumented students.
  - e. An exception for small purchases under \$500 being mailed to an employee's home has been established and communicated by Fiscal Services.
9. Richard reported:
  - a. The Research and Institutional Effectiveness Office conducted a survey on student readiness for online instruction ([results attached](#)). A high percentage were ready, but there were many that were not prepared. Student Services has been getting resources and tools to students who were not prepared. Research would like to conduct a follow up survey to students, staff, and faculty on any continued needs for online work from home. There was discussion about experts in different technology areas (Canvas, Zoom, assessment) of both Instruction and business practices that people could rely on to get information.
  - b. There has been much discussion about the Chancellor's Office missive ([attached](#)) that the temporary remote instruction ends in June and such courses must be schedule for full Distance Learning curriculum approval before being offered going forward. Conversations that Summer and Fall must follow Distance Learning approval processes have been confusing. There has been much discussion with the regional college CIOs, and most are following a middle ground; offer Summer training and then follow a process that allows for minimally compliant remote temporary instruction certification.
10. Abe reported:
  - a. He attended a pre-Consultation Council meeting in which many were advocating for the FON to be relieved. Consultation Council also talked about the 50% law and providing some relief and about adjunct faculty 67% rule possibly being set-aside to make transitions and maintain course offerings (the latter being important to the rural colleges).
  - b. Classified evaluations are going out electronically. Managers are asking for relief of the evaluations. It was recommended to have a discussion with the CSEA groups on this. Probationary employees should be evaluated regardless of when their evaluations are due. Discussion about extending any probationary periods so there is enough "normal operations" to evaluate on. **Abe is to follow up with the CSEA groups.**
  - c. Abe will be sending out email on notifications on continuing to implement the Summer 4/10 schedule.

11. Audrey reported:

- a. Student Services staff surveyed by phone ([attached](#)) and found that students are concerned about graduation, transfer, and technology issues.
- b. The laptop distributions are continuing, but they're not getting all students with an appointment go show up. This is possibly due to a lack of transportation or to the changes in dates. The College has given out approximately 200 laptops and ipads. There is still equipment available and the College continues to put out information to students.
- c. Staff are preparing for next week's Food Pantry, working with Tzu Chi Foundation.
- d. The EAB Navigate task force is continuing their work. The EAB software system has tools for faculty to report students who are not engaging or are referred by a professor so that counselors and support staff can follow up. This outreach through EAB is going to be helpful.

12. 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**)

13. 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)