



April 21, 2020

1. Cabinet reviewed and commented on the following information items:
 - a. An article ([attached](#)) on how K-12 schools could physically reopen in 2020 reacting to the April 14 press briefing in which Governor Newsome outlined his thinking for modifying the statewide stay-at-home order as it relates to schools. While his announcement was geared toward K-12, it gives us an idea about his thinking. One of his indicators is that schools support physical distancing when moving away from stay at home. The Governor explained his vision to implement practices that limit the number of students gathering in one place as well as the need for "deep sanitization" and "massive deep cleaning." Our Deans are already looking at lab space with social distancing by measuring space and estimating the number of students that can be accommodated in each classroom and lab under social distancing. It is anticipated that there will be more communication once the legislature returns from recess in May.
 - b. The Daily Incident Report ([attached](#)) from the Los Angeles County Department of Public Health will, over time, show if the infection rate is leveling off.
2. Cabinet reviewed Forms ([attached](#)) and a Fact Sheet ([attached](#)) that includes information from FEMA. Morris reports that his team is working on all of the FEMA forms and reimbursement information ([attached](#)) and has been working with a team from Shasta College to assure consistent interpretation. Report forms on reimbursable costs that were reviewed at the last Cabinet meeting will be going out soon to managers; Fiscal Services has been working on big ticket items first.
3. The Senate Budget and Review Subcommittee on COVID-19 Response met for the first time since the unplanned recess ([attached](#)). While legislators are waiting for clearer direction on the economy and budget, their concerns are homelessness and basic needs.
4. The College continues to work on converting paper processes to online electronic format including transitioning all forms to fillable, publicly accessible web based format. Dr. Scroggins was contacted by a student who could not find the Petition for Graduation on the Mt. SAC web site. This particular form is one of the many that has not been available previously in an electronic format. Bill tasked IT to use this form as a test to convert to an electronic format. As evidenced by the [attached](#) email from Dale Vickers, Chief Technology Officer, the form took quite a bit of time to reformat into an online submittable form. Audrey reported that Admissions and Records is in the process of prioritizing their forms for such conversion. Cabinet approved moving forward to hire a Business Analyst for Student Services, specifically to look at Admissions and Records business processes and forms.
5. There was general discussion about proposed heightened procedures that would be put into place in case the Governor relaxes his stay-at-home order to include social distancing situations to ensure a higher level of on campus protection for staff, faculty, and students. Having such protections in place is an essential step to have in place before Mt. SAC would return to campus. **Abe and Morris will work on establishing a team to put together a plan.** Cabinet authorized the creation of a higher level custodian position and to have more custodians trained in pathogen cleaning to be available in the day shift if and when classes and College operations return to campus.
6. Cabinet reviewed the summary ([attached](#)) of recommendations from the Los Angeles Orange County Regional Consortium on new regional Strong Workforce projects to be funded beginning in 2020-21.
7. Cabinet reviewed a memo from the Chancellor's Office on Resources & Responsibilities for Supporting Students with Disabilities for COVID-19 ([attached](#)). Included is guidance on developing distance

education addenda, reviewing and updating Academic Accommodation Plans, reviewing and updating local policies and procedures for serving students with disabilities, and expanded access to technology support including captioning services.

8. Videos from President Scroggins, one for students and another for staff/faculty, are ready for distribution and will be going out later today and tomorrow via campus email. Both provide supportive and encouraging words.
9. Cabinet approved a one-time Immediate Need Request ([attached](#)) for \$40,000 for Human Resources for legal services.
10. Cabinet approved moving ahead on hiring the Environmental Safety and Emergency Services Manager, a funded, vacant position, as essential for handling issues related to the campus COVID-19 pandemic.
11. Cabinet was joined by Barbara McNeice-Stallard, Director of Research and Institutional Effectiveness, who presented an update ([attached](#)) on implementing the Student Centered Funding Formula Research and Data Analytics Project. Members of the Research team attended a Big Data Conference at which the team learned of different uses of big data and about leveraging those ideas for us in this SCFF project. Work on the project has been paused since the pandemic and will resume in May. The Research team will be working with EAB Navigate analytics and will continue to work on producing reports that can be widely used. EAB has some predictive analytics modules that may be useful to special programs for tracking their students. Barbara reports that special programs like Arise already have indicators set to see how students are doing and to predict if the student needs intervention. The EAB module allows a program to provide their own specialized metrics which will be a very empowering tool for special programs. The Research team has been providing a lot of support working with Student Services on an EAB based early alert system. They are also coordinating with Koji Uesgui on the Hope Survey.
12. President's Cabinet was joined by Barbara McNeice-Stallard, Director of Research and Institutional Effectiveness, who presented an update on implementing the CalPass-Plus/DOE data system which has the capability of providing high school transcript data for math and English placement. Unfortunately, there is a backlog in requests for the status of this work at the state level, and we continue to collaborate with the Chancellor's Office on the prioritization of features and requests for enhancements. It is anticipated that these projects will be on hold for some time. Cabinet will return to this project when state agencies begin to work on this data exchange.
13. President's Cabinet was joined by Rosa Royce, Chief Compliance and College Budget Officer, and Joumana McGowan, Associate Vice President of Instructional Services, to provide the Faculty Position Control Report as of April 15th ([attached](#)). Since the last report, there have been five new vacant positions. Actual count for Unrestricted funded vacancies is 20 with one Restricted Fund vacancy. Hires in process have added 3 faculty, which leaves 18 Unrestricted funded positions and one Restricted position. The Faculty Obligation Number for Fall 2019 was 446 and Fall 2020 advance FON is 447, so we would need just one FTEF to meet FON for Fall 2020. As there are four net additional positions anticipated for Fall 2020 that would be counted toward FON, we would be over FON by 3. As hiring is paused, taking in consideration the financial situation, Cabinet agreed on three criteria to assess the number of faculty positions to authorize for hiring: 1) need for program integrity; 2) need for specialized knowledge in a discipline; and 3) ability to maintain/generate FTES. Richard would like to discuss the position vacancy list as some departments are okay with what they have. This discussion will continue in AMAC.
14. President's Cabinet was joined by Joumana McGowan, Associate Vice President of Instructional Services; Gary Nellesen, Executive Director of Facilities Planning and Management; Kevin Owen, Director of Technical Services; Brandin Bowman, Assistant Director of Technical Services; Mika Klein, Senior Facilities Planner; and Christina Estrada, Coordinator, Project/Program; to provide an update on Room Utilization/Cap-Load Ratio ([attached](#)).

- A workgroup has met twice for X25 and have completed modeling with the 21 trailer demolition project. To allow for better integration of data, it was determined that all usage not related to scheduled classes will now be scheduled in 25Live by the division administrative staff. This transition was just beginning as the campus closed, so the project will continue upon the return to campus.
- The group has begun to analyze rooms ([attached](#)) for the possibility of limited on-campus Summer classes (labs, shops, etc. not workable online) with scheduling and faculty use based on social distancing. Mika has done a preliminary walkthrough of a sampling of labs that are being provisionally scheduled for Summer. In an existing student station layout, the lab could utilize approximately 25% of the student lab stations. Options for utilization of lab spaces were provided ([attached](#)). **Facilities staff will do a layout analysis for all classes currently planned on campus this Summer.** At some point, there is going to be a relaxation of the stay-at-home order and a reversion to social distancing. Cabinet recommended that departments prioritize their lab/shop classes for possible on campus offerings and look at those that are part of a sequence or major transfer.

15. Audrey reported:

- a. There is another laptop distribution scheduled for Wednesday. There is enough equipment and hotspots for all students currently on our list.
- b. There is another Food Pantry distribution scheduled for Thursday and Tzu Chi will distribute 400 bags along with our bags. Student Services is using existing staff as volunteers.
- c. Audrey has prepared a draft of the CARES Act Plan for the Mt. SAC distribution of the first half of the funds directly to students that she will share at Thursday's Cabinet meeting. The draft plan is a working document that provides an outline for the CARES Act that includes the US DOE guidelines from April 9th. She has included the guiding principles to prioritize funds that were discussed at a previous Cabinet meeting. Audrey provided an analysis of students could potentially receive aid as well as credit enrollment numbers. Cabinet discussed how to provide CARES funds for noncredit students as they aren't eligible for aid from that fund.

16. Morris reported that Administrative Services continues to work on previously reported information dealing with the COVID-19 response.

17. Abe reported:

- a. An agreement has been reached with CSEA 262 and 651 to reevaluate negotiations for multi-year contracts now to be limited to negotiations on salary, benefits, and one additional topic for 2020-21.
- b. Management Steering Committee continues to look at the management job descriptions, cross unit position structure, and compensation levels. Cabinet discussed feedback to the Management Steering Committee on the draft proposal on this matter.
- c. Human Resources continues to prospectively look at short term hourly employees and professional expert classifications to clarify the criteria and process for hiring and developing work assignments.

18. Richard reported:

- a. During a Zoom meeting with all Department Chairs and Deans on April 17, there were many of questions on the Fall for programs that need on-campus instruction. A major challenge is timing of schedule development. Departments are trying to find a fit for the needs of both students and instructional programs. Primary topics for the Instruction team continues to be building a Fall schedule from a campus perspective that maintains an FTES balance.
- b. The Instruction team reacted positively to a suggestion to have counselors participate with each division when they are scheduling.

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

- a. Web Accessible Forms and Processes in Admissions & Records (Audrey, George, Tom, Dale, 5/12)
- b. Parking Pay Lots and Parking Permit Fees (Morris, Mike, and Gary, 5/5)
- c. SEAP Allocation Model (**Audrey, Madelyn, and Rosa 4/28**)
- d. Multiple Measures Placement Workgroup (**Audrey, Joumana, and Team, 4/28**)
- e. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 6/2)
- f. 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, 7/21)
 3. Auto Award/Near Completion (Audrey, George, Francisco, Dale, 5/12)

- 4. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 5/19)
- g. Changes to AP 5520 – Student Discipline Procedures per Changes in Title V (**Audrey, 4/23**)

20. 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, 7/21)
- c. Faculty Position Control Quarterly Report (Joumana and Rosa, 7/21)
- 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, 5/26)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 7/7)