



**June 11, 2020**

**Doug Jenson sat in for Morris Rodrigue**

1. Cabinet reviewed and commented on the following information items:
  - a. The Accrediting Commission for Community and Junior Colleges (ACCJC) announced the results of their 2020 Commissioner Election ([attached](#)). There will be much more stability this year in that most were re-elected for a second term. Significant changes in the administration of ACCJC are the hiring of two new vice presidents, both former library faculty.
  - b. Bill received an invitation for Mt. SAC to join the California Community College Equity Leadership Alliance through the USC Race and Equity Center ([attached](#)). Included in the membership are Racial Equity eConvening Series, Virtual Equity Resource Portal, and three Campus Climate Surveys. A kick-off e-conference is scheduled for Monday and Bill has sent the invitation ([attached](#)) to various colleagues on campus to attend. We are looking forward to guidance that this group can supply in moving forward some action-oriented opportunities. This will be a five-year commitment centered on action planning for a racial equity transformation of the College.
  - c. The Los Angeles/Orange County Regional Consortium recently sent a letter to Chris Ferguson of the Department of Finance ([attached](#)) urging stabilization in the Strong Workforce budget. The Regional Consortium is suffering a 57% loss in their budget and has shut down their LA office. The Regional Consortium serves the highest number of the most under-resourced students. With the high unemployment numbers, it is critical to secure restoration of Strong Workforce funding. Mt. SAC has been lobbying and writing letters, and we are now focusing on the Governor's Office and the Department of Finance. We are working with Ashley Walker, our Senior Policy Advisor, to get a phone call with some Governor's staffers to advocate for both SEAP and Strong Workforce.
2. As reported in previous Cabinet Notes, the California Community College Athletics Association (CCCAA) developed a draft Athletics Plan for 2020-21 which CCCAA has now voted to approve ([attached](#)). The three-part phase-in plan calls for immediate implementation of a "conventional plan" that keeps sports in their traditional Fall and Spring seasons, except for men's and women's basketball which move to Spring. Obviously, with the slower opening of LA County, the CCCAA plan is on hold for Mt. SAC. We don't have the green light to bring athletics back to campus, but the CCCAA plan will be helpful when we do. So no Mt. SAC Athletics for Fall yet.
3. The Chancellor's Office issued a Revised Emergency Temporary Distance Education Blanket Addendum for Summer 2020 or Fall 2020 ([attached](#)). The major change is that the submission deadline is moved up by three weeks. An updated addendum form was provided as well ([attached](#)).
4. The Chancellor's Office issued "Guidance Regarding Student Veteran Educational Benefits During the COVID-19 Crisis" ([attached](#)). The Memo provides guidance on administering veterans' benefits such as the G.I. Bill, Flexible Grading Options and Payment of Benefits, and Compliance Audit Requirements.
5. Cabinet continued discussion of the 2020-21 State Budget and the May Revision. Discussion:
  - a. It was decided that both the revised 2019-20 budget and tentative 2020-21 budget will be presented at the June 24 Board Meeting. The revised 2019-20 budget will update the Board on the changes and the importance of the revised ending balance for 2019-20 as well as proposed utilization of funds from the OPEB Trust and STRS/PERS Trust for which Board action will be needed.

- b. Cabinet continued to review prior year New Resource Allocations. Revisions for President's Office and Instruction allocations were included in a final draft of the cuts ([attached](#)), some line items were retained and others swept to partially offset the state's 10% cut to Mt. SAC's budget for 2020-21.
  - c. The Overtime workgroup is coming together to work on a revised AP 7234.
  - d. In discussing positions without funding, Richard reported that contracts for two state-funded positions are confirmed (Center of Excellence Director and Deputy Sector Navigator) and funding is in hand.
  - e. Department line item budget reviews are due back tomorrow. Each VP area will prepare a summary to report back next Thursday, June 18.
  - f. Abe reports that a Workgroup on the short-term hourly/professional experts is meeting today. They will then work with managers on their feedback. If the work is not essential, the College will not continue assignments for professional experts. Short-term hourly employees should be retained for seasonal/peak work only. This reduction in temporary staffing may necessitate rollback of service levels in some areas.
  - g. Abe reports that the discretionary faculty reassigned time list went out to Richard for his review. Overall, the total reassigned time at the College is about 25 FTE, with 6 being discretionary. Cabinet looks forward to the day that the budget again allows additional assignments outside of essential contract-based duties. Departments will need to prioritize the parts of the work to correspond to the time available. **Richard will discuss the current reassigned time with deans and department chairs and provide an annotated report for discussion and decision at Cabinet next Thursday, June 18.**
6. Cabinet continued discussion on the Mt. SAC Path to Recovery and Campus Reopening:
- a. As discussed in the previous Cabinet meeting, with the approval of the LA County Department of Health, we will be scheduling on-campus classes in CNA, Fire Technology, HVACR, Paramedic, Respiratory Therapy, EMT, Histotechnology, Nursing, Radiologic Technology, Mental Health, and Welding this Fall. This is contingent, of course, on following County safety standards and finding an acceptable way of room use and faculty assignments.
  - b. Cabinet discussed these concerns. How can we provide safe and cost-effective hands-on training when we must limit students in a classroom to meet social distancing? Deans, Chairs, and program faculty are hard at work creating solutions. Included a hybrid solution in which lectures continue online.
  - c. The Return to Campus Workgroup, with direction from Morris, is providing standards and guidelines for both safety and facility use for these programs.
  - d. Richard has asked the Deans/Associate Deans to provide updates on the above first responder/health/infrastructure discipline where there may be an erosion in a class cohort and the number of students who can be accommodated with appropriate distancing. The deadline for divisions to submit the Fall schedule is today. There have been questions from Deans who are interested in returning courses to campus but are not on the list of first responder/health/construction-related disciplines. As of now, only the disciplines listed may prepare a plan to return to face-to-face instruction.
  - e. There has also been discussion on payment for time involved in teaching any additional on-campus lab sections due to social distancing. **Cabinet reiterated the decision that, due to budget cuts, the direction is, if needed, to allow smaller class sizes—as many students as can be accommodated safely—rather than solutions that increase cost.**
  - f. Doug reported that the Return to Campus Workgroup has many participants, and they continue their work collaboratively. Their plan is to start transitioning employees back to campus when LA County moves to Roadmap Phase 3 ([link to LA County Roadmap to Recovery](#)). Because of the strict constraints of social distancing, the County moving to Stage 3 will not mean that classes will be back on campus. As reported in previous Cabinet Notes, the social distancing requirement cuts class sizes to 25% of capacity—not a solution for full campus course scheduling. Almost all Mt. SAC classes will be online for Fall and even beyond unless a vaccine is found.
  - g. However, Stage 3 will end the Stay and Home restriction so that employees will phase back into work on campus, again with safety standards including social distancing. The Return to Campus Workgroup is working on processes that will tailor our return to work for employees to do so safely.
  - h. There was preliminary discussion on how the phasing of employees back to work might work. General office areas are easier to deal with as many can maintain social distancing. There was much discussion about public-

facing offices such as Student Health Services, ACCESS, Admissions and Records, and Financial Aid. There was also discussion about accommodations for employees who are at high risk for contracting the Coronavirus and should not return to work—which is in line with the County guidance. Abe recommended that we give employees the opportunity to establish their high-risk status well in advance of the return to campus permission from LA County.

7. Bill, who is on the Board of the SGV Economic Partnership, reports that they are doing well both financial and in serving their members. They have done a little bit of restructuring, but their fiscal health is strong.
8. Due to a dramatic spike in costs, Cabinet approved a request by the International Students Program to offset the student insurance costs for international students for a total cost of \$141,000. The Program has sufficient funding to cover this cost.
9. Cabinet approved reopening the recruitment of the Deaf and Hard of Hearing Coordinator position ([attached](#)).
10. Richard reported:
  - We need to provide a clear message to the College community about Fall scheduling—a message that we will be fully online with the exception of the courses for programs listed above. Yen recommended that we send a message to faculty and staff now and to students when the schedule is finalized and posted.
  - He has had discussion with Cal Baptist about a discount for Graduate Degree programs for employees. There have been these types of agreements before, but he is not sure of the usage.
  - There have been suggestions by multiple people of having standing meetings scheduled for only 50 minutes so that there is time for a 10-minute break each hour. This has been implemented for the Instruction Team and Faculty Association negotiations.
11. Abe reported:
  - He has been providing guidance to managers to proceed with a status quo Summer Work Schedule. Notices with details will be going out to the campus.
  - He has been working on clarifying the evaluation process with CSEA 262 and 651. Managers should continue to evaluate based on the work being done, not the work that would have been done on campus. Abe has communicated this to managers.
12. Audrey reported:
  - The Drive-Thru Commencement is set for Thursday, June 18. Her team is estimating that we can accommodate 1000 graduates, and have close to 500 already registered. Students will drive through a red carpet, have their names read, and receive a diploma cover. Vice Presidents and the Board will be invited to participate.
  - The Mountie Food Pantry was moved to once a month.
  - She is continuing to work on CARES Act funding for students.
  - There are three Faculty Counselors retiring this year.
13. Items for future agendas (items for the next Cabinet meeting are shown in BOLD):
  - a. Adjustments to the 2020-21 budget to Meet State Allocation Reductions (**ALL, Each Cabinet**)
    1. Delay Vacant Position Hiring
    2. Trim Unit Operational Budgets
    3. Review New Resource Allocations for Reduction
    4. Manage OPEB and STRS/PERS Trusts
    5. Limiting Short-term Hourly and Professional Expert Positions
    6. Balance SEAP Budget at 15% Cut
    7. Balance Strong Workforce Budget at 57% Cut

8. Manage Overtime Assignments and Costs
9. Manage Cash Flow to Meet Deferral Requirements
10. Review Discretionary Faculty Reassigned Time
11. Review Contracts and Related Costs
- b. Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 7/28)
- c. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 9/8)
- d. Student Centered Funding Formula—Continued Follow Up
  1. Noncredit Support of SCFF & Multiple Measures (Madelyn, 8/11)
  2. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 7/21)
  3. DOE and CalPASS-PLUS follow up for K-12 full participation (Barbara and Bill, 7/21)
  4. Auto Award/Near Completion (Audrey, George, Francisco, Dale, 8/11)
  5. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 8/18)

#### 14. 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, 8/18)
- e. IT Projects Quarterly Report (Dale, 8/11)
- f. Grants Quarterly Update (Adrienne, 7/7)
- g. Dual Enrollment at Local High Schools Quarterly Report (Joumana, Joel, Marlyn, and Lina, 7/28)
- h. International Student Quarterly Update (George and Darren, 8/25)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 7/7)