



January 12, 2021

1. Cabinet reviewed and commented on the following information items:
  - a. Last week, a Mt. SAC team [participated in a teleconference](#) with other local educational institutions and the LA County Department of Public Health to be a Point of Dispensing (POD) for the COVID-19 vaccine. We have decided to participate and have made the notification about establishing the POD on campus to LA County. A campus workgroup has been established to work out the details, both with technical and logistical aspects. They are working through the [Field Operations Guide](#) to be sure we are prepared. We are already working on ordering supplies that may be needed. The group is also looking at staffing needs for both inoculations and general staffing. There will be a prioritization of employees for vaccinations. We will also think about how to partner with our local K-12 districts that may not have an on-site vaccination distribution. The plan will then be to keep the POD open to serve our students and our community when the distribution reaches the general population.
  - b. The Governor released his proposed 2021-22 Budget on Friday, January 8th. Cabinet reviewed the [Joint Analysis](#) from the Chancellor's Office, ACBO, ACCCA, and CCLC; an [analysis](#) by our Lobbyist, Ashley Walker; [Initial Impressions](#) from School Services of California; and an [article](#) from the Community College Facility Coalition.
  - c. In his [Budget Summary](#), the Governor did not just focus on one-time dollars, he put a lot of ongoing funding in the proposed budget. There was a nice surprise that COLA was included, and the Department of Finance was uncharacteristically optimistic as well. While the proposal for 1.5% COLA is positive, that number is short of the statutory COLA of 2.71%. Also an additional COLA of 3.84% was provided for K-12 that was not provided for community colleges. The expectation is to see community colleges push for equity in COLA. Unless something else drives the economy sideways, we expect a reasonable budget for the 2021-22 fiscal year. No official notification, but projections are \$34M of Federal COVID Relief Act funds to Mt. SAC. Mt. SAC's goal will be to get students motivated to come back to college, and thus, financial assistance will be used to support students in continuing their education. Cabinet discussed how to support students for Spring and beyond to encourage them to come back. The recommendation is to expend the current CARES Act dollars on students for the Spring and use the Federal COVID Relief Act funds for Summer and beyond.
  - d. The Chancellor's Office issued a Memo, [2018-19 Recalculation and 2019-20 First Principal Apportionment Calculations](#), that will be reflected in the February disbursements.
  - e. Another amazing student collaboration, this time between the Mt. SAC Chamber Singers and Singcopation in the [Concert of Hope](#). Great video of Bruce Rogers and his students doing amazing work during difficult times!!
  - f. Secretary of Education, Betsy Devos, provided her [letter of resignation](#). We do not know a lot about the new Secretary of Education, Miguel Cardona, but good things have been said about him in his current role as Connecticut Commissioner of Education. We are looking forward to an on-the-ground professional as the Secretary of Education—someone who can lead the Federal initiatives that are important to education.
  - g. The [Vacant Positions Under Active Search Log](#) was reviewed.
2. Cabinet again discussed the recent legal opinion received on the requirement and retention of audio and video recordings, both in instructional and general meeting situations. The opinion emphasizes the importance of ensuring that participants are explicitly made aware of the recording through either verbal or written notification. Cabinet established a workgroup to develop an institutional process and to update Board Policies and Administrative Procedures to include digital and video recordings as well as Board Policies and Administrative Procedures on document retention. For this workgroup, the Vice Presidents and the President will select someone from their area, along with someone from the Academic Senate. Abe will lead this workgroup and provide an update to Cabinet in two months.

3. Madelyn Arballo, along with constituents from San Diego Continuing Education and North Orange Continuing Education, provided a presentation on [Noncredit Courses in the CA CCC System](#) to the Student Centered Funding Formula Oversight Committee ([link](#)). However, any attempt to change the Student Centered Funding Formula have become a third rail to foment controversy. This attitude does not imply that people love SCFF, but the general feeling among CEOs is that any change might benefit some college districts but would then harm others. The outcome of the advocacy by Madelyn and others is that noncredit FTES full funding in the SCFF is not going to be reduced by 30% as is done for credit FTES.
4. The National Association of Student Financial Aid Administrators provided an [analysis of allocation formulas](#) for the new Federal COVID Relief Act funds. It is estimated that Mt. SAC will receive \$34M, with an estimated minimum amount for student financial aid grants of \$8.8M.
5. [Spring FLEX Day](#) is right around the corner on February 19, 2021. Dr. Scroggins will provide his opening and the keynote speaker is Dr. Sara Goldrick-Rab who will be speaking on reducing barriers to success for diverse college students. Cabinet agreed that classified staff would be released from work to attend the presentation by Dr. Golkrick-Rab.
6. It is hard to believe, but discussions about Commencement 2021 are already happening. Although our World Famous (okay, maybe not world famous, but quite popular!) 2020 Drive-Thru Commencement was wildly successful, we will be developing Plan A: an in-person Commencement ceremony for June 11, 2021. While we must rely on COVID contagion rates lowering and the County pulling back some restrictions, we are hopeful that widespread vaccinations by this time will allow for an on-campus Commencement. This is important for students and is a signal that we are planning to come back to campus in Fall. It is not realistic to say that everyone that attends will be vaccinated, so we will have to limit the members of the public who can attend. This creates logistical challenges, but it is not impossible to make it happen.
7. Cabinet was joined by Duetta Langevin, Director of Safety and Risk Management, to provide an [update](#) on Emergency Preparedness. Duetta introduced the new Emergency Manager, Sayeed Wadud. Highlights:
  - Active shooter training is tabled at the moment, but a PowerPoint has been completed in a draft form.
  - The Hazard Mitigation Plan is a multi-jurisdictional plan with the City of Walnut and Walnut USD and was adopted at the November Board Meeting.
  - The emergency radio project is ongoing and they are establishing some radio channels for different groups.
  - COVID-related:
    - All personal protective equipment (PPE) have been moved to Building 2T to be better organized and labeled.
    - Supply orders continue to be evaluated and placed. Those on campus can complete a form for supplies which are then delivered within 24 hours.
    - Over 700 staff have completed the mandatory OSHA COVID training. The employee, student, and health screen questionnaire has been finalized.
    - Implementation of student health screen wrist bands was completed and is working well.
    - The Aerosol Transmission Disease Plan has been completed. All updated plans have been posted to the health website.
    - To date, there have been no work-related positive cases.

- There was a fire inspection in October and there were six violations outlined. Five violations have already been corrected and they are working on the last violation, which is the “boneyard” outside of Building 48.
8. Cabinet supported the Reclassification Committee’s recommendation for the Career Services Specialist.
  9. Cabinet reviewed the revised job description for [Audio Visual Support Technician](#). This job description will be brought back for further review.
  10. Cabinet reviewed and approved the [Request to Fill](#) log for the following positions:
    - [Director, Education for Older Adults with Disabilities Program](#)
    - [ESL Support Assistant](#)
  11. Cabinet approved the extension of the following out-of-class appointment:
    - [Student Services Program Specialist II](#) (leave)
  12. Abe reported:
    - The changes to the Management Evaluation Process have been reviewed by Human Resources and are good to move forward to the Management Steering Committee.
  13. Morris/Doug reported:
    - What do we want the Bookstore operations for Spring to look like? It is important to have advance notice and communicate to faculty and staff. We have the option for order and pick up. Bookstore staff are largely encouraging students to purchase books online.
    - The capital outlay portion of nonresident enrollment fees was partially waived for the Spring reducing the total nonresident enrollment fee to \$310 per credit unit and Cabinet will look at making a similar reduction for next year when we have additional information.
    - Some of our nursing students who will be in clinical rotation at local hospitals do not want the Covid vaccine. There was discussion in the Nursing Department that those students may have to put off their clinical hours. There most likely will be restrictions from being on site by hospital for those nursing students who are not vaccinated. Mt. SAC has sent letters to clinical students and faculty identifying them as healthcare providers so that they can go to county sites to get vaccinations.
    - Reports from US Bank on Mt. SAC issued stale dated checks from July to December for parking refunds, tuition fee refunds, etc., that is quite high. The group is doing all they can to reach out to students, but there will probably be a lot of checks returned. Doug recommends that they cross reference this list with Financial Aid and/or special programs to see if contact can be made with students.
    - Retirees that have dependents that are on SISC are being billed monthly, however, not all are paying the premiums. Fiscal Services is attempting to set up electronic payment through Citizens Business Bank so that retirees do not have to remember to write a check every month. At some point, after a period of time, if payments are not made, dependents will be removed from receiving benefits.
    - Draft audit reports have been received from our auditors and are completing a review. There have not yet been any negative audit findings. Due to COVID, there is a delay in completion by the auditors.
  14. Audrey reported:
    - Invitations have been sent out to those who volunteered to attend the next USC Equity Alliance reconvening.
  15. Irene reported:
    - The Salary and Leaves Committee has approved three sabbatical proposals. These will go to the Board in February.
    - The Instruction SEAP workgroup mini grant process is almost complete.

- [Assembly Bill 30](#) allows noncredit students to be special admit students with no fees. Mt. SAC has done this on a limited basis in the past, but it may be time to come up with an ongoing process.

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

- a. Multiple Measures Placement Workgroup (George, and Team, 2/23)
- b. Student Centered Funding Formula—Continued Follow Up
  1. Noncredit Support of SCFF & Multiple Measures (Madelyn, 1/26)
  2. Auto Award/Near Completion (Audrey, George, Francisco, and Dale, 2/9)
  3. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 2/16)
- c. Zoom recording/digital retention (Abe and Workgroup, 3/9)

17. Quarterly Reports to Cabinet

- a. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa, 2/9)
- b. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris and Doug, 2/16)
- c. Limiting Short-term Hourly and Professional Experts and Managing Overtime (Abe and Alexis, 2/16)
- d. Emergency Response Plan Quarterly Report (Duetta, 4/13)
- e. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, and Kevin, 2/2)
- f. Faculty Position Control Quarterly Report (Irene and Rosa, 2/2)
- g. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/16)
- h. IT Projects Quarterly Report (Dale, 2/9)
- i. Grants Quarterly Update (Adrienne, 4/13)
- j. Dual Enrollment at Local High Schools Quarterly Report (Michelle, Joel, Marlyn, and Lina, 2/23)
- k. International Student Quarterly Report (George, 2/9)
- l. Academic Support Coordination Project Quarterly Report (**Madelyn and Meghan, 1/19**)
- m. Title V Quarterly Report (**Lianne and Lisa, 1/19**)