



April 23, 2020

1. Cabinet reviewed and commented on the following information items:
 - a. The President's Awards for Innovation in Teaching and Learning through Outcomes Assessment announcement has gone out to the campus community ([attached](#)). As there was a lot of good outcome work pre-pandemic, it was decided to continue with the awards for 2020.
 - b. An announcement was sent to faculty from Richard Mahon, Chisa Uyeki, and Audrey Yamagata-Noji through EAB Navigate ([attached](#)) providing information on a referral system for students. In the first hour, 114 alerts and responses were submitted; in 24 hours, over 700 referrals were submitted. Referral options include: 1) Student not active since move to remote instruction; 2) Student is engaged but needs additional support; 3) Other concern; 4) Technology – Student is engaged but needs additional support; 5) Tutoring – Student is engaged but needs additional support. Counseling is implementing an intervention plan for referred students, depending on the referral type. The team is working on a follow-up response back to the referring faculty member, but that module is not yet set up.
 - c. A draft resolution that some other California CCDs are passing that was forwarded by Trustee Chen Haggerty. The Resolution Affirming Unwavering Commitment to Student Success and Equity ([attached](#)) will be presented to the Board for adoption at their May meeting.
 - d. The School of Continuing Education Update ([attached](#)) provided a good representation on the amazing work people are doing during these challenging times. Cabinet noted that it would be a good idea for other areas doing heavy lifting to share similar reports.
 - e. A study done in partnership between LA County and USC ([attached](#)) suggests that the number of COVID-19 infections far exceeds the number of confirmed cases in LA County. The study released preliminary results of a first round investigation of antibody testing on a sample of LA County residents. The research team estimates approximately 4.1% of the County's adult population has an antibody to the virus, which translates to approximately 221,000 to 442,000 adults in the County who have (most likely unknowingly) had the infection.
2. The Accrediting Commission for Community and Junior Colleges (ACCJC) has issued a Memo ([attached](#)) notifying colleges of an extension of deadlines for Summer and Fall 2020 Distance Education Program reporting. The ACCJC will still require substantive change approval for all degrees and certificates in which distance education courses exceed 50%. Richard reports that many of the 275 certificates will go above the 50% threshold which will require reporting. While the ACCJC has dramatically simplified the substantive change process, Richard reports that they are having some issues with their submission system. As it is anticipated that we will have a lot of submissions, we have requested an extension of the reporting deadline. The Department of Education, which sets these criteria, is not providing much relief for substantive change reporting during these temporary changes due to the pandemic.
3. The Department of Education has announced another \$6.2 billion available through the CARES Act ([attached](#)). Morris and Audrey report that we have received some further direction on using CARES Act funding. The latitude initially communicated by the Department of Education has been clarified. Morris noted that costs related to actually bringing a course online are the type that is eligible for CARES Act funding. Eligible costs must be specific to the pandemic such as moving courses online, including stipends for training of faculty not previously trained and expenses to acquire laptops for students. Additional clarification on the direct student support portion provides that, if a student was already in a 100% online program, that student may not be eligible for grants because they were not affected by the movement online. Reimbursements can go back to expenses as of March 13. Morris reports that the College may use the institutional portion of the funds in the same way that we use the student portion of the funds if we have a

plan to give more funding directly to students. The Chancellor's Office has asked for estimated data on anticipated costs to so that they can lobby for additional funding.

Audrey reports that the Department of Education is continuing to update the restrictions of student CARES Act money, with the latest update as of April 21 ([attached](#)). New restrictions:

- a. Grants to students must be provided to students directly;
- b. Grants cannot be applied to outstanding debt;
- c. Any CARES Act funds can only be given to Title IV eligible students;
- d. Funds are only to students who were not exclusively enrolled in an online program as of March 13, 2020.

A representative work group is meeting next week to start discussion on the distribution at Mt. SAC. Cabinet would like the money to get to eligible students as soon as possible. **Audrey will report back after next week's meeting.**

4. The CIO Board is seeking support on a proposal ([attached](#)) to Governor Newsom to allocate 50% of the Governor's Emergency Education Relief Fund (GEERF) to California Community Colleges to support workforce development education. It was not clear what support we would receive from this funding, as we do not currently have the capacity to increase courses. Richard reported that students may be able to return to some clinical placements in May with appropriate personal protective equipment. This news is positive and consistent with the Governor's request.
5. The Chancellor's Office issued a Memo on Novel Coronavirus (COVID-19) Guidance – Attendance Accounting Implications and Guidance ([attached](#)). The Memo states that a college is allowed to use past records, with a three instance average, to provide a fair estimate of apportionment. The language is clear about Spring 2020, but does not seem to extend to Summer and Fall.
6. Cabinet reviewed a joint letter (of which Mt. SAC is a signatory) for 2019-20 and 2020-21 Shared Budget Priorities ([attached](#)). Concerns about the future of California community colleges include continuity of education during the pandemic and the following economic recovery. Other priorities are the backfill of property tax shortfalls, funding the cost of living adjustment and base resources, online education ecosystem, and support for part-time faculty. One-time investment needs are student emergency support, transition to quality online instruction; block grant, along with diversity, equity, and inclusion pilot fellowship program for diverse hiring; non-proposition 98 investments including Cal Grant reform; funding all bond projects in the 2020-21 Capital Outlay Plan; and budget neutral requests, including a CCC system support program.
7. Cabinet reviewed the latest update on the Chancellor's Office COVID-19 FAQ ([attached](#)). Questions are quoted below. See the attached full FAQ for the answers.
 - 1) If a student withdraws from a course and does not earn an evaluative or nonevaluative symbol, can the district still claim apportionment for that student? (Short answer: Yes)
 - 2) Could you describe the recommended methodology to estimate contact hours for positive attendance courses?
 - 3) Will the 175-Day Rule be waived for 2019-20 academic year?
 - 4) Can a district add additional flex days for 2019-20 academic year? (Short answer: Yes)
 - 5) For late starting positive attendance noncredit courses that begin after the college transitioned to distance education due to COVID-19, should the instructor take roll and count the attendance based on the ZOOM log in? (Short answer: Yes)
 - 6) Does the waiver of Title 5, Section 58509 related to student refunds apply only enrollment fees? (Short answer: Yes)
 - 7) Will the conversion from face-to-face to online mode of instruction result in a loss of hours that could potentially convert into a reduction of FTES? (Short answer: No, although asynchronous positive attendance must be estimated)
 - 8) Will there be an extension in the CCFS-320 submission deadline for P2? (Short answer: Yes, until May 4th)
 - 9) If we are issuing student enrollment fees refunds, for withdrawals, what object code and account name should be used? (Short Answer: no recommendation but report separately)
 - 10) If a student drops courses as a result of the COVID-19 outbreak, will they need to repay financial aid funds? (Short answer: No)

8. Audrey provided a draft of revised AP 5520 – Student Discipline ([attached](#)). The draft is being reviewed by the Student Preparation, Equity, and Achievement Council (SPEAC) which will then move to the Academic Senate. Audrey will work with Liebert Cassidy Whitmore to ensure that there is a defined role for staff support to the judicial board and clarify the involvement of lawyers in the process.
9. Cabinet approved four Reclassification Requests as recommendation by the CSEA 262 Reclassification Committee:
 - a. Zakiel Gallegos, Coordinator, Construction Projects, Range 105
 - b. Leonard Ortiz, Coordinator, Construction Projects, Range 105
 - c. Leslie Chang, Curriculum Specialist I, Range 81
 - d. Reyna Casas, Curriculum Specialist I, Range 81
10. Cabinet continued discussion of the EW grade (emergency withdrawal) for all Spring student withdrawals. At Monday's AMAC meeting, the Academic Senate's recommendation that the EW be granted through the end of final exams was apparently resolved by faculty having the option to give an FE grade (withdrawn failing) after final exams for students whose poor performance was attributable to COVID-19 and/or the move to online. Subsequently, it was discovered that FW was not available to faculty after the end of the semester and as they turning their final grades (The FW would have been converted to an EW by administrative action). This issue will need to be revisited. As it stands, all Spring W grades will be manually transitioned to EW through the last day of instruction before final exams.
11. There has been discussion among Dr. Scroggins, Audrey, George Bradshaw, and Tom Mauch on providing assistance to Student Services, specifically Admissions and Records, to move business practices and forms online. Cabinet gave approval for Human Resources to continue the recruitment and hiring of an IT Business Analyst to be assigned to Student Services for this project. Additionally, current IT staff will be available to support this project while the hire is in process. Admissions and Records, under leadership of Dean George Bradshaw, has done a considerable amount of work so that most forms are now online and fillable.
12. Mt. SAC has been getting some good press recently. A *La Nueva Voz* article on the Mountie Food Pantry ([attached](#)) and a *Tribune* article on the Hilmer Lodge Stadium ([link](#)) were recently published. Marketing is continuing to connect with the general public through social media. This week, they are putting additional information out on online tutoring assistance and student health services. Two videos from Dr. Scroggins, one for students ([link](#)) and one for employees ([link](#)), went out this week via email.
13. In anticipation of an eventual return to campus under high hygiene and social distancing, Cabinet has approved additional custodial positions, as well as discussion on a reclassification plan for Custodial Services to create a two tier system. The Maintenance and Operations team will work on a plan to meet existing and anticipated cleaning standards necessitated by the COVID-19 pandemic. **Abe and Morris will work on a plan for these changes.**
14. Morris reported:
 - a. His direct reports were seeking relief of vacation caps because critical onsite workers are challenged to take vacation during this crisis. Cabinet agreed that temporary relief on the vacation cap for critical onsite workers can be implemented on a case-by-case basis.
 - b. There are backorders for cleaning supplies and hand sanitizer. College staff continue to seek vendors with stock of such items.
15. Richard reported:
 - a. He attended a Chancellors Office virtual meeting along with Joumana McGowan, Kristina Allende, Dianne Rowley, Michelle Sampat, Chisa Uyeki, Irene Martinez, and Reyna Casas. Included was a discussion of the marginal states of the Chancellor's Office Curriculum Inventory (COCI). The result has been limited ability to submit new and revised curriculum and to receive state approval. The Chancellor's Office was not able to address this need but was understanding of the issue and provided an extension. Also requested was more time for submission of

distance learning course updates through locally established process. There has not yet been a response by the Chancellor's Office on this request.

- b. The School of Continuing Education has approximately 399 summer high school credit recovery faculty who Madelyn reports will need FOMA training. Many start in mid-May, and there is a particular urgency to be able to inform those faculty about the training. These are high school teachers who will be hired as Mt. SAC instructors meeting minimum qualifications and need this training as the summer high school credit recovery program will be fully online. Cabinet authorized Madelyn to start the training for those high school teachers and be paid at the activity rate.

16. Abe reported:

- a. Discussion continues with the Faculty Association on Summer training.
- b. HR is working on email communication with the campus on the Summer implementing the 4/10 Summer Schedule as specified in the CSEA 262 contract and applies to all employees.

17. Audrey reported:

- a. A Mt. SAC student has been awarded a Jack Kent Cooke Scholarship. He was notified this morning with a drive-by celebration from campus staff.
- b. Marti Whitford and Dr. Walker provided notes ([attached](#)) from a telemeeting with LA County Department of Public Health.

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 6/2)
- 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, 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, 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, 4/28**)

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, 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)