



May 5, 2020

1. Cabinet reviewed and commented on the following information items:
 - a. The Economic & Workforce Development Advisory Committee (EWDAC) that was dissolved when Chancellor Oakley was appointed has been reinstated under the direction of the new Vice Chancellor of Economic & Workforce Development, Sheneui Weber. Bill, along with five other community college CEOs, will continue serving on this committee which has its first meeting on Friday, May 7 ([agenda attached](#)).
 - b. A recent article, "Anxiety builds as California colleges consider how and when to resume on-campus fall courses" ([attached](#)) puts into words the general feelings of college administrators, faculty and staff, and students. When are the colleges, universities, and schools returning to campus and what is that going to look like? The article provides insight to the challenge colleges are facing due simply because of the unknowns of the pandemic. The common theme is "online instruction, but not really." While waiting for further recommendations from Governor Newsom and local counties, many colleges are planning for both options, including options for on-campus labs and limited services.
 - c. In another article, "Some California colleges decide to offer all fall classes online," ([attached](#)) the theme, again, is "all fall classes online" which is misleading. Most community colleges are planning for a hybrid schedule, with some classes face-to-face. The article even cites UCLA as offering their students the option of how they want to attend their fall courses. The only thing that is certain is that most colleges don't yet know how they will offer classes, but are planning for all options with the health and safety of their students and employees in mind.
2. Chancellor Oakley has established a Safe Campus Reopening Workgroup ([memo attached](#)) to develop guidance and recommendations for the system to consider in supporting districts and colleges as they plan on reopening their campuses. Our very own Bill Rawlings is part of this Workgroup as a member of the Board of Governors.
3. Cabinet agreed to form a similar workgroup on strategies to return to on campus instruction and services. **Morris will lead the workgroup** with representatives from all areas as well as constituent representatives. The group will develop proposed plans in the event that the Governor relaxes his order and campuses are allowed to reopen. Cabinet's initial thoughts on strategies to be considered:
 - Student Services: ordering cotton masks that could be worn all day for employees; looking at priority areas first; disposable masks for students who may not have their own; open spaces for employees to meet with students while keeping social distance; possible use of partitions; protocol for student illnesses; health center referrals, possibly with a supplemented budget.
 - Administrative Services: ordering large quantities of masks and other PPE; establishing PPE priorities; looking at HVAC capacities needed for high volume air circulation.
 - Human Resources: discussions with classified unions for return of employees; contracting out for services; what to do for employees with high risk factors for returning to campus; protocols for employee illnesses.
 - Institution: producing items in-house through Makerspace, Fashion Design, and others; system for social distancing in open spaces, including marks on the floor to identify 6 feet; signage; monitors; temperature checks; assuring lots of messaging to staff, students, and the public.

Challenges identified were order limits and backordered items (we may be able to produce some items in-house with Makerspace, fashion design, and others); appropriate supplies for larger workforce; employees performing duties that may not be in their job classification; and the tapering of telecommuting.

4. The Governor's update of May announced the movement into Stage 2 ([attached](#)) beginning Friday, May 8 will allow the reopening of low-impact businesses such as bookstores, clothing stores, florists, and sporting goods stores, with modifications in business practices. Reopening the education sector will not take place until Stage 3. The Governor's Report Card ([attached](#)) indicates that California has made progress in a number of categories such as stabilized hospitalizations and the number of ICU admission, PPE inventory, health care surge capacity, testing capacity, contact tracing capability, and public health guidance in place. Further public health guidance will be shared sometime later this week.
5. In his April 28 press briefing ([attached](#)), Governor Newsom commented that physically reopening schools could happen in July or early August for an extended 2020-21 school year. Yesterday, the Los Angeles Unified School District announced the start of their school year on August 18.
6. Two Mt SAC programs that have been hit hard by the campus closure and pandemic are the Paramedic Academy and Fire Academy. Both groups have been meeting and preparing plans to deliver safe academies for students in the current circumstances. The proposal for the Fire Academy ([attached](#)) includes requirements such as the control of access to the location while training, health screenings and temperature checks, increased equipment sanitization, and student distancing protocols (See attached [Memo to Staff](#)). The proposal ([attached](#)) for the Paramedic Academy includes requirements such as controlled access to lab classrooms, implementing pedestrian traffic patterns, increased disinfecting of surfaces, and limiting hands-on class sizes by rotation of grouped students. Cabinet agreed that these were good, solid plans, and other areas should be looking at these plans to see what could be adapted to a general plan to return to campus.
7. Cabinet reviewed and approved the new classification and job description for Laboratory Technician II–Astronomy ([attached](#)). This is a new position as a result of the Classification Committee review as there was the need for work at a higher and more independent level. Cabinet returned the proposed Web Content Specialist position classification and job description for more review. Cabinet also approved the reclassification request for Christine Lam to Fiscal Services Analyst, Range 120.
8. Cabinet will hold an all-campus Town Hall meeting toward the end of May. Some ideas for topics of discussion: 1) phases of reopening; 2) affirming the work of faculty, staff, and students, acknowledging the stressful time; 3) discuss Governor's, County's, and Chancellor's plans; 4) May Revise. There will be continued discussion at the next few Cabinet meetings in terms of content and delivery. The format may be a webinar with brief presentations by Cabinet members, Academic Senate, and Classified Senate. Cabinet will discuss more specifics next week.
9. The US Department of Education has granted our request for an extension to submit the data on Pell Grants to May 28, 2020 ([attached](#)).
10. Cabinet approved an Immediate Need Request ([attached](#)) for Human Resources for monitors and equipment needed to perform remote interviews for \$16,000.
11. Mike Williams, Chief of Police and Campus Safety, and Gary Nellesen, Executive Director of Facilities Planning and Management, joined Cabinet for a discussion about Paylot conversions. In 2018, Paylot B (which was 212 spaces) was converted to a Student Lot. The following year, Paylot A (which was 213 spaces) was converted to Student Lot. As a result of the conversions away from the Paylots (daily rate lots), the loss to the Police and Campus Safety budget is \$500 to \$750K a year. As there was a small reserve, Police and Campus Safety was able to absorb the loss the last two fiscal years. Going forward, the proposed recommendations provided ([attached](#)):
 - Reestablish Paylot B, estimated at \$230,000/year generated income;
 - Convert Student Lot G to a Paylot, estimated at \$200,000/year generated income;

- In 2020/21, install parking meters in Parking Structure R (Fall 2020);
- In 2021/22, install parking meters in Parking Structure S (Fall 2021); and
- Gradual increase to student parking fees, if needed, once R and S open.

These conversions can be incorporated into the larger Measure GO project. Gary reported that this semester was supposed to be the student/faculty parking choke point. As of August, Lot R will be open and we will be ahead of the parking curve. We can deliver the same or more parking that we have now, even moving both B and G to Paylots. The opening of Parking Lot S in Fall 2021 will put us even more ahead of the curve. There was discussion on circulation impact—this work will be part of a larger effort to rebalance the parking for faculty/staff across the entire campus, which will be driven by a number of projects on campus. Cabinet approved the proposed plan for the conversion to two Paylots.

12. Morris reported that the initial principles were provided for the CARES Act Workgroup for the second half of the funds. 1) Support transitioning course offerings to alternate modes and environments that support safety, such as technical support, technology, pedagogy, and facilities; 2) support student success; 3) reduce impact on the Unrestricted General Fund; and 4) Costs that are not FEMA reimbursable. This information will be discussed by the Budget Committee and the Workgroup.

13. Richard reported:

- Meghan Chen has a Workgroup that has been looking at the cost of captioning including live streaming video. The Chancellor's Office has submitted to the field an update ([attached](#)) on their expectations which reiterates statements that were made in last Wednesday's webinar that accommodations are made only to known students with a disability. However, per AP 3450 – Accessibility of Audiovisual Media – Captioning ([link](#)), any video or multimedia productions for general campus viewing must be captioned, including live-streamed campus events. The Workgroup has quotes from vendors to provide captioning services for the campus.
- There has been discussion about a vendor that offers templates for Canvas. We currently have a one-year contract for this service which could be extended to provide a relatively consistent look and feel for online courses, as well as provide support tools to faculty.

14. Audrey reported:

- The Workgroup to disburse the first half of the CARES Act funds has determined the awards, which are dependent on unmet need, as well as number of units currently enrolled in, and the disbursement total amount is just under \$7M. Financial Aid is packaging the disbursements now and it is expected that the money could be dispersed to students early next week. There is also an emergency loan application for additional funds to students whose situation has changed due to the pandemic.
- Mt. SAC will receive additional allocation from the CARES Act of \$70K for AANAPISI and \$1.1M for Developing Hispanic Service Intuition grants. This is part of the CARES Act Higher Education Emergency Relief fund-Minority Serving Institutions Grant ([link](#)).
- The Commencement Committee continues to meet to discuss options. Since there will not be as many expenses holding it virtually, there was a recommendation to purchase memorabilia items for students, such as medallions or caps and gowns. **Audrey to put together a proposal for Cabinet review.**

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

- SEAP Allocation Model (Audrey, Madelyn, and Rosa 6/2)
- Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 7/28)
- Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 6/2)
- Student Centered Funding Formula—Continued Follow Up
 - Noncredit Support of SCFF & Multiple Measures (**Madelyn, 5/12**)
 - Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 7/21)
 - DOE and CalPASS-PLUS follow up for K-12 full participation (Barbara and Bill, 7/21)
 - Auto Award/Near Completion (**Audrey, George, Francisco, Dale, 5/12**)
 - EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 5/19)
- Changes to AP 5520 – Student Discipline Procedures per Changes in Title 5 (Audrey, TBD)
- Changes to Title IX (**Sokha and Ryan, 5/12**)

16. 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, Marlyn, and Lina, 7/28)
- h. International Student Quarterly Update (George and Darren, 5/26)
- i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 7/7)