President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Richard Mahon, *VP of Instruction* • Audrey Yamagata Noji, *VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Ibrahim "Abe" Ali, *VP of Human Resources*

May 12, 2020

1. Cabinet reviewed and commented on the following information items:
   a. At the direction of the Board, Morris worked with Human Resources to prepare an analysis of health and welfare benefits, including the partial-campus transition to SISC (attached).
   b. Larry Galizio, President of the Community College League of California, provided a Federal Update from the Community College Association Executives (CCAE) (attached). His observations were that the Federal Administration is considering changes to their guidelines for implementing the CARES Act to be more inclusive in defining eligible students. Other updates were discussion on changes in Title IX rules as well as a new workforce proposal that would enhance flexibility for federally funded public-private partnerships and other workforce collaborative efforts that may include as much as $15B annually in competitive grants for workforce training.
   c. An update (attached) from the last Management Staff Meeting highlights the good work our campus is doing in this time of crisis. Well done all!
   d. A report (attached) on LA County COVID-19 infections is disaggregated by race/ethnicity and socioeconomic status. The information is alarming. Unlike other groups, the death rates for African Americans and those living in poverty are twice the infection rates of those groups.
   e. After a faculty member became aware of the passing of a student's father due to COVID-19, a small committee came together to discuss holding a virtual vigil (attached) to bring the Mt. SAC community together to be reflective and supportive. The Virtual Vigil-Mt. SAC United will occur on May 19 at 12:00 p.m. Bill will provide a welcome and Richard Mahon, faculty members, and students will speak. Messages, thoughts, prayers, and encouragement will be shared. The vigil will end with a guided meditation led by Andrea Torres, M.S., MFT, Professor/Counselor.

2. Cabinet discussed the plans for economic recovery and campus reopening. At this point, the plan is to move ahead with the Summer pilot for a few on-campus classes. Morris reported that the full Workgroup on Campus Reopening will be meeting on Friday. A meeting with Instruction Team and Administrative Services Team laid out campus-wide issues to be discussed at the Workgroup meeting. The discussion illustrated the tough choices that will have to be made moving into the Fall. Morris stated that he is currently reviewing the guidelines from the *American College Health Association* (attached) to help with planning. Topics:
   - There is an increased need for enhanced custodial services.
   - The LA County Roadmap to Recovery (attached) specifically calls out colleges in the Stage Three.
   - Chancellor Oakley provided an update (attached) on the state-wide Campus Safe Re-Opening Workgroup.
   - Cabinet reviewed Guidance from Governor Newsom for industries who can begin opening with modifications that reduce risk and establish a safer environment for workers and customers (attached). These include 1) perform a detailed risk assessment and implement a site-specific protection plan; 2) train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them; 3) implement individual control measures and screenings; 4) implement disinfecting protocols; and 5) implement physical distancing guidance.

3. Cabinet discussed the Virtual Town Hall meeting that is scheduled for Wednesday, May 20 which will cover the topics of COVID-19 and the impact of budget cuts on Mt. SAC.

4. George Bradshaw, Dean of Enrollment Management, Antonio Bangloy, Director of Enterprise Application Systems, Francisco Dorame, Dean of Counseling, Dale Vickers, Chief Technology Officer, Chuong Tran, Assistant Director of Enterprise Application Systems, and Allan Castillo, Senior Systems Analyst/Programmer, provided an update on the Auto Award/Near Completion Project (attached). To

address increasing degree completion, the team has focused on data for students who have more than 45 units—close to completion. More than 1800 students annually have above 45 units with a GPA 2.0 and above and math and/or English degree requirements completed. Our current auto award process can only award degrees based on each student's declared major and requires students to petition for graduation. Progress includes:

- Using Argos Reports, the team identified students who had met their declared major degree requirements without petitioning and also those who had met degree requirements beyond their declared major. In such cases, the College contacts students to determine their desire for the degree before awarding that degree.
- Additionally, an Argos report is able to identify students who are one or two classes away from a degree. For these students, the counselors in the Completion Center focus on contacting and assisting those students who are near completion.
- While the Argos reports were usable, the tool had limitations: 1) more data analysis is needed, 2) the screen presentation of the data is chaotic and not useful, 3) no mobile device access, 4) the reports are hard to navigate, and 5) there is a need to identify patterns of missing courses so that Deans and Department Chairs have the data needed to schedule sufficient numbers of needed course sections.
- With this feedback in mind, the team looked at Microsoft Power BI. This tool was chosen because Power BI does not require a Virtual Private Network for access and Mt. SAC already own the license. The team provided Cabinet an impressive demonstration of how Power BI meets the above needs—and more. Charts present counts of student near completion data by degree, by majors, and by completion percentage. A map presents geographical concentration of near-completion students by completion percentage by zip code. The user can drill down to show specific student counts for all views.

5. Dale Vickers, Chief Technology Officer, Antonio Bangloy, Director of Enterprise Application Systems, Chris Schroeder, Director of Infrastructure and Data Security, and Ron Bean, Director of Academic Technology, provided the IT Projects Quarterly Update (attached). Dale provided an update on the tremendous amount of work that the Information Technology staff has completed since the start of the campus shutdown—all of their accomplishments are listed at www.mtsac.edu/it/blog:

- As requests slowed and equipment was appropriated, the employee request form for IT equipment was taken down. Currently, there are over 700 items in the queue, and all questions or requests for equipment can be made through the Help Desk, which is up and running with employees working remotely. However, electronics and computers are a supply chain issue right now. IT also helped to distribute over 500 computers to students, with another 1000 devices on order for Summer students. Security and Infrastructure issued VPNs, which required the purchase of an unlimited use license.
- There will be a Friday morning outage to fix some firewall issues.
- IT is actively involved in the Workgroup for Reopening Campus.
- IT staff are working on virtualizing classes requiring licensed software that is processor or memory intensive so students can login remotely to use advanced, course-specific software.
- IT staff have been working to assist in launching Cranium Café for counselors to work with students remotely.
- The IT telecom team continues to build phone solutions for off campus work. There are a couple of options for employees. Telecomm performed upgrades over the weekend which will result in some cost savings.
- Quite a few phishing attempts have been occurring, and the team has been promoting two factor authentication to defend against password theft.
- Remote management of computers has been difficult. IT is looking at co-managing which will allow for better access to computers that are not connected to the campus.
- IT has developed an automatic process of Banner changes required because of changes stemming from COVID-19, for example, conversion of W grades to EW and providing corresponding refunds. Another example is assuring campus compliance with AB 1504, the change from a $1 to a $2 student representation fee.
- IT staff is working with the electronic forms and signature processes team, as well as in process of implementing Chrome River for electronic conference and travel reimbursements.
- There are challenges in the quality of internet connection for those working from home. There was a suggestion that, if the College continues employee telework after the pandemic, we look at minimum standards for operation and connectivity.

6. Shannon Rider, Special Project Manager for the School of Continuing Education, Tami Pearson, Dean of Continuing Education, and Madelyn Arballo, Associate Vice President of Continuing Education provided an update on Noncredit Support of SCFF and Multiple Measures ([attached](#)). Due to the pandemic, there has been a refocus on the current situation, and the team is reevaluating their research agenda. Rather than shifting away from the focus on the SCFF, research also focuses on supporting services to students to address the fact that the impact and challenges to them are more severe. Highlights:

Table 1. Noncredit FTES Overall	Annual 2014-2015	Annual 2015-2016	Annual 2016-2017	Annual 2017-2018	Annual 2018-2019	% Change 2014-15 to 2018-19
State of California	65,595.13	67,262.84	67,765.68	69,013.00	70,694.11	8%
1. Mt. San Antonio	6,028.71	6,212.91	6,681.10	7,727.18	7,910.97	31%
2. San Diego Adult	8,606.22	8,337.13	8,482.56	8,391.13	7,527.24	-13%
3. LACCD	4,993.31	6,059.44	6,645.06	6,635.03	7,152.73	43%
4. Rancho Santiago	6,640.71	6,559.01	5,958.21	6,098.65	6,073.99	-9%
5. San Francisco	7,449.70	6,830.90	6,205.88	6,277.24	5,842.01	-22%
6. North Orange	6,007.22	5,863.80	5,214.49	5,136.81	5,148.54	-14%
7. Santa Rosa	2,569.06	2,736.37	2,991.88	2,887.91	3,212.00	25%
8. South Orange	2,002.31	2,265.71	2,589.07	3,190.50	3,211.34	60%
9. Glendale	2,873.21	2,763.47	3,077.30	2,997.07	2,824.02	-2%
10. Desert	546.94	647.27	779.07	727.92	1,395.73	155%
11. Butte-Glenn	1,094.94	1,209.26	1,268.68	1,220.82	1,221.00	12%
12. West Valley-Mission	798.94	1,087.30	1,030.44	1,198.99	1,198.99	50%
13. Santa Barbara	772.49	535.27	574.20	784.69	1,183.94	53%
14. Pasadena	1,365.92	1,219.52	1,222.92	1,186.58	1,163.17	-15%
15. Merced	918.45	951.66	788.90	873.41	964.27	5%

- After the final recalculations for 2018-19, Mt. SAC is the largest noncredit producer of FTES in the state (see chart), with a 31% growth over the last four years.
- Mt. SAC is the largest in the state in CDCP noncredit FTES, with a 59% increase growth in the last four years (CDCP is Career Development and College Preparation).
- The team has been looking at student engagement by program since moving to online. For Spring, 93% or 912 noncredit courses shifted offerings online. Just over half of the students are still engaged in their courses, with Off Campus High School, Vocational Re-entry, Short-Term Vocational, and Adults with Disabilities maintaining the highest enrollment. Some courses even had increased enrollment after moving to online, including Healthy Aging, Lifelong Learning, and Brain Health. Workgroups are looking at identifying tools and strategies of those groups that have higher retention to share across the program areas.
- Adults with Disabilities and High School Programs are looking at correspondence education. There have been discussions with the Chancellor's Office to look at competency-based education.
- The School of Continuing Education has developed a survey of noncredit students via text or email to determine the barriers to success in an online learning environment as well as the resources needed to expand equitable access including home situations. An analysis of those results will follow.
- SCE Counselors have been working to develop student need-based plans that serve as an ongoing guiding document to ensure coordination and leveraging of resources including information from the survey. Counselors are reporting that they are having much more interaction with students during the pandemic than was expected.
- SCE staff have just completed a faculty survey, with 108 responses that asked more open-ended questions about resources and support needed for success in an online environment.
- SCE staff worked with IT to enhance data systems and technology support for online noncredit programs and labs. Very timely, they had just rolled out their fully online noncredit application, and it was already being used for enrollment. Staff also worked on the methodology for asynchronous positive attendance recording to accurately calculate FTES apportionment.
- Tutors are using a few platforms to interact with students through Canvas. Faculty can assign tutors to a group or individual Zoom rooms for tutoring.
- To address a future with the high unemployment rate, SCE staff have started a workforce development plan and, while some still will work going forward, SCE will need to anticipate the more immediate jobs and how to get people employed. Anticipating more change, SCE staff are reexamining the draft plan, adding pieces for both short-term and long-term, and reaching out to partners to see what they're thinking.

7. Sokha Song, Deputy Director of Human Resources, and Ryan Wilson, Manager for Title IX and EEO Investigations, provided an update on federal Title IX changes in guidelines required for implementation. For quite some time, state law has been more restrictive than federal law. Recently, that has changed drastically. The federal government put out a new executive order related to Title IX with an August implementation date. Highlights:
- "Responsible employee" has changed to "actual knowledge." This means if information comes to the attention of a College employee who is authorized to implement "corrective action," that employee must report that information to the College Title IX officer. Ed Code 73062 defines "corrective action."
- The federal Title IX executive order has narrowed the standard for sexual harassment as "severe and pervasive."
- A student or employee must be able to file a complaint 24/7 in person, mail, telephone, or email, and that contact information must be publicly available to students and employees.

- There are changes to mandatory obligations, and the College must be sure to not infringe on 1st Amendment, 5th Amendment, and 14th Amendment rights.
- The College must make clear in writing that the accused is not guilty until the final outcome is determined.
- Complaints are expanded to require the Title IX Officer to file a formal complaint that needs to be investigated. The Title IX Officer cannot be the complaining party but just initiates an investigative procedure.
- Interim measures for supporting the complainant can still allow altering of work schedules, changing class schedules, or changing supervising managers.
- There is no option to informally resolve an issue unless there is a formal complaint filed. Both parties must agree to any informal resolution.
- If a student makes an allegation of sexual harassment against an employee, it must be investigated by an external investigator; our internal Title IX Officer cannot conduct the investigation.
- Those participating in any investigation or hearing have the right to an "advisor" who can directly address the allegations on their behalf. An advisor can be an attorney. Colleges are also required to provide an advisor if the complainant or respondent doesn't have one for themselves. We already have employees trained who can be designated to fulfill the role of advisor. The advisors may cross examine witnesses in a student hearing. Hearings may be in person or held electronically, but the videos must show both audio and video. Witnesses have to participate in the hearing for their information to be used; except for direct witness testimony, College investigation outcomes are not allowed to be used in the hearing as direct testimony. All parties have 10 days' notice to review and inspect evidence before the hearing.
- The Title IX Officer no longer makes administrative determinations. They are more of a facilitator; the hearing officer/panel makes the determination. This means that the College will have to implement procedures similar to those in the student conduct hearing for employees who are accused of sexual harassment.
- These changes remove the timeline for filing a complaint except when the accused is a current employee or student.
- There is a required quick turnaround to implement the new federal changes. Human Resources will seek legal interpretation of the federal directives.

9. Cabinet discussed the Academic Senate's Fall Faculty Flex Draft (attached) and agreed with the Academic Senate's positions on the following:
   a. Academic Senate DLC Recommendations – Online Offerings Summer and Fall (attached)
   b. Resolution on COVID 19 Temporary Remote Instruction (attached)

10. Cabinet will review the following documents presented by the Academic Senate at AMAC and will provide input at the next Cabinet meeting:
    a. Academic Senate 100 Unit Limit on Priority Registration (attached)
    b. Guided Pathways Committee Purpose and Function Statement (anticipated)
    c. Mapping and Cataloguing Committee Purpose and Function Statement (attached)
    d. Student Intervention Committee Purpose and Function (attached)

11. Cabinet will review the following documents on the state budget shortfall impact on Mt. SAC to provide input at the next Cabinet meeting:
    a. Department of Finance Fiscal Update (attached)
    b. Legislative Analyst's Office Spring Budget Outlook 2020 (attached)
    c. School Services of California's COVID-19 Decimates State Revenues, Education Funding (attached)
    d. Timeline for adoption of state budget (attached)

12. Cabinet reviewed the update and follow-up analysis (attached) from RBC on Mt. SAC's Bond program and anticipates a revised strategy for bond sales to pay off the $90 million Bond Anticipation Notes with that revised plan to include the sale of bonds from both Measure RR and Measure GO.

13. Morris reported the Mt. SAC Budget Committee met and made recommendations for Cabinet's guiding principles for the CARES Act funding. Morris is bringing this for discussion at PAC tomorrow.

14. Richard reported that clarity is needed regarding payment of academic professional experts and short term hourly staff during the campus closure. Cabinet agreed that professional experts will be paid through the end of their term; short term hourly staff will be paid only for work done.

15. Audrey reported:
    a. The CARES Act federal report is due ([attached](#)). The only requirement is that the report needs to be posted on the College web site.
    b. The Student Cares Act Emergency Applications for Pell eligible students are already being distributed and turned in.
    c. Given the budget crisis, the anticipated SEAP-funded emergency grants that would be available for students in need not covered ty the CARES Act will be delayed until the status of the college SEAP budget going forward can be analyzed.

16. Items for future agendas (items for the next Cabinet meeting are shown in BOLD:
    a. SEAP Allocation Model (Audrey, Madelyn, and Rosa 6/2)
    b. Multiple Measures Placement Workgroup (Audrey, Joumana, and Team, 7/28)
    c. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 6/2)
    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, 5/19)**
    e. Changes to AP 5520 – Student Discipline Procedures per Changes in Title V (Audrey, TBD)

17. 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, 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, 5/26)
    i. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 7/7)