President's Cabinet Action Notes

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

June 8, 2021

1. Cabinet reviewed and commented on the following information items:
   a. Dr. Walker provided her COVID Update 6-2-21, which included information on the Vax for the Win promotion. The State announced $116.5M in prizes for those who are fully vaccinated. Dr. Walker reports that herd immunity of 70% may be achievable, with 62% of the population in a Kaiser Family Foundation Survey stating that they had received at least one dose.

2. LA County Department of Public Health information on What to Expect on June 15 provides information on the relaxing of some Cal/OSHA worker protocols after June 15. As they are required to go through a period of review, the standards are still subject to change.

3. Abe presented a revised AP 37XX – Virtual Conferencing/Zoom Recording/digital retention. The workgroup has continued working on this from both a business and instructional perspective. Feedback from Cabinet is that the AP still needs quite a bit of work. Some of the information is confusing and contradictory.

4. Assembly Bill 1491 (McCarty) covers the Adult Ed Consortia carryover of funds. The existing Bill by Medina limits the amount of carryover of AB86 regional consortia funds promoted by K-12. This Bill has been put on the inactive list, which is good news.

5. Education institutions have received a letter from the United States Department of Education Office for Civil Rights Dear Educator Letter addressing concerns of harassment and violence against Asian American and Pacific Islanders. It is great to see supportive statements such as those in this letter coming from the Feds.

6. The Chancellor's Office announced their Improving Online CTE Pathways Grant, which appropriates $35M to the Online Education Initiative. This is a great program and we have a lot of online CTE that is in information technology and business that will be greatly affected by this. Great program for our system and to have the grant funding is a good thing.

7. Nossaman LLC, our lobbying firm, provided an analysis of the Legislative Budget Proposal of 2021, which outlines the significant differences between the Legislature's Budget Act and the proposal by the Governor. There is an overwhelming amount of money and so much interest-based items included. There is pressure from unions to rebench the FON, which has become political. It is good to see the recommendations to put money into STRS and PERS retirement obligation.

8. Cabinet was joined by Anthony Moore, Chief Technology Officer; Antonio Bangloy, Director, Enterprise Application System; Monica Cantu-Chan, Director, IT Project Implementation; Chris Schroeder, Director, Infrastructure and Data Security; and Michael Carr, Director, Academic Technology, for an IT Projects quarterly update. Highlights:
   - Staffing is moving along, with a few positions in the hiring committee process, as well as one offer being made.
   - Skype for Business is ending on July 31, 2021, and the campus will transition to Microsoft Teams.
   - Working with the CIO at CalPoly on inexpensive broadband service with Spectrum for students.

- Looking at a program with T-Mobile on mobile phones in place of desk phones, as well as low cost hotspots.
- They are expanding the campus WiFi accessibility for staff and students.
- Return to campus work is progressing:
  - There are almost 7,000 computers on campus, which have been primarily off during the stay at home order. Computers have been turned on and updated in preparation of July 1, and they are about 65% complete with updating computers on campus.
  - Webcams have been ordered and are in stock in IT for those who have desktops and need to continue to Zoom.
  - New desktop computers being ordered are now all-in-ones in which the computer is integrated into the monitor, which has a webcam.
- Laptop loaner program has expanded during the pandemic - 775 help desk tickets for the Spring term from students for the loaner program. They are serving approximately 100 students/week for one-on-one appointments with the Help Desk.
- One 1G internet circuit is being boosted to 10G, which will help with connectivity as we transition back to campus.
- Additional licensing for the phone system is being purchased to help ease the transition back to campus.
- There is a campus-wide wireless assessment and expansion project going on. They're looking at where our wireless gaps are.
- Licenses were expanded for our monitoring solutions. This will enable us to provide network statistics on what devices are up and down.
- There are currently 126 projects, with 54 dedicated to Student Services, 30 to Instruction, 33 Human Resources, and 18 to Administrative Services in the implementation phase.
- They are continuing to maintain the scheduled maintenance webpage with information on hardware and software upgrades.
- Chrome River has been up and running, with training guides and on-demand training videos.
- Etrieve has two live forms, one for students and one for employees. More forms are being implemented.
- Skype for Business will end July 1. They will begin communication to the campus next week to include training materials and classes through POD for Microsoft Teams.
- Degree Works upgrade has been completed.
- The Portal operating system and web applications have been upgraded to prevent any security threats.
- Accessibility work is continuing on a weekly basis with documents.
- Partnership with Instruction was implemented where any time something is changed in Degree works, it is updated to the guided pathways.

9. Yen reported that Ground Breaking and Ribbon Cutting Ceremonies are planned for Friday, June 11 for the Champion Parking Structure, Gateway Parking Structure, Hilmer Lodge Stadium, and Gym/Wellness/Aquatics/Heritage Hall.

10. Bill would like to schedule a Special Cabinet meeting on the implementation of the state funding of community colleges for 2021-22. It is expected to be a very complicated budget with lots of trailer bills. We need to be forward looking at what is likely to happen with the funding and be active in our own planning and in influencing how these trailer bills are implemented. We must look at advancing the institution for how the money will be used effectively.

11. Morris reported:
- Reconnect and reengage for parking and transportation fees and health fees can use HEERF dollars. He is working with IT for a zero charge in the system in order to track how much in fees are not being collected and can be backfilled by HEERF.
- Students that have a Mt. SAC fee bill accumulated from last March will have those debts forgiven. Morris is looking at running a report to automatically clear these rather than asking each student individually.

12. Abe reported:
    - We are at 1626 employees submitting their forms to be cleared for returning to work on campus. Submissions are tapering off and slowing down, but they are still coming in. We still have about 10% requesting accommodations.
    - Human Resources is planning a retreat for their team.

13. Audrey reported:
    - Two state reports that are due, AB1805 and AB705, due in July, who should be listed as the College contact? Kelly will be AB705 and Audrey is AB1805.
    - Commencement planning is going well, and we look to have a socially distanced, full Stadium.

14. Kelly reported:
    - The accreditation kickoff is scheduled October 22 from 1-4 p.m., and the entire campus is encouraged to participate.
    - She has two teams attending the Enrollment Management Academy.
    - The Instruction team Retreat on campus on June 23.

15. Items for future agendas (items for the next Cabinet meeting are shown in BOLD)
    a. Multiple Measures Placement Workgroup (George, and Team, TBD)
    b. Student Centered Funding Formula—Continued Follow Up
        1. Noncredit Support of SCFF & Multiple Measures (Madelyn, Tami, and Shannon, 7/27)
        2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 6/22)
    c. Zoom recording/digital retention (Abe and Workgroup, 7/13)
    d. Employee ID badge process (Abe, 6/29)
    e. AB30 (Dual Enrollment, A&R, and IT, 7/6)

16. Quarterly Reports to Cabinet
    a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers **(Morris and Doug, 6/15)**
    b. Limiting Short-term Hourly and Professional Experts and Managing Overtime **(Abe and Alexis, 6/15)**
    c. Emergency Response Plan Quarterly Report (Duetta, 7/13)
    d. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, and Kevin, 7/20)
    e. Faculty Position Control Quarterly Report (Rosa, 8/24)
    f. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 9/7)
    g. IT Projects Quarterly Report (Anthony, 9/14)
    h. Grants Quarterly Update (Adrienne, 7/13)
    i. Dual Enrollment at Local High Schools Quarterly Report (Michelle, Joel, Marlyn, and Lina, 8/24)
    j. International Student Quarterly Report (George, 6/22)
    k. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 8/3)
    l. Title V Quarterly Report (Lianne and Lisa, 7/20)
    m. Guided Pathways Reporting (Michelle, Shiloh, and Sarah, 7/27)