



June 15, 2021

1. Cabinet reviewed and commented on the following information items:
  - a. Mt. SAC's 75<sup>th</sup> Commencement was in person and wildly popular! Breaking College records with more than 5,200 students filing petitions to graduate, we saw approximately 1,000 students walk across the stage on Friday, June 11. Great photos by both [Jeffrey George](#) and [Tom Zasadzinski](#) to commemorate that Mt. SAC is back!
  - b. The San Gabriel Valley Tribune write-up on Commencement, [In the middle of a pandemic, record number of Mt. SAC students graduate](#), in a time of "survival."
  - c. Tilden Coil, our construction management firm, published [Shaping Futures, Mt. San Antonio Community College Hilmer Lodge Stadium](#), which highlights the reconstruction of the World Famous Hilmer Lodge Stadium.
  - d. The Mt. SAC Newsroom recently issued a press release, [Mt. SAC Chosen for FAA Training Program](#), which announces our selection to participate in the Federal Aviation Administration's Unmanned Aircraft Systems – Collegiate Training Initiative Program. The program prepares students for careers in unmanned aircraft systems (commonly referred to as drones), including piloting, mission planning, data collection and analysis, and other related skills. This continues our really amazing success with the FAA and will provide pathways for our students to high paying careers.
  - e. Senator Alex Padilla's office issued a press release, [Padilla, Warren, Torres Introduce Legislation to Improve Equity in Higher Education By Helping Students Access Basic Needs](#), which is legislation to ensure institutes of higher education have resources needed to support students' basic needs. It would allocate \$1B in grants for students who qualify for financial aid to access to food, housing, transportation, child care, health care, and technology. Senator Padilla, who co-sponsors this Bill, has been a great friend to community colleges.
  - f. The [Vacant Positions Under Active Search Log](#) was reviewed.
2. A revised [BP 7211](#) and [AP 7211](#) – Minimum Qualifications and Equivalencies were approved by the Academic Senate on April 22, 2021. The recommendations for equivalencies to faculty minimum qualifications areas is delegated to the Academic Senate's Equivalency Committee. This Administrative Procedure determines the criteria for those determinations and the role of equivalencies in the faculty hiring process. This update to the AP is positive as it also puts Human Resources in the loop with reporting such equivalencies. The documents will be reviewed in the next AMAC meeting and then forwarded for recommendations by the President's Advisory Council before being presented to the Board.
3. Abe presented a revised version of new [BP 7234](#) and revised [AP 7234](#) – Overtime, which will guide managers on how to make overtime assignments and how manage the overtime process. The granting of an overtime assignment is a management decision, and the AP provides language to help managers make that decision within applicable laws and in accord with bargaining unit agreements. The group that has been working on this issue will be establishing a training for managers on how to implement strategies for additional work in departments. The workgroup will also be helping with the guidelines and rollout to communicate processes with managers. Cabinet recommended the creation of a code in Workforce to track both emergency and pre-approved overtime. This process would allow for an analysis of overtime use and budgeting processes. This BP and AP will be sent to PAC for review and recommendations.

4. The California Department of Public Health issued their [Guidance for the Use of Face Coverings](#), which go into effect today. While mask standards for employees are set by Cal/OSHA, CalDPH standards apply to the general public which, for Mt. SAC, means students and other nonemployees on campus. This CalDPH Guidance removes the requirement for vaccinated individuals to wear face masks indoors and for all individuals outdoors when physical distancing can be maintained for unvaccinated. Continued masking for all is required on public transit; indoors in K-12 schools, childcare, and other youth settings; healthcare settings; correctional facilities and detention centers, and homeless shelters, emergency shelters, and cooling centers. The guidance states that masks are required for unvaccinated individuals and goes on to say:

In settings where masks are required only for unvaccinated individuals, businesses, venue operators, or hosts may choose to:

- Provide information to all patrons, guests, and attendees regarding vaccination requirements and allow vaccinated individuals to self-attest that they are in compliance prior to entry.
5. Chancellor Oakley issued a [Dear Colleague Letter](#), which foretells what the Governor's announcement today will be. His letter states that industry-specific guidance, including that for higher education, will sunset. For classes, all social distancing requirements goes away. Colleges will have great latitude to make decisions, and Chancellor Oakley notes that colleges are authorized to be back in session for full-time, in-person instruction.
  6. Cabinet reviewed the [Facilities Planning and Management Organizational Chart](#), which is a re-organization of the construction side of Facilities. One position still needs job description review from Human Resources and will be on hold until that is completed. The rest of the positions are approved to move forward with reclassification or Request to Fill paperwork for final signatures.
  7. The Community College Update article, [Legislature Passes 2021-22 State Budget](#), announces that the State Budget was passed by the Legislature on June 14. The balanced State Budget has been sent to Governor Newsom for his action. There are a few differences between the Legislature and the Governor's Office, but it is estimated that the budget settlement between the Legislature and Governor will be passed by the June 30 deadline.
  8. LA County Department of Public Health issued a [Revised Health Officer Order](#), effective June 15, which releases all health orders and related guidelines. Cal/OSHA has their proposed guidelines out and the Governor has already said he will issue an executive order to implement Cal/OSHA regulations immediately after Board approval. We will be looking at all orders, including the Cal/OSHA directives coming out on Thursday, to establish revised campus protocols for employees.
  9. The Chancellor's Office issued a [Dear Colleague Letter on Update on State Budget: Two-House Deal](#), which highlights the passage of a bicameral State budget for 2021-22.
  10. Cabinet had discussion on the previous travel ban and agreed that employees may travel for College business effective June 15.

11. Cabinet was joined by Alexis Carter, Director of Human Resources Operations and Employee Services, for a [limiting short-term hourly and professional experts and managing overtime](#) update. Highlights:
- Short-term Hourly and Professional Experts:
- Overall savings of temporary employment of over 141,000 hours, with an overall savings of \$3.4M.
  - Professional Experts savings is \$380,689.
  - Short-term Hourlies is projected to be up almost \$270,000.
  - Substitute savings are projected at \$92,289.
  - Student assistants have an overall savings of \$3.2M.
- Call-Back and Overtime:
- There has been a jump in call-back pay from the last report.
  - Overtime costs have been under what was expected for all areas.
12. The following job descriptions were reviewed and revised by the Reclassification Committee as a result of Reclassification Requests:
- [Audio Visual Support Technician](#) (1 incumbent). This request is approved.
  - [Coordinator, POD Classification Request](#) (1 incumbent). This request is approved.
13. Morris reported:
- Fiscal Services is working on the finalization of the tentative budget, with the final report coming soon for the June 23 Board Meeting.
  - He is still working on fees that may be eligible for HEERF funding.
  - We will be doing an RFP for a new parking permit service as the current vendor is going out of business.
  - The Bookstore is opening with on campus services for regular hours the first week in August.
  - Foothill Transit will be doing TAP stickers to implement the Class Pass for students to ride the bus. The cost will be reimbursed by federal HEERF.
  - They are looking at a basic needs request through HEERF for non-credit students utilizing Foothill Transit to look at a possible ongoing solution.
  - They are looking at a print solution for students, possibly doing an RFP for a full campus-wide print solution for students for the Fall.
14. Abe reported:
- Total number of vaccinated 1683, with 10% of employees requesting accommodations.
15. Audrey reported:
- She thanked everyone for Commencement. Lots of hard work by all.
  - The Return to Campus report is almost completed for Student Services.
  - They continue to have end of the year programs going on.
16. Kelly reported:
- She enjoyed the ribbon cutting and ground breaking ceremonies and the Commencement ceremony.
  - The AVPI recruitment process has been finalized.
  - There are two teams going to the enrollment management academy. This will help be creative in enrollment management.
  - The Instruction team will be discussing Summer enrollment tomorrow.
  - She sent out her first Joint Communication with Academic Senate, which will be a regular communication.

- Barbara's virtual retirement ceremony was wonderful and touching; an in person celebration will be on July 1.

17. 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)

18. Quarterly Reports to Cabinet

- a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris and Doug, 6/29)
- b. Emergency Response Plan Quarterly Report (Duetta, 7/13)
- c. Room Utilization/Capacity-Load Ratio Project (Gary, Mika, and Kevin, 7/20)
- d. Faculty Position Control Quarterly Report (Rosa, 8/24)
- e. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 9/7)
- f. IT Projects Quarterly Report (Anthony, 9/14)
- g. Grants Quarterly Update (Adrienne, 7/13)
- h. Dual Enrollment at Local High Schools Quarterly Report (Michelle, Joel, Marlyn, and Lina, 8/24)
- i. International Student Quarterly Report (**George, 6/22**)
- j. Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 8/3)
- k. Title V Quarterly Report (Lianne and Lisa, 7/20)
- l. Guided Pathways Reporting (Michelle, Shiloh, and Sarah, 7/27)