

EXPANDED CHANCELLOR'S CABINET MEETING

Minutes

August 16, 2021

9:15 a.m. – 12:00 p.m.

Zoom Link: <https://cccconfer.zoom.us/j/92058842531>

Cabinet Attendees

Jannett Jackson, David Johnson, Nathaniel Jones, Rudy Besikof, Angelica Garcia, Adil Ahmed, Siri Brown, Atheria Smith, Ronald McKinley, Antoine Mehouelley, Mark Johnson, Royl Roberts, Sasha Amiri

Guests: Dr. Janet Fulks, College ALOs (Tina Vasconcellos, Rebecca Opsata, Denise Richardson, Kuni Hay), College VPs (Derek Pinto, Rebecca Opsata/ALO, Garth Kwiecien, Lilia Chavez, Denise Richardson/ALO, Stacey Shears, Kuni Hay/ALO, Diana Bajrami, Tina Vasconcellos/ALO), Marla Williams-Powell, Joseph Bielanski, Francisco Herrera

Note Taker

Maisha Jameson, Executive Assistant – Chancellor's Office

1. Chancellor's Report – Chancellor

- a. Update on the buildings. Some people from DGS have been going into the buildings after it had been cleaned but not been tested. The building will not go back live until it has been cleaned and tested. Contact IVC Smith if you have questions about whether a building is cleared or not.
 - i. President Johnson: how do the colleges get a schedule of when the buildings have been cleaned. Send a message to IVC Smith, so she can clarify the situation.
- b. Facilities rentals: we have not updated our facility rental processes. She is asking/directing VPAS to work on updating our facility rental contracts. There may be some confusion on what is a rental/lease/long term contract. Having the VPAS's to take the lead on this. She will be providing the BP's/AP's and the Civic act so they understand exactly what her guidance is. Legal is currently looking at everything to make sure all of the required citations have been included.

- c. Antoine, Jackson, Royl, HR and Finance: are getting assistance with bridging between the campus and PeopleSoft. We need assistance with the business practice. She hired Heron, an outside contractor to assist the District with the implementation. This will become part of the evidence for the ACCJC.
- d. She has been working with the Finance Dept. and Jonah Nichols. He will be assisting us in our program review and will assist with the review of the documents

2. Dr. Janet Fulks: ACCJC UPDATE:

- i. Updates on where we are and what she still needs help with.
- ii. Need help with report preparation. Sasha & Mai will be assisting with this.
- iii. She has completed the draft and will be uploading it today and needs someone outside to review it to make sure it is all correct. Dr. Jones, Derek Pinto.
- iv. This is not about the colleges. These requirements directly relate to the District. We need to be very focused and state what the District has done since January 2021.
- v. The business & finance section and the IT section, on the website looks like things were last posted in 2016. Can someone look at the website and update it. How do we go about updating the webpages?
- vi. Dr. Jackson: for IT that would be CTO Antoine and Finance it would be Ahmed. They can work with Mark, but Mark's team does not know what these departments have done. The depts. need to send their information to Mark's team so they can update the website.
- vii. If the VC's look at requirement 1 and look at the evidence file, that would be a quick reference for them to gather their information to update.
- viii. Antoine: What page on the District site did you look at, because they updated everything that was recommended by the ACCJC. What is the IT recommendation that they need to provide? When he looked at the report, he did not see anything relevant to technology. Dr. Jackson: the information that was on the accreditation page needs to be uploaded to the rest of the IT pages.
- ix. Mark to schedule a meeting with Fulks, Antoine & Ahmed & Marla, so she can show them exactly what issues she is seeing on the website.
- x. Requirement 3: she wants to remind Lillia, Kuni that this is relevant to the District.
- xi. Requirement 4: she was very upset with what she read in the Grand Jury report.
- xii. Requirement 6 is finished.
- xiii. Requirement 8 is almost complete
- xiv. Requirement 9 working with the Chancellor to complete
- xv. Requirement 10 working with Siri to complete
- xvi. Need to prove that we are following the guidelines for the Operational overspending. BP6250 and AP2018
- xvii. E – working with Royl on the reorg, the hiring and the positions.
- xviii. F will fall under requirement 2
- xix. H – Ron has suggested he will do a high level turnover analysis and bring it to the next extended cabinet meeting.

- xx.** VC Brown: former VC HR did a high level turnover back in 2019 and she can send it over to her.
- xxi.** Dr. Garcia: there was an additional assessment done last summer. Not sure if the document exists or not.
- xxii.** Royl: was able to locate some work that was done and will look further to see if there are any management conversations that were had. He does not think a final report was done but will look into it.
- xxiii.** Dr. Fulks reviewed the timeline. On the agenda should be a review of the report that should be completed by Aug. 27.
- xxiv.** She needs to report all of the work that was done. She has added information to the Report Preparation Meetings and Topics and would like everyone else to add any additional information they may have related to the reports.
- xxv.** Dr. Garcia: should we consider a short PPP to show everything that has been done and will show as evidence that it's going back to the college campuses.
- xxvi.** Dr. Fulks: thinks it is a great idea. Mark will send her the PPP template so she can start working on that. Dr. Jackson, was going to give them an update on the 10 recommendations that the District is working on. She would like to recognize all of the work that everyone is doing.
- xxvii.** Dr. Fulks will work on the PPP and send it to Dr. Garcia and Dr. Jackson
- xxviii.** Reviewed the work that was done on the editing of the AP document. She highlighted the updates she made and would like everyone to review it and have the document completed and sent it to Dr. Bielanski. Can her and Dr. Jackson work out the detail offline. Dr. Jackson suggested adding an additional note/disclaimer that says something like "this policy does not override or supersede any written contract agreement between the bargaining units". She does not think a lot needs to be done to the document. Add a disclaimer and have it approved by the Board. Asked the VP's to look at the document and put their additional notes in to make sure it is ok.
- xxix.** She did not receive any comments on the flowcharts. Dr. Jackson, we have a student trustee that is going to submit a BP regarding auditing. Does anyone know of anything regarding this, if so, please send her the information?

3. Check-in on Action Items

- a.** Atheria gave an update on the cleaning. They did a good job with Laney, but the sports complex needs to be completed. Testing will start at Laney and they will work behind the cleaning crews. If something has to be redone, they will address it at that time. BCC is complete but they will come back and do a walkthrough. COA are 50% done with the aviation facility. Should be completed within the next day or two. They are primarily focusing on Merritt for the next few days and then the District office. They are focusing on getting the Q & S building done then facilities. They have started changing the HVAC filters. Testing will be done at the same time.

- b. HPLE has assured the Chancellor that the buildings will be ready by the August 23rd.
- c. The President's stated that they did not receive notification about not being on campus until the testing had been completed. IVC Smith can send the schedule to everyone. The next few days will be the onsite testing. They will also be testing at the District office. They will test at DAC tomorrow.
- d. Dr. Jones: Are we restricting access until after testing or until the testing results come in? IVC Smith stated that the testing results come back instantaneously and there are cleaners are on site if a location fails.

4. Accreditation Follow-Up Reports – All

a. Delineation of Duties Work/Document - Chancellor

b. Requirement 10 – Organizational Charts -> Functional Charts -> Vetting -> Following

- i. Siri went over the draft of the District functional map. Received two samples from Catherine Webb. They modeled after West Hills. It is located under the chancellor's cabinet, under Accreditation, Follow up Report, D.O Rec #10 Functional Map and then District Draft Function Map. The leads of each area need to begin to fill it in.
- ii. Once it is in final draft they will then send it to Dr. Fulks
- iii. West hills linked the AP/BP where it was relevant to the District function. They have it separated between the District Role and College Role.
- iv. We want to have only the main functions to the colleges and the District. The document should not be too large.
- v. Dr. Jackson is urging the VP's to get together in distinct groups to go over the best way to do this. Look at it from the student's perspective. The colleges should be consistent.
- vi. Everyone needs to look at the functions. It would be great to leave today to assign a VC for these items.
- vii. Dr. Jackson suggested that it would be good to do it all at the same time. Draft what the District does and then have a process to review it with the colleges.
- viii. Dr. Jones suggested they organize the functions by the standards. Dr. Jackson: that is a great idea, but right now with our abbreviated time frame, we should do what we already know how to do. Once we have established the functional map, we can then do it in Phase II to identify it and add the standard to that function. Hopefully by March, we should be able to show that we are moving forward and include it in our next report next year.
- ix. Dr. Fulks: if we look at the requirement and the report from the review teams it states that The colleges and District does not know who is responsible for which function and if they do know, they do not follow their own policy. She added the BP's/AP's and will have Joseph make sure the correct BP/AP is added to the correct function item.
- x. VC Brown, the next step would be to set up the District lead to work on their sections and set a deadline for it.

- xi. Dr. Jackson: have the VC's use this time for their own staff to go over everything and then next Friday have a meeting in groups to discuss what was done. This Friday, we at the District, will look at our particular areas in the functional map and work with our staff and validate what is on there. The following group, will be set up as breakout rooms, VPIS/VPASS, for one hour and then come back as one large group to cut and paste onto the document.
- xii. Dr. Fulks said to make sure that everyone works on this particular document and this needs to be completed by Aug. 23 so that it can go out to the colleges for discussion.
- xiii. VC Brown: The Friday dates are not consistent. Dr. Jackson, the District will have their section done by the 23rd and we will be a little behind on the schedule.
- xiv. Dr. Besikof: Would like to get Rapinder into the mix because she has detailed information regarding Laney's report and Dr. Jackson stated he can involve whomever he likes to have on his team.
- xv. Dr. Jackson reiterated the importance of having safe space and wants everyone to understand that if she hears something come back to her that was discussed in a meeting, she will not include that person in the meetings anymore.
- xvi. Dr. Fulks will email Sasha the deadlines so that she may email everyone an update on the deadlines.

5. Friday's (8/20) Expanded Chancellor's Cabinet Meeting

- a. Reschedule given College Flex Day? - **CANCELLED**

6. Follow-up on HERF 2 & 3 Spending

- a.

7. CARES Act Reconciliation Report - Adil Ahmed

- a. The report is going to DGS for review. An update will be given to the Board in Oct.
- b. IVC Ahmed: reviewed the CARES Act. As of yesterday, only \$14.7 million has been spent. They added the student debt for every college and it will be wiped out.
- c. MSI funds will be presented separately and the Finance dept. is working on it. *Minority Serving Institution*. Dr. Jackson would like a tab included in the CARES Act worksheet and have a summary included with it.
- d. Request to add the spreadsheet into today's meeting folder for the President's to access.
- e. Dr. Jackson wants to make sure that documents are being loaded into the regular Executive Cabinet folder and not in the Expanded Cabinet folder. Wants to make sure there is still a confidentiality with all that is being discussed and shared.
- f. Dr. Jackson: Wants to go over the expenditure plans and how that should be set up in the budget. The President's did plans for CARES 1/ 2 and they received additional funds for the Hispanic Serving Institutions. They came up with a plan

on how they were going to use the funds. Prior to receiving those funds, the District spent \$3 million on Chromebooks. A few suggestions: Do a balance transfers from the colleges to cover the \$3 million, which was pulled out of Measure G funds. Since this discussion, there has been several proposals. One: the colleges aren't spending their money so we should do a budget transfer. Second: with the HERF III we would earmark those funds for the Return to Campus. Third: for the HERF I & II we were going to follow the plan that the President's had put forward, one of which they would look at Financial Aid. This presentation is about what they have spent to date and how much of it can be charged to financial aid. Today, she wants to look at their plans and see what they are going to spend the money on, compare it to what we would do to Financial Aid to students, then look at the \$3 million that we hope we can recoup and put back into Measure G and have an agreement that this is what we are going to do. If we cannot pay for your plans that you currently have and if we cannot do that and still pay for the Financial Aid reduction, then will not do the Financial Aid reduction. She wants to get to the bottom line today. She wants to see their plans, get the right budget numbers, have the money put there and have them spend the money. COVID Impact will come out of COVID funds, or HERF I or II.

- g.** Merritt, the money that Ron had negotiated, is not included in this spreadsheet. The COVID impact is not included in these numbers? VC Ahmed, the hazard pay is included.
- h.** Dr. Jackson: Never did they discuss that it was going to come out of HERF III, only the return to campus was going to come out of that funding. When she asked if the funds were available she was told yes multiple times but she was never informed that they were going to come out of HERF III. HERF III funds were only for the return to campus. It needs to be more specific when he states that there are funds available, that he states exactly where the money is coming from.
- i.** Dr. Roberts: explained that there were some conversations regarding this, but he thinks the timing of these discussion is what may have been the problem.
- j.** Dr. Jones: does not recall having the discussion and would like the information sent to them if possible.
- k.** Dr. Besikof: on Friday can the President's share their plans with each other? It can give them a chance to see if they are on point or not?
- l.** Dr. Jackson: the meeting should be done prior to Friday. We need to regroup, revamp and discuss the funding and put all of the college plans out there and call a special meeting tomorrow or Wednesday. For Finance, tell the Chancellor exactly where the money for the COVID Impact pay is coming from. She wants the information represented in the flow chart.
- m.** Please load the documents in the correct folder. Adil & Marla need to redo the spreadsheet. Atheria and Siri also need to include their documents and have at least a 1.5-hour meeting all together to go over everything.
- n.** Dr. Jackson wants to look at the total amount based on the colleges. Of the total amount they were given, what was the % given to each college? We should look at the # of people based on each campus, but we need to have a process and procedure to come up with that number. The only thing that is outlying is how much we are paying for the student debt. We need to give the colleges their budget numbers, so they know what they are using.

- o. The meeting has been schedule for Wednesday, Aug. 18, 2:30 p.m. - 4 p.m.

8. Misc.

9. Agenda Items for Next Chancellor's Cabinet Meeting – All