

EXPANDED CHANCELLOR'S CABINET MEETING

Agenda

August 9, 2021

9:15 a.m. – 12:00 p.m.

Attendees

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

Guests: Dr. Janey Fulks, College ALOs (Tina Vasconcellos, Rebecca Opsata, Denise Richardson, Kuni Hay), Marla Williams-Powell, Michael Terry, Jaime Ortiz

Note Taker

Maisha Jameson, Executive Assistant – Chancellor's Office

1. Chancellor's Report – Chancellor

2. Check-in on Accreditation Follow-Up Reports – All

• Review of completed requirements (Dr. Fulks to send)

- #6 completed.
- ACTION – Feedback to be provided on the draft document re: to Financial Aid piece.
- #4 & #5 & 7 – working with Chancellor
- Uploaded the Task Management Spreadsheet
- Proposing a New AP (2410) to deal with Policy Updates. ACTION- Feedback to be sent by Wednesday.
- Requirement #10 – ACTION - Need to get working on the Delineation of Duties Doc. Asked for some people to be assigned to help Dr. Fulks on this. Chancellor asked Presidents + VPAS (or another delegate) + Adil Ahmed & Marla Williams-Powell to take the lead on this – ACTION – Schedule a Meeting to discuss this and get this started.
- Working on Org Charts to do an assessment of positions and functions – to come up with a recommendation for gaps. ACTION - Need list of all new staff and positions from HR. To put together a list of positions that are advertised and where they are at.

- **Check-in on Action Items from last meeting related to Follow-Up Report**
 - **Teach Out Plan**
 - VC Brown drafted the letter to send to the Bay 10 and sent it to Chancellor

EXPANDED CHANCELLOR'S CABINET MEETING

Agenda

August 13, 2021

9:00 a.m. – 11:00 a.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, Royle 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, ~~Sean Brooks~~, Kuni Hay/ALO, Diana Bajrami, Tina Vasconcellos/ALO), Marla Williams-Powell, Joseph Bielanski, Francisco Herrera, Eva Jennings)

Note Taker

Maisha Jameson, Executive Assistant – Chancellor's Office

→ **Purpose - Review status on Requirements:**

- Requirement 6 report and evidence posted in Teams
- **Completing ACCJC Requirement 8 on Board Policy with recommendations from BP/AP Taskforce**
- Review Requirement 10 on Functional Maps as well as create a plan

→ **Outcomes - The intended outcomes of this meeting are:**

1. **Review/Adopt recommendations on Requirement 8 adopting a) analysis of BOT BP/AP status, b) Policy and Procedure Tracking Matrix, c) Updated AP 2410, d) plan to close loop on Requirement 8**
2. Review Functional Plan Updates – analysis issues, format ACCJC, ALO/VPs input
3. Use meeting time to add documentation and improve current Functional Maps
4. Create a plan and calendar for Functional map completion and assign responsible parties

I. Chancellor's Report – Chancellor

II. Introductions & Notes

- a. This is a safe space for confidential discussions.
- b. Reminder that finished and draft documents are in Teams folders
 - i. Accreditation-Follow Up report- Requirements- Draft Reports/ Evidence
 - ii. Teams Accreditation folder
 1. Went over what to find, where.
 2. All colleges to ensure their respective docs are uploaded.
 3. There will be overlap with documentation that responds to multiple recommendations (include in all appropriate folders).
 - iii. Dr. Fulks to consolidate all separate recommendation responses into one document to make-up the Report and Mark Johnson and team will format and brand the reports for each of the colleges.
 - iv. May need an editor to look at grammar, links, flow of doc.. ACTION - Dr. Garcia to reach out to Zahra about providing this service.
 - v. Need to allow time to offer every opportunity for review of the document by the District community. Changes will be considered on a case-by-case basis as the work continues.
 - vi. Evidence to be submitted on FlashDrive and links should be to evidence on FlashDrive. Laney's ISER links will be the model for all Follow-up Reports. ACTION – To follow-up with Rupinder on what she did.
 - vii.
- c. Additions to agenda or comments
- d. Update on discussion with ACCJC - Siri and Janet (report format and timeline)
 - i. Discussed Teach Out Plan and the new requirement (responses to questions).
 1. To include schools that are on probation, but make note of that.

2. Tina Vasconcellos provided template for all colleges to use.
 3. Shared what details to include vs. what not needed.
- ii. Functional Map
 1. Shared details of how this should be formatted.
 2. To be developed thoughtfully and be vetted through shared governance in the fall.
 - iii. To note in the reports that the report will include plans for moving forward on some recommendations given the busy time of the summer (during COVID and return to campus) that the report was being developed.

III. Issues

- a. Discussed Teach Out Plan and the new requirement (responses to questions).
 - i. To include schools that are on probation but make note of that.
 - ii. Tina Vasconcellos provided a template for all colleges to use.
 - iii. Shared what details to include vs. what not needed.
- b. Requirement 6 is complete and posted
- c. Requirement 8 – worked on by Janet and JB, reviewed by BP/AP Taskforce
 - i. Summary – Many BP/AP have not been reviewed over 7 years, many are directly relevant to ACCJC requirements (see Appendix 2 below)
 1. Compared all BP/APs to CCLC's requirements. Some outdated. Some missing all together. The Chancellor has went through and prioritized approach to updating all BP/APs. Ex. To address those that are required and missing first.
 2. Taskforce working to create a schedule for the updates that spans over seven years (7-yr cycle).
 3. About 50 BP/APs have already recently been reviewed by legal experts.
 4. To add a note that the BP/AP has been reviewed even if no changes were made.
 5. Shared existing process and proposed new process. Flowchart added to the Teams folder. (Note: Read flowchart from the bottom-up.)

- a. ACTION – Need to confirm what the shared governance review process will be (ex. Cabinet --> PGC--> Chancellor/Board)
 - i. Discussion ensued about the current practice of the PFT reviewing new policy before it goes to Cabinet and whether to continue this practice. The suggestion is to move forward without “special interest” involved in this process, and to create policy based on a process that benefits the students (first) and entire organization. It was noted that this is not a normal process across other districts.

ii.

b. X

6. X

- ii. AP 2410 references a matrix which was not found, one was constructed
 - 1. Shared draft of the matrix which was organized by priority. Review by chapter and by dates included. The matrix shows which BPs/APs that need to be prioritized and for what reason.
- iii. BP/AP2410 need reviewed & updated, if necessary, AP 2410 was not accurate; New AP suggested – all docs posted
 - 1. Shared draft of this AP 2410 on Submission of new BPs/APs and Review of Existing BPS/APs. Provided and discussed feedback. Feedback incorporated into the draft AP.
 - 2. ACTION – Add standing agenda item to the PGC meetings for the Chancellor’s Report-back on any action taken.
 - 3. Discussion ensued on how to close the loop on the Chancellor’s decision on the recommendations that are presented. And how these decisions are published, disseminated and communicated.
 - 4. ACTION – All to go into the draft AP 2410 document to provide any language or comments for requested areas. Dr. Fulks to add comments on the document where feedback and language is needed.
 - 5. Have met the standard for establishing a process, yet have not yet met the recommendation for implementation of the process.
 - 6. To add this to the Board agenda for the first meeting in September.

iv.

IV. Requirement 10 – Organizational Charts -> Functional Charts -> Vetting -> Following - ACTION - TO ADD TO THE AGENDA ON MONDAY

- a. See background information below Appendix 1
- b. One functional map was old standards
 - i. Doesn't make sense to organize by standard. Instead organize by major areas that overlap at District and colleges.
- c. Check organizational charts for district and colleges
- d. Are the standards the correct way to delineate or should it be by functions and organizational responsibility? ASCCC suggested a different approach – 1map at district website with more specific mapping
- e. ACTION – All to go in and fill in what gets done with flow and process.
- f. Working to get a draft for now.
- g. VC Brown added the spreadsheet doc into the Teams folder (Accreditation folder – Req. 10 working docs)

V. Plan to move forward

- a. Update COA with correct model for college
- b. West Hills Model (in Folder) align with college and district maps, use excel sheet – general delineation to identify potential areas
- c. Create a taskforce of ALOs to take maps to final draft and then through shared governance by December??

VI. Re-check for Drafts and Completion

- a. Tentative Final Draft to be completed on August 30th to go to the colleges for vetting. All docs need to be finalized and sent to Mark by Sept. 15 for formatting.
- b. Dr. Fulks working with ALOs/VPs to ensure that everyone is on the same page.
- c. ALOs to provide something in writing related to: SEM Work, SCFF and Student Services Matrix.

VII. Follow-up on HERF 2 & 3 Spending (if time allows) - ACTION - TO ADD TO THE AGENDA ON MONDAY

VIII. Management Training Retreat on October 22

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

- a. Requirement 10 – Organizational Charts -> Functional Charts -> Vetting -> Following
- b. Follow-up on HERF 2 & 3 Spending

Appendices

Appendix 1 Background information:

- a. District Recommendation 10: In order to meet the standard, the team recommends the District **clearly delineate, document and communicate** the operational responsibilities and functions of the District from those of the Colleges and consistently adhere to this delineation in practice. (IV.D.2).
- b. ACCJC Standard IV.D.2. *The district/system CEO clearly delineates, documents, and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice. The district/system CEO ensures that the colleges receive effective and adequate district/system provided services to support the colleges in achieving their missions. Where a district/system has responsibility for resources, allocation of resources, and planning, it is evaluated against the Standards, and its performance is reflected in the accredited status of the institution.*
- c. Notes from Peer report:

BCC/COA/Merritt There appears to be some confusion about the delineation of functions and responsibilities between the District and the colleges. During the team visit, **this issue kept coming up as questions about processes** were asked. The District needs to establish a **clear delineation of functions and responsibilities that are consistently** applied across all colleges. The District and colleges can then work together to document the workflow and communication processes that ensure the District, and the colleges adhere to the delineation in practice. Functional maps provided as evidence in ISERs were different between three colleges and one college. (IV.D.2)

Laney The Chancellor ensures colleges receive effective and adequate services to support the colleges in achieving their missions through board policies and administrative procedures. The district provides centralized information technology, human resources, fiscal affairs, and research and planning services to the colleges. The district holds a Planning and Budgeting Integration Model summit and program review process annually to inform allocation of resources. Delineation of functions is evident through college functional maps, however, there is no consistency on which operational responsibilities and functions are owned by the district, colleges, or are shared functions. (IV.D.2).

All 4 colleges - The District and the Colleges work together to ensure planning and evaluation is integrated to improve student learning and achievement and institutional effectiveness. A crosswalk was created that aligns college strategic goals to district strategic goals and then to the State Chancellor's Vision for Success goals. This crosswalk has been used by the district and colleges to guide their strategic plan development. The district and colleges follow board policies and administrative procedures for institutional effectiveness and annually assesses goals and progress at the annual Planning and Budget Integrated Model summit. The last approved strategic plan was completed in

2015. The board is currently revising their mission and a stop gap strategic plan to provide guidance to colleges for planning. Once the District establishes a clear and consistent delineation of functions in Standard IV.D.2, the team suggests that the participatory governance process, workflow, and communication be documented to better support integrated planning and evaluation. (IV.D.5)

All 4 colleges - The Peralta Community College District utilizes a number of district-level participatory governance committees and standing operational groups to facilitate two-way communication between the district and colleges. Communication also occurs through districtwide administrative meetings such as the District Administrative Leadership Team and Manager Meetings. Other parts of the structure include the Planning and Budgeting Integrated Model 55 (PBIM) as well as a number of district-wide planning committees. The District includes timely and accurate information and updates in their Peralta Gems weekly newsletter and through districtwide emails and utilizes its webpage and social media for external communication. **College presidents regularly communicate to the Board on issues of student success and other items of institutional importance.** Through reports at college governance committees and regular written communications, college presidents ensure that college constituencies are well informed of district matters and are able to provide college perspectives through two-way communication. Once the District establishes a clear and consistent delineation of functions in Standard IV.D.2, the team suggests that a communication process and strategy be created to ensure effective operation of the colleges. (IV.D.6)

All 4 colleges - The District evaluates role delineations, governance, and decision-making processes annually through the Planning and Integrated Budget Model summit. As a result, recent changes to improve services were made including the decentralization of Financial Aid, the coming decentralization of Admission and Records and the reconstitution of the Legal Department. These evaluation outcomes were communicated widely through reports at board meetings and in shared governance district wide committees. The team suggests the district formalize the outcome evaluation process once a clear and consistent delineation of functions is completed in Standard IV.D.2. (IV.D.7)

EXPANDED CHANCELLOR'S CABINET MEETING

Agenda

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, Royle 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

3. Chancellor's Report – Chancellor

- o 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.
- o 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.
- o Antoine, Jackson, Royle, 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.
- o 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

4. 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 Royle 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?

5. Check-in on Action Items

- o 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.

- o HPLE has assured the Chancellor that the buildings will be ready by the August 23rd.
- o 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.
- o 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.

6. Accreditation Follow-Up Reports – All

- o **Delineation of Duties Work/Document - Chancellor**
- o **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.