

Report Preparation Meetings and Topics

Updated 9/8/2021

Date	Time	Meeting	Topics/record	Attendees
August 2, 2021	9:15 AM-11AM	Chancellors Expanded Cabinet Agenda in teams	Introductions Reporting Requirements Proposed Strategy Timeline	Chancellors Expanded Cabinet (evidence file RP 6) Includes all ALOs Janet Fulks
August 3, 2021	3-3:30 PM	Planning and contacts for report		Jannett Jackson Janet Fulks
August 3, 2021	4-4:40PM	Teach Out Plan (TOP)	Format, Content and schedule for TOP completion	Siri Brown Janet Fulks
August 4, 2021	11-12	BP/AP Taskforce work	Evaluation of BP/AP with CCLC and by time for review	Joseph Bielanski Janet Fulks
August 6, 2021	9-11AM	Chancellors Expanded Cabinet Extended meeting/work time	Review each requirement and fiscal issue TOP update	Chancellors Expanded Cabinet See Evidence file for expanded Cabinet (see evidence file RP 6) Includes all ALOs Janet Fulks
August 6, 2021	1-2PM	BP/AP Taskforce work	Review BP/AP Evaluation, review cycle proposal, AP update	Joseph Bielanski Janet Fulks
August 8, 2021	1-2:30PM	Requirement 3 Financial Aid interview with Marla Williams-Powell	Review issues in FA and plans for resolution; IT issues, training, and presentations	Marla Williams-Powell Janet Fulks
August 9, 2021	9:15AM-12PM	Chancellors Expanded Cabinet	Reviewed chart of requirements and evidence	Chancellor's Expanded Cabinet (evidence file RP 6)
August 10, 2021	2-2:45 PM	VC of Academic Affairs and Student Success Report Requirements and TOP Questions from PCCD on details of reporting	Reviewed collaborative built question list from Chancellor's Expanded Cabinet for ACCJC	Catherine Webb ACCJC Siri Brown Janet Fulks
August 11, 2021	9:00AM	Review ALO role and Functional Map	Requirement 10 on the functional maps will need overhaul strategy to do this is important	Siri Brown Janet Fulks
August 11, 2021	2-4PM	BP/AP Taskforce	Review	Dyana Delfin Polk Joseph Bielanski Jannett Jackson

				Royle Roberts Siri Brown Sasha Amiri-Nair Janet Fulks
August 11, 2021	5-7PM	VC of Academic Affairs and Student Success with ALOS	Timeline and responsibilities for Follow-up report Function map strategy	Siri Brown and ALOs
August 12, 2021	3-4PM	VC of Academic Affairs and Student Success and Functional Maps/reorganization evidence	Review of meeting agenda for evening Examples of functional maps timeline	Siri Brown Janet Fulks
August 12, 2021	5-7PM	VP/ALOs and Financial Aid	Reviewed Requirements and Fiscal Issues Discussed report preparation and timeline Reviewed and drafted functional Chart for Requirement 10 Mildred and Lillia will gather FA group to review report	VP/ALOs Siri Brown dbajrami@peralta.edu, Denise Richardson Kuni Hay Lillia Chavez Mildred Lewis Rebecca Opsata Stacey Shears Tina Vasconcellos Janet Fulks
August 13, 2021	9-11AM	Chancellors Expanded Cabinet Extended meeting/work time	Reviewed Overall Status, Requirement 8	Chancellor's Expanded Cabinet (evidence file RP 6)
August 13, 2021	2:30-4:30PM	Finance and Chancellor	Reviewed Audit Findings Update & responses; updated current spreadsheet and status	Adil Ahmed Atheria SmithFahera Bakre Jannett Jackson Momo Lim Marla Williams-Powell Nicholas Shere Siri Brown Tami Taylor Vu Nguyen Janet Fulks
August 16, 2021	9:15AM-12PM	Chancellors Expanded Cabinet	Reviewed Overall Status, Requirement 8 Began Requirement 10 Assignments	Chancellor's Expanded Cabinet (evidence file RP 6)

August 17, 2021	8-9AM	VC & Janet	Follow-up on status and meetings needed	Siri Brown Janet Fulks
August 17, 2021	10:30AM	Chancellor Designee-Facilitator on BP/AP	BP/AP Requirement 8	Joseph Bielanski Janet Fulks
August 17, 2021	12PM - 12:45	Finance and IT and Marketing	Review Website, Update Minutes, Key documents and links	Adil Ahmed Aaron Harbour Antoine Mehouelley Mark Marla Powell Janet Fulks
August 17, 2021		FA on colleges	Update report on Req 3 Financial Aid Req 3 – review audit and IT status in FA	Angie Harris Amy H. Lee Brenda Johnson Ernesto Nery Hemanth Kumar Jennifer Ma Joseph Koroma Joyce Brown-Willis Loan Nguyen Mildred Lewis Phasasha Pharr Richard Davis Tami Taylor Vu Nguyen Stacey Shears Lilia Chavez Janet Fulks
August 17, 2021	3PM – 4:20PM	BP/AP Taskforce	Finalize BP/AP Matrix, AP 2410 and BP/AP flow chart	Dyana Marie Delfin Polk Joseph Bielanski Jannett Jackson Royle Roberts Siri Brown Sasha Amiri-Nair Janet Fulks
August 17, 2021	5PM- 5:45PM	Review Current Status and updates on Req 1	Requirement 1 Finance details	Nathaniel Jones III Janet Fulks
August 18, 2021			Check in on Requirements 1 & 3	Siri Brown Marla Powell Janet Fulks
August 18, 2021		Weekly PCCD FA Meetings	Begin Delineation Mapping	All FA Directors and Consultants Richard and Hemanth, Marla
August 19, 2021	9:30-11	Meet with Regular FA leaders districtwide. Discuss Req 10 Functional Mapping	Reviewed map, caught up on IT issues and meeting deadlines	Angie Harris Amy H. Lee Brenda Johnson Ernesto Nery

				Hemanth Kumar Jennifer Ma Joseph Koroma Joyce Brown-Willis Loan Nguyen Phasasha Pharr Richard Davis Tami Taylor Vu Nguyen Stacey Shears Lilia Chavez Marla Roberts Momo Lim Janet Fulks
August 19, 2021	2-2:30	Audit Update	Catch up on Audit issues and current Finance Issues	Marla Powell Janet Fulks
August 23, 2021	9:15AM-12PM	Chancellors Expanded Cabinet	Completed BP/AP Taskforce info and began Requirement 10 function map	Chancellor's Expanded Cabinet (evidence file RP 6)
August 24, 2021	10-11AM	Meeting on formatting reports		Mark Johnson Aaron Harbour Marcus Creel Janet Fulks
August 1-24, 2021	Various times	Completion of Teach Out Plans	ALOS coordinate and work on teach out plans	Tina Vasconcellos -ALO & VPSS, College of Alameda Rebecca Opsata ALO & VPI, Laney College Denise Richardson -ALO & VPI, Merritt College Kuni Hay -ALO & VPI, Berkeley City College Siri Brown District ALO
August 24, 2021	12-1PM	Fixed Assets	Discussing audit finding on fixed assets	Brian Slaughter
August 26, 2021	2:30-3PM	BP/AP Taskforce	Reviewing BP 7110 background and suggested changes	Dyana Marie Delfin Polk Joseph Bielanski Jannett Jackson Royl Roberts Siri Brown Janet Fulks
August 26, 2021	3PM-4PM	Report Preparation and Format	Coordinating report prep	Zahra Mojta Royl Roberts Joseph Bielanski Angelica Garcia

				Janet Fulks
August 27, 2021	9-11AM	Chancellors Expanded Cabinet Extended meeting/work time	Work on Functional Mapping	Chancellor's Expanded Cabinet (evidence file RP 6)
August 28-29, 2021	Multiple times	Meeting on report details	Document accuracy	Janet Fulks Zahra Mojta Kuni Hay Angelica Garcia
August 30, 2021	9:15AM-10AM	Chancellors Expanded Cabinet	Work on Functional Mapping	Chancellor's Expanded Cabinet (evidence file RP 6)
August 30, 2021	10:30AM-12noon	Districtwide Fireside Meeting on Follow-up report	Ppt detail presentation and questions	Chancellor's Expanded Cabinet and ALOs above Over 100 participants district-wide
September 2, 2021	9:00 - 11:00AM	Institutional Research Functional Mapping	College and District researchers worked on Functional Map	Francisco Herrera Bao Yang Clifton Coleman Dominique Benavides Helen Ku Nathan Pellegrin Phoumy Sayavong Sriram Battineni Steven Chan Janet Fulks
September 3, 2021	9-12AM	Chancellor's Expanded Cabinet	Debrief presentation Functional map	Chancellor's Expanded Cabinet (evidence file RP 6)
September 3, 2021	2-3PM	Information Technology Functional Mapping	Begin discussion and strategy for meeting on 9/7	Antoine Mehouelley Janet Fulks
September 7, 2021	10:00-12:00 PM	Delineation of Functions District Service Center and Colleges for IT	College and District researchers worked on Functional Map	20 participants across IT, Colleges, Business services and IR
September 7, 2021	12:30-1:30 PM	Laney Senate	Discussion and questions on Draft ACCJC Follow-Up report	Over 50 people on a review of the ACCJC Follow-Up report.
Dates below are scheduled at the time this evidence piece was uploaded				
September 10, 2021	9:00AM – 11AM	Chancellor's Expanded Cabinet	Update on Functional Mapping	Chancellor's Expanded Cabinet (evidence file RP 6)
September 10 &/or 14, 2021	TBD	Finance and Administrative Services staff and admin	Work on Functional Map	TBD

September 14, 2021	6:00PM	PCCD Board of Trustees meeting	Present ppt, status update and draft Teachout plans and	Board of Trustees, Chancellor Jackson, Janet Fulks
September 17, 2021	9:15AM – 12PM	Chancellor's Expanded Cabinet	Work on Functional Mapping finalizing Follow-up report	Chancellor's Expanded Cabinet (evidence file RP 6)
September 20, 2021		Chancellor's Expanded Cabinet	Prepare Draft for BOT	Chancellor's Expanded Cabinet (evidence file RP 6)
September 23, 2021	2:30-3:30 PM	COA College Council	Discussion and questions on Draft ACCJC Follow-Up report	COA college-wide participatory governance meeting
September 20, 2021		Chancellor's Expanded Cabinet	Prepare final for BOT	Chancellor's Expanded Cabinet (evidence file RP 6)
September 24, 2021	6:00PM	PCCD Board of Trustees	Review report for submission and signatures	Board of Trustees, Chancellor Jackson, Janet Fulks
September 27, 2021				