



*Vision: Transforming lives through learning.*

**DEC CHARGE:** The District Executive Council (DEC) serves in an advisory capacity to the Chancellor. DEC advises the Chancellor on District policy development and governance issues, and on matters referred to the council by the colleges, District Services, and/or college/District standing councils or committees. DEC reviews and recommends items for the Governing Board meeting dockets.

## DISTRICT EXECUTIVE COUNCIL

### MEETING NOTES

Monday, August 9, 2021, 1:00-2:00 PM

Via Zoom - <https://cccconfer.zoom.us/j/92020246966>

<b>Chair:</b> Chancellor	Lynn Neault	<input checked="" type="checkbox"/>	Confidential Admin Rep.	Jessica Robinson	<input checked="" type="checkbox"/>
Int VC Business Services	Sahar Abushaban	<input checked="" type="checkbox"/>	Confidential Employees Rep.	Cheryl Detwiler	<input checked="" type="checkbox"/>
VC Human Resources	Tim Corcoran	<input checked="" type="checkbox"/>	Academic Senate Pres.-CC	Manuel Mancillas-Gomez	<input checked="" type="checkbox"/>
VC Student & Inst Success	<i>Vacant</i>		Academic Senate Pres.-GC	Pearl Lopez	<input checked="" type="checkbox"/>
President-GC	Denise Whisenhunt	<input checked="" type="checkbox"/>	Classified Senate Pres.-CC	Katie Cabral	<input checked="" type="checkbox"/>
President-CC	Julianna Barnes	<input checked="" type="checkbox"/>	Classified Senate Pres.-GC	Michele Martens	<input checked="" type="checkbox"/>
ASGCC President	Maryam Rammahi	<input type="checkbox"/>	<b>Guest:</b>		
ASGC President	Aundrea Kaiser	<input type="checkbox"/>	Int AVC Tech Resources	Kerry Kilber	<input checked="" type="checkbox"/>
AFT Representative	Jim Mahler	<input checked="" type="checkbox"/>	<b>Recorder:</b>		
CSEA Representative	Kathleen Flynn	<input checked="" type="checkbox"/>	Executive Assistant	Mike Williamson	<input checked="" type="checkbox"/>
Admin Association Rep.	Wayne Branker	<input checked="" type="checkbox"/>			

Discussion items	Action/Follow-Up
A. Tuesday, August 17, 2021, Governing Board Regular Meeting Draft Docket	<p>Chancellor Neault reviewed Items 1.1 through 10.1.</p> <p>Sahar A. reviewed Items 11.1 through 12.3.</p> <p>Tim C. reviewed Items 13.1 and 13.2.</p> <ul style="list-style-type: none"> <li>Wayne B. expressed concern about resignations. The District is hemorrhaging at manager and supervisor level. The Admin Association wants to partner with the District to mitigate this situation.</li> <li>The Chancellor noted that close attention is being paid to this situation, and the staffing needs of the District as a whole.</li> </ul>
B. IT Assessment Overview (Kerry)	<ul style="list-style-type: none"> <li>Kerry K. shared an IT Executive Assessment. The Chancellor noted the document will not be distributed at this time due to confidential staffing implications.</li> <li>Cambridge West Partners (CWP) analyzed the District's IT governance and organization.</li> <li>Key findings and recommendations from CWP were shared.</li> <li>Key data used in CWP's assessment were shared, including software environment data, hardware environment data, and data from comparable districts.</li> </ul>

Discussion items	Action/Follow-Up
	<ul style="list-style-type: none"> <li>• FTES MIS data is being analyzed for accuracy by CWP.</li> <li>• Current and proposed IT governance structures were reviewed.</li> <li>• Jessica R. would like to see our IT personnel reorganized in a way that most efficiently serves the needs of the District.</li> <li>• Katie C. noted that the Cuyamaca College Council is missing from the organizational charts that were shared. She also noted that one third of the District IT staff are managers/supervisors, and having fewer managers/supervisors per employee could make IT more efficient.</li> <li>• Kathleen F. noted that District Services is more top-heavy with managers/supervisors compared to the college campuses.</li> <li>• The Chancellor noted that the District Services IT managers/supervisors are mostly on the Enterprise side.</li> </ul>
<p>C. Proposed AVC of Educational Support Services</p>	<ul style="list-style-type: none"> <li>• The Chancellor shared the proposed job description for the AVC of Educational Support Services.</li> <li>• Jessica R. remarked that the past year has shown how much the District really needs this position.</li> <li>• Julianna B. agreed with Jessica. This position will support districtwide efforts and alleviate burden from many other positions.</li> <li>• Wayne B. inquired regarding support staff for the position, and wants to avoid confusion regarding hierarchy and decision-making authority in the SIS unit.</li> <li>• The Chancellor shared that there is more work to be done in the SIS unit, but this new position will be a step in the right direction. There may be a need for an analyst in the SIS unit.</li> <li>• Katie C. suggested adding a bullet point regarding equity to the proposed job description.</li> </ul>
<p>D. Review and Update of District Mission statement (BP 1200) – Next Steps</p> <ul style="list-style-type: none"> <li>• <a href="#">Proposed revisions to BP 1200</a> <ul style="list-style-type: none"> <li>○ CCLC suggested language linking District’s mission to DEI added since 7/12/21 DEC Meeting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• This item will stay on the agenda for next month. BP 1200 will need more work once Grossmont finishes the review and update of their mission statement.</li> </ul>

Discussion items	Action/Follow-Up
<p><b>ITEM ADDED DURING MEETING:</b> COVID Vaccination/Testing Update from Human Resources</p>	<ul style="list-style-type: none"><li>• HR is working on verifying vaccination/testing documentation from employees.</li><li>• Over 700 employees completed uploading their documentation.</li><li>• Notices will go out to employees who will be required to participate in testing.</li><li>• Wayne thanked HR for their efforts getting this huge task completed.</li><li>• Jim M. also thanked HR for their efforts. He inquired regarding consequences for non-compliers. The Chancellor explained that if no documentation is submitted, and the employee refuses to get tested, they will have to go on paid or unpaid leave. Jim emphasized employees need to be made aware of those consequences.</li><li>• Wayne B. inquired regarding the vaccination verification process for students, and whether they would be dropped from enrollment for non-compliance. The Chancellor explained that these procedures are going to be discussed further in Chancellor’s Cabinet, and everything possible needs to be done to avoid dropping students, but unfortunately that will have to be the final outcome for students who refuse to comply.</li><li>• Julianna B. noted that students have already been given explicit notice that they will be dropped if they do not comply with the vaccination requirement (or testing regime if they qualify for a religious or medical exemption).</li><li>• In response to an inquiry from Kathleen F., the Chancellor explained that students must be vaccinated, and can only participate in a testing regime if they meet the medical or religious vaccine exemption criteria, which includes providing a note from their doctor and/or pastor.</li><li>• Julianna B. noted that online courses have been made available as much as possible to accommodate as many students as possible.</li><li>• Pearl L. inquired regarding how instructors of in-person classes are going to know who is vaccinated and who is not. The Chancellor explained that only vaccinated students (or students qualifying for an exemption and following a testing regime) will be on the class roster.</li></ul>

Discussion items	Action/Follow-Up
	<ul style="list-style-type: none"> <li>• Pearl L. inquired regarding the handling of students who refuse to comply with masking requirements. The Chancellor explained that non-compliance with masking requirements will be handled the same as any other student non-compliance issue. The students will wear their masks, or they have to leave the classroom.</li> <li>• Julianna B. suggested a cheat sheet for faculty might be helpful since there has been so much information disseminated over the past few months, and because the information has been evolving over that time. The Chancellor noted that there will be a flier handed out when students return with all of the current on-campus rules.</li> <li>• Jessica R. noted that there is currently a student masking policy. She will share it with the group via Mike, and will also share a PPT from this morning's ILAT meeting.             <ul style="list-style-type: none"> <li>○ <a href="#">Student Masking Policy</a></li> <li>○ <a href="#">PPT: Safe &amp; Equitable Interactions with Students</a></li> </ul> </li> <li>• Wayne suggested all instructors have PPE care packages available for students.</li> <li>• Sahar A. noted that CAPS did put masks in all the classrooms.</li> </ul>
<p>E. Future Meeting Locations/Zoom Status</p>	<ul style="list-style-type: none"> <li>• The September DEC Meeting will be via Zoom. The meeting location/format will be discussed further at the September meeting.</li> </ul>
<p>F. Board Policies and Administrative Procedures  <i>FIRST READS:</i></p> <ul style="list-style-type: none"> <li>• <a href="#">BP</a> 2200 Board Duties and Responsibilities             <ul style="list-style-type: none"> <li>○ CCLC Update 38 – add optional DEI language</li> <li>○ Reviewed by Chancellor</li> <li>○ There is no accompanying AP</li> </ul> </li> <li>• <a href="#">BP/AP</a> 2345 Public Participation at Board Meetings             <ul style="list-style-type: none"> <li>○ CCLC Update 38 – removes requirement in AP for submitting written communications to the Board in advance of Board meetings</li> <li>○ Reviewed by Chancellor</li> <li>○ There are no changes to the BP</li> </ul> </li> <li>• <a href="#">BP</a> 2720 Communications Among Board Members             <ul style="list-style-type: none"> <li>○ CCLC Update 38 – adds language regarding communications on social media</li> <li>○ Reviewed by Chancellor</li> <li>○ There is no accompanying AP</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• First reads will come back to the group on the September agenda.</li> <li>• Second reads were approved to move forward to the Governing Board for approval.</li> </ul>

Discussion items	Action/Follow-Up
<ul style="list-style-type: none"> <li>• <a href="#">BP/AP</a> 2740 Board Education               <ul style="list-style-type: none"> <li>○ 6-year review</li> <li>○ Adds DEI/anti-racism language to AP</li> <li>○ Reviewed by Chancellor</li> <li>○ There are no changes to the BP</li> </ul> </li> <li>• <a href="#">BP/AP</a> 3550 Drug and Alcohol Free Environment and Drug and Alcohol Prevention Program               <ul style="list-style-type: none"> <li>○ CCLC Update 38 – specifies “unlawful” drugs in both BP and AP</li> <li>○ Reviewed by Chancellor</li> </ul> </li> <li>• <a href="#">BP</a> 7113 Delegation of Authority to the College Presidents               <ul style="list-style-type: none"> <li>○ 6-year review</li> <li>○ No changes recommended</li> <li>○ Reviewed by Chancellor</li> <li>○ There is no accompanying AP</li> </ul> </li> </ul> <p><i>SECOND READS:</i></p> <ul style="list-style-type: none"> <li>• <a href="#">BP/AP</a> 3525 Skateboards, Roller Skates, Bicycles, and Other Recreational Wheeled Vehicles               <ul style="list-style-type: none"> <li>○ 6-year review</li> <li>○ Reviewed by Districtwide Public Safety and Emergency Preparedness Council</li> <li>○ BP: Definition of “inner core” added</li> <li>○ AP: Minor syntax changes and clarification of bicycle restrictions</li> </ul> </li> <li>• <a href="#">BP/AP</a> 7125 Verification of Eligibility for Employment               <ul style="list-style-type: none"> <li>○ 6-year review</li> <li>○ Reviewed by HRAC on 6/23/21</li> <li>○ No changes recommended</li> </ul> </li> <li>• <a href="#">BP</a> 7385 Voluntary Salary Reduction               <ul style="list-style-type: none"> <li>○ 6-year review</li> <li>○ Minor changes to BP</li> <li>○ Reviewed by HRAC on 6/23/21</li> <li>○ There is no accompanying AP</li> </ul> </li> </ul>	
G. Next Meeting	Tuesday, September 7, 2021, 1:00-2:00 PM Via Zoom