

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team		
OBJECTIVE OF MEETING: Discuss college happenings		
DATE OF MEETING: 02/06/2023 TIME: 3:00pm		LOCATION/ROOM #: Student Center Board Room CALL-IN NUMBER: CALL-IN CODE:
FACILITATOR(S): Frank Kobayashi		
ASSISTANT: Sue McCoy		
MEMBERS PRESENT: Warda Ali, Matthew Blevis, Derrick Booth, Marianne Harris, Carina Hoffpauir, Frank Kobayashi, Veronica Lopez, Bill Simpson, Caitlyn Spencer, Kaitlyn Collignon, Jennifer Laflam, Robert Snowden, Jeff Stephenson, Koue Vang.		
INVITED GUEST(S):		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
<p>Attached Files:</p> <p>Employee Onboarding Project Team Charter - Draft (/Agenda/DownloadFile?fileId=1047)</p> <p>ELT Notes 11.07.22 (draft) (/Agenda/DownloadFile?fileId=1048)</p> <p>ELT Notes 12.05.22 (draft) (/Agenda/DownloadFile?fileId=1049)</p> <p>Bias Response Project Team Report - Second Reading (/Agenda/DownloadFile?fileId=1053)</p>		
UPDATES AND BRIEF REPORTS:		
Topic	Person(s) Responsible	Notes

Council / Project Team Highlights from Written Reports	Council Leads / Co-Leads	<p>Operations Council</p> <ul style="list-style-type: none"> - Captain Day now over ARC and SCC - Moving to new phones with migration from Skype to Teams - General neutral restroom (focus group formed and had its first meeting); will report back to Operations Council (All Gender Restroom Discussion Group) <p>Student Success Council</p> <ul style="list-style-type: none"> - haven't met yet <p>IEC</p> <ul style="list-style-type: none"> - Change in integrated planning portal - Update to strategic planning - Program Review presentations via Zoom for the remainder of the cycle - Non-credit course discussion
Constituency Group Highlights from Written Reports	Constituency Group Leaders	<p>Academic Senate</p> <ul style="list-style-type: none"> - Approved by consent both project team reports - Approved resolution for Melanie Dixon - Discussions re: presidential search, convocation, HomeBases <p>Classified Senate</p> <ul style="list-style-type: none"> - Successful classified luncheon - Liz Giessler named VP <p>Student Senate</p> <ul style="list-style-type: none"> - Appointed three new senators - Participated in Lobby Day training at the Capitol - Hosted Waffle Wednesday
Back on Campus Update	Derrick Booth	<ul style="list-style-type: none"> - seven-year accreditation renewal - up 3.5% on WSCH - issue in CDC w/COVID

Strategic Planning Update	BJ Snowden / Jen Laflam	<ul style="list-style-type: none"> - FI22 - reaffirmation process (took 2017 goals, reaffirmed by the college) - Cycle now 7 years (2023-2030) - Held 5 forums in Sp23 to help inform how to achieve those goals - Each year, strategies will be assessed - Goals 3 and 4 not assessed during previous cycle - Sharing executive summaries with PET and governance bodies <ul style="list-style-type: none"> - District going through strategic planning process concurrently - Priority indicators approved by the BOT - Planning offices at colleges being developed at each college (deadline March 1 to provide to District) Next Steps: (College) <ul style="list-style-type: none"> - March 1 reporting strategies to District - March 24 metrics for Strategic Enrollment Management - Connection to specific entities mentioned in strategies (i.e., English and Math) and how will those individuals be involved - SEM 2.0 Project Team will be paused until this process is complete - Reporting will not only be the metrics but what the college is doing to reach those metrics - Thank you for engaging and transparent forums - Include student governance and leadership roles to encourage student involvement
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ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of 11/7/22 ELT Notes	Frank Kobayashi	Approved Thumbs up	
Approval of 12/5/22 ELT Notes	Frank Kobayashi	Approved Thumbs up	
Bias Response Project Team Report Presentation (Second Reading/Approval) (3:30 pm)	Parrish Geary	<ul style="list-style-type: none"> - Academic Senate approved via consent as previously requested - Thumbs up 	
Employee Onboarding Project Team Report Presentation (Second Reading/Approval) (3:30 pm)	Kathy Sorensen	<ul style="list-style-type: none"> - Academic Senate approved via consent as previously requested - Thumbs up 	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
ITEMS FOR FUTURE CONSIDERATION:		
Topic	Contact Person	
NA		