

# Meeting Notes<sup>(/)</sup>



<b>NAME OF COUNCIL/TEAM:</b> Executive Leadership Team		
<b>OBJECTIVE OF MEETING:</b> Discussion of College Happenings		
<b>DATE OF MEETING:</b> 03/06/2023 <b>TIME:</b> 3:00pm	<b>LOCATION/ROOM #:</b> Student Center Board Room <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Frank Kobayashi		
<b>ASSISTANT:</b> Sue McCoy		
<b>MEMBERS PRESENT:</b> Warda Ali, Matthew Blevis, Derrick Booth, Mary Goodall, Marianne Harris, Kevin Hill, Carina Hoffpauir, Frank Kobayashi, Veronica Lopez, Alisa Shubb, Bill Simpson, Kaitlyn Collignon, Jennifer Laflam, Robert Snowden, Jeff Stephenson, Koue Vang,		
<b>INVITED GUEST(S):</b>		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
Attached Files: <a href="#">ELT Notes 02.06.23 (draft)</a> (/Agenda/DownloadFile?fileId=1058) <a href="#">Data Graphs</a> (/Agenda/DownloadFile?fileId=1063) <a href="#">Resource Panel Info</a> (/Agenda/DownloadFile?fileId=1064) <a href="#">Degrees &amp; Certificates: Increase in CSU Certs</a> (/Agenda/DownloadFile?fileId=1065) <a href="#">Degrees &amp; Certificates: Improvement in Cumulative Rates</a> (/Agenda/DownloadFile?fileId=1066)		
<b>UPDATES AND BRIEF REPORTS:</b>		
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Notes</b>

Council / Project Team Highlights from Written Reports	Council Leads / Co-Leads	<div> <div>Student Success Council</div> <ul style="list-style-type: none"> <li>- data follow-up on student retention</li> <li>- how to act on data that's at a 30,000 foot level</li> </ul> </div> <div> <div>ARC Scholarship opportunities:</div> <p>website shows that all must be pursuing AS/AA degree; confirmed that is a stipulation by the donors; the Foundation is pursuing possible movement on that stipulation as there are not enough students applying for scholarships</p> </div> <div> <div>Operations Council</div> <ul style="list-style-type: none"> <li>- fire drills will take place later in March</li> <li>- students will have to purchase parking permits beginning with F123 semester</li> <li>- library remediation</li> <li>- IT will be moving to Office 2021</li> <li>- gender neutral restrooms: one restroom per building will be identified as possible gender neutral and modifications will be made if funding is available</li> </ul> </div> <div> <div>Institutional Effectiveness Council</div> <ul style="list-style-type: none"> <li>- Jeff Sacha will be replacing Bill Simpson as IEC co-chair beginning next semester</li> <li>- strategic planning documents submitted to district on time</li> <li>- ARC metrics will push ARC past DO's shared goals</li> <li>- confirmed there are student services representative(s) on IEC following concern expressed during a HomeBase meeting</li> </ul> </div>	
Constituency Group Highlights from Written Reports	Constituency Group Leaders	<div> <div>Student Senate</div> <ul style="list-style-type: none"> <li>- participated in Lobby Day in February</li> <li>- election announcement should be coming out today</li> </ul> </div> <div> <div>Classified Senate</div> <ul style="list-style-type: none"> <li>- officer movement</li> <li>- upcoming elections</li> <li>- website updates</li> </ul> </div> <div> <div>Academic Senate</div> <ul style="list-style-type: none"> <li>- discussion on HomeBases, strategic planning, legislative update,</li> <li>- meetings will begin transitioning back to on campus</li> <li>- discussion beginning on policies/regs related to student attendance</li> </ul> </div>	
Back on Campus Update	Derrick Booth	<ul style="list-style-type: none"> <li>- 2021 tennis team announced as statewide academic team</li> <li>- dual enrollment: two Grant HS students will be graduating with both a high school and college diploma</li> <li>- Rio Linda received statewide recognition for dual enrollment</li> </ul>	
<b>ACTION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Decision(s)</b>	<b>Next Steps</b>

Approval of 2/6/23 Notes	Frank Kobayashi	0 (/)	Approved - thumbs up	≡
<b>DISCUSSION ITEMS:</b>				
Question	Person(s) Responsible	Notes and Next Steps		
Resource Panel Process	Frank Kobayashi	<ul style="list-style-type: none"> <li>- governance process laid out fairly clearly in governance documents</li> <li>- question arose regarding use of resource panels</li> <li>- panel appointed to seek out specific information and reports back to council; first and second reading for council; and then discussion item at ELT</li> <li>- councils are currently using three resource panels; should the process be changed</li> <li>- fielding questions from colleagues regarding who approved and appointed resource panel members with no satisfying answer</li> <li>- Academic Senate requests formal approval of resource panel information if it involves a large-scale issue</li> <li>- prior resource panels mostly had findings; if recommendations are included then it may need to be more formally approved by ELT</li> <li>- first resource panel came from SSC when they wanted further information on the FYE; panel developed summary report with no recommendations</li> <li>- need a clearer delineation between resource panel and project team</li> <li>- if resource panel has recommendations, then respective council brings to ELT; representatives at ELT may decide they need to seek input from their respective constituency which may delay approval of recommendations</li> <li>- onboarding/training needed for council members on who they represent and how governance process works</li> <li>- need clear training on who is on council for perspectives and who is representing constituency</li> <li>- perhaps a campus-wide refresher on the governance process</li> <li>- perhaps a flowchart to illustrate the approval process</li> <li>- re-institute Forward Motion document</li> <li>- within two days notes are to be published</li> <li>- move to IEC for review/discussion and direction</li> <li>- need to celebrate the governance process and provide overview and reminder at Convocation</li> </ul>		

Data Presentation	BJ Snowden / Jen Laflam	<ul style="list-style-type: none"> <li>- data presented on degree and certificate completion</li> <li>- data share topics come from PES requests</li> <li>- exploring opportunities in flex and professional development for review of data shares and how to dig deeper and ask questions</li> <li>- working to create a culture of inquiry</li> <li>- discussion in Academic Senate from Math and English faculty as they need time and space to process the data</li> <li>- data goes to Dean's Council so they are educated in looking and thinking about data</li> <li>- data presented doesn't necessarily mean there's something that faculty need to fix</li> <li>- in the past, data has been used to drive a task list or push a specific agenda</li> <li>- need a mind shift that data is sharing information to facilitate conversations</li> </ul>	☰
HomeBase	Frank Kobayashi	<ul style="list-style-type: none"> <li>- HomeBase document shared campus wide</li> <li>- intent was to be a 1-2 page document; ended with a multi-page document</li> <li>- forums will be held this week seeking feedback</li> <li>- appreciated expressed for document; heard a lot from faculty about a lack of transparency and who was making the decisions</li> <li>- sense of timing: completed by the end of the semester</li> <li>- forums this week; week after spring break to provide detailed restructuring with the same process for feedback</li> <li>- final decisions by end of the semester to provide time for operational changes</li> <li>- will also be utilizing Student Design Team</li> <li>- feedback will be collected and reported to PES</li> <li>- will also accept comments by email by end of day Wednesday</li> <li>- perhaps have a document people could access or post questions for the college to see</li> <li>- Jam board will be used</li> <li>- acknowledge from the forefront that racial awareness and DI project reports are influencing the decisions</li> </ul>	
<b>ITEMS FOR FUTURE CONSIDERATION:</b>			
<b>Topic</b>		<b>Contact Person</b>	
NA			

