

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team		
OBJECTIVE OF MEETING: Discuss College Happenings		
DATE OF MEETING: 05/01/2023 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, Derrick Booth, Liz Geisser, Mary Goodall, Marianne Harris, Carina Hoffpauir, Veronica Lopez, Alisa Shubb, Bill Simpson, Kaitlyn Collignon, Jennifer Laflam, Robert Snowden, Jeff Stephenson, Koue Vang		
INVITED GUEST(S): Jeff Sacha; Parrish Geary		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
<p>Attached Files:</p> <p>ELT Notes 04.03.23 (draft) (/Agenda/DownloadFile?fileId=1100)</p> <p>UndocuScholar Advisory Committee Charter (/Agenda/DownloadFile?fileId=1101)</p> <p>Advisory Committee Document (/Agenda/DownloadFile?fileId=1102)</p> <p>Data Share: Labor Market Info (/Agenda/DownloadFile?fileId=1103)</p> <p>Draft Strategic Plan: 2023-2030 (/Agenda/DownloadFile?fileId=1105)</p>		
UPDATES AND BRIEF REPORTS:		
Topic	Person(s) Responsible	Notes

<p>Council / Project Team Highlights from Written Reports</p>	<p>Council Leads / Co- Leads</p>	<p>Institutional Effectiveness Council</p> <ul style="list-style-type: none"> - reviewed CTL work summary - program review presentations happening - finalized institutional goals for fall - data share - adding senate subcommittee work to Igor - meeting format remaining in Zoom - interest in all council flex meeting <p>Operations</p> <ul style="list-style-type: none"> - LRPD two new officers; ARC getting new swing shift officer - parking meters installed during summer - staff parking decals available in August - new phones have arrived on campus; installed over summer - new version of Office being installed <p>Student Success Council</p> <ul style="list-style-type: none"> - three learning communities (Native American, PRISE Center, Puente) presentations
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Constituency Group Highlights from Written Reports	Constituency Group Leaders	<p>Student</p> <ul style="list-style-type: none"> - elections complete; Kevin Hill president - CAEB offering assistance to renew clubs, etc., - resolutions currently in process include transcript recognition and priority registration for ASB officers - wondering about stipends for participation - question, how does institution help with elections - Brett, Kevin and Warda walked around with ipads and phones helping students to vote; HomeBases encouraged students to vote; banner on webpage, automated email, BeaverBites; notices in e-services and Canvas notifications <p>Classified</p> <ul style="list-style-type: none"> - currently in elections process - looking into water sales at Commencement (trouble getting volunteers) <p>Academic Senate</p> <ul style="list-style-type: none"> - elections complete; executive team re-elected - looking over proposed changes to district policies/regs - areas of interest realignment - presidential impressions discussion - faculty critical hires/LTT process - pd offerings for 23-24 - updates from SLO committee - updates to Title V <p>District Academic Senate</p> <ul style="list-style-type: none"> - priority registration discussion for learning community students (will need to define learning community)
Draft ARC Strategic Plan: 2023-2030	BJ Snowden / Jen Laflam	<ul style="list-style-type: none"> - the plan's text is finalized - labeled draft so ELT can review format/layout - cover image (where is it from?); all other images from the college - goals and strategies not on the same page - how does SEM plan fit with strategic plan? Standard 2; aligning language - would appreciate continued feedback - plan taken through all governance bodies and constituent groups - need to codify process for approving a strategic plan - any thoughts to creating a title page - identify students as African American / Black, not just African American - document going to Academic Senate next week - returning to ELT on 5/15 for approval
ACTION ITEMS:		

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of 4/3/23 ELT Meeting	Frank Kobayashi	Thumbs up	
ARC UndocuScholars Advisory Committee	Parrish Geary	<ul style="list-style-type: none"> - ARC is looking to establish this advisory committee - Should advisory committee be a part of Student Success Council to advocate for undocuscholars - what triggered us need a committee - charter had previously been established; now updated - undocumented individuals have unique challenges - allows concerns to rise to a level to be addressed and be a part of the college instead of working in isolation - committee will continue until no longer needed - why a specific need for ESL faculty member; a number of students interact with ESL faculty and thought it would be helpful - to whom will recommendations go to? Student Success Council; this should be very clear - is the role of an advisory committee to bring recommendations? perhaps use thoughts, issues, concerns, advice - concern that thoughts, issues, concerns, advise may not be taken seriously - suggested language: provide thoughts, issues, concerns, advice, feedback, etc., to guide recommendations of the Student Success Council - what does "serve as a liaison" mean; is that representing the perspective of the group just sharing information in one direction; liaison means discussion flows both ways - second reading and approval scheduled for 5/15 	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
HomeBase	Frank Kobayashi	Discussion tabled until 5/15 meeting

Data Share	BJ Snowden / Jen Laflam	<ul style="list-style-type: none"> - highlights programs that have positive employment - most are CE programs - would be interested to see job satisfaction - any strategies currently being used to communicate this information to students - who has access to the jobs (students with felony records and/or no SSN) - ways to explore the career paths (internships or shadow days) - demographics of students entering specific careers
Areas of Interest	Bill Simpson / Carina Hoffpauir / Frank Kobayashi / Derrick Booth	Discussion tabled until 5/15 meeting
ITEMS FOR FUTURE CONSIDERATION:		
Topic		Contact Person
NA		