Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team	
OBJECTIVE OF MEETING: To discuss the opportunities stemming from the recent free speech workshop; better understand the purpose and utility of the upcoming Campus Climate Survey; and share insights from the ongoing efforts of our councils and teams.	
DATE: 11/04/2019 **TIME:** 3:00 - 5:00 pm	**LOCATION/ROOM #:** Admin Conference Room **CALL-IN NUMBER:** **CALL-IN CODE:**
FACILITATOR(S): Thomas Greene	
TIMEKEEPER:	
ASSISTANT: Sue McCoy	
MEMBERS PRESENT: Aesha Abduljabbar, Gary Aguilar, BonnyJean Bowman, Pamela Chao, Amy Gaudard, Thomas Greene, Adam Karp, Lisa Lawrenson, Janay Lovering, Juan Melesio, Olga Prizhbilov, Alisa Shubb, William Simpson, Alden Crow, Kuldeep Kaur, Susan McCoy, Jeffrey Stephenson,	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Council Chairs and/or Co-Chairs will provide an update on the work of their Councils, including the efforts of their respective project teams.	Council Chairs / Co-Chairs	Student Success Council - DI group has officially met with entire group, working w/research office to develop climate survey - collaboration taking time so slowing down process; better to get it right than to progress too fast - community members have been invited in and joined meeting - impressed with contributions and ideas - Pam Chao now serving in Sarah Lehmann's spot while she's on leave - reviewed project teams and direction they're going - EMP team reviewed second draft of plan; vetting process to begin soon Institutional Effectiveness Council - working with Disproportionately Impacted leads has been intensive process to develop campus climate survey - PD team update: overall structure defined, central assumption on needs - accreditation update: attended DO meeting; first cohort to go through new accreditation process; process is different – visiting team will read report and give feedback in spring; focused team will then visit in the fall to concentrate on specific areas; self-report now a template form developed by the commission instead of a major writing assignment; commission's expectations is that we meet all the standards and we just need to provide that evidence Operations Council - regular updates from facilities, technology, safety, wayfinding - wayfinding - signage to be up by January 2020 - wellness center construction underway; scheduled to open in January 2020 - sustainability project team will have their project team plan to Operations Council in Feb/March and it scheduled for ELT review/approval in Apr/May; team members have been attending various conferences to bring back info from other community colleges
Constituency group representatives from the ASB, Classified Senate, Management and Academic Senate will provide brief updates on their current efforts.	Appropriate Leads	Management - discussion about how much time spent in meetings; Senior Leadership Team meetings have transitioned from twice monthly face-to-face meetings to twice monthly 20-25 minutes virtual meetings via Zoom ASB - CAEB Fright Fest successful event - Day of the Dead event scheduled for November 5 - Club Day next week - Student Senate: wrapping up current projects; still working on student stipends and Aramark; preparing ideas for Lobby Day - made recommendation for CPR training for a faculty as a Flex Day workshop Classified Senate - nothing new to report; everything is in progress Academic Senate

		- State Academic Senate Plenary this week - syllabus guidance document going to first reading this month - pathways presentation - faculty hiring presentations
The 2019-20 Project Charters will be reviewed, discussed and where appropriate, affirmed.	Thomas Greene	Nothing new to report.
What is the timeline and steps associated with the ARC Presidential search/hiring process?	Thomas Greene	- potential town hall meeting this fall; date TBD - position out in early January - interviews in April - impressions in early May - Board of Trustee approval in mid-June - Academic Senate wanting facilitated discussion with recording of feedback and questions in advance

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of October 7, 2019 Notes	Thomas Greene	Thumbs up	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
What were some of the key takeaways and how can the college take advantage of what was learned from the free speech workshop that was presented by the General Council at the district office?	All	- General Counsel hosted workshop on free speech in response to an increase in individuals coming on campus - what is typical response to individuals coming on campus (sometimes divisive) - our response can be encouraging; already have signs printed and ready to be posted relative to offensive images - FLC shared their proactive response - as a public institution, we are required to allow individuals/groups to come onto the college campus - from a facilities standpoint there are some things we can enforce (no blocking operations or walkways); they cannot go indoors; permit required for amplification of voices but they cannot be disruptive to instruction - also looking at UCD model and UCLA materials - some groups are looking for reaction as it feeds into their social media presence and fundraising efforts - suggestion made to possibly provide translation of signage for ESL students - have response team available and clearly identified to assist - Joshua Johnson has started developing a team to be onsite and assist
What is the purpose of our campus climate survey and how will the results be utilized?	Adam Karp & Thomas Greene	- Have been collaborating with Disproportionate Impact project team to develop survey - administered via paper to students in face-to-face classes - will take 30-35 minutes to complete - some software limitations to formatting - some intentional duplication of questions - physical space questions yet to be added - separate employee survey currently under development - question posed about the difficulty of some of the terminology as it relates to ESL students -question posed about the length and can it be reconsidered to retain student interest in accurately responding to the questions - ETA for distribution to faculty is this week - Institutional Research will write report with survey results - all surveys used on campus are to be conducted in collaboration with Institutional Research; - all others should probably be considered questionnaires

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person