

# Executive Leadership Team

## Meeting Notes

**NAME OF COUNCIL/TEAM:** Executive Leadership Team

**OBJECTIVE OF MEETING:** To update the ELT on preparations for the accreditation self-study; review the 2019-20 ELT calendar of project team deliverables; and discuss myriad aspects of the current COVID-19 situation.

**DATE:** 03/02/2020  
**TIME:** 3:00pm-5:00pm

**LOCATION/ROOM #:** Admin Conference Room  
**CALL-IN NUMBER:**  
**CALL-IN CODE:**

**FACILITATOR(S):** Thomas Greene

**TIMEKEEPER:**

**ASSISTANT:** Sue McCoy

**MEMBERS PRESENT:** Aesha Abduljabbar, BonnyJean Bowman, Kevin Hill, Amy Gaudard, Thomas Greene, Adam Karp, Frank Kobayashi, Olga Prizhbilov, Alisa Shubb, William Simpson, Tressa Tabares, Scott 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   |
|--|--------------------------------|---|
| <p>Council Chairs and/or Co-Chairs will provide an update on the work of their Councils, including efforts of their respective project Teams</p> | <p>Chairs and/or Co-Chairs</p> | <p>Operations Council</p> <ul style="list-style-type: none"> <li>- reviewed emergency preparedness plan; district contracted w/outside consulting firm to update plan; reviewing and will provide feedback; action at March meeting; upcoming ELT agenda item;</li> <li>- received safety update, fire drills, and officer rotation</li> <li>- guidelines for everyone on exchange distribution list; finalized at march meeting; ELT April agenda item</li> <li>- Tech Ed and Natomas are in architecture planning process</li> <li>- keys and access requests now with Operations (moved from College Police)</li> <li>- stadium lighting project bids are being received; project completed by September</li> <li>- wayfinding project</li> <li>- Health &amp; Wellness Center move</li> <li>- IT: Office 19 installed over summer</li> <li>- will be sponsoring project team to update technology plan; coming to April ELT Mtg</li> <li>- first reading of Sustainability Project Team recommendations; recommendation to read current draft plan from OC agenda</li> <li>- campus art: develop guidelines; looking for what's currently available at other institutions</li> </ul> <p>Student Success Council</p> <ul style="list-style-type: none"> <li>- ongoing conversations and updates regarding HomeBase</li> <li>- Latinx student conversation programmatically if HSIIS institution</li> <li>- AB 705</li> <li>- update from Dee Dee on Health &amp; Wellness Center</li> <li>- project team updates: on track with enrollment management; DI a little behind schedule</li> <li>- homebase update: looking at organizational models for leadership and oversight; agreements on baseline services; continuing conversation on organizational, tech, locations, roles</li> <li>- future items: homebase updates, textbook affordability, professional development</li> </ul> <p>Institutional Effectiveness Council</p> <ul style="list-style-type: none"> <li>- updates to annual unit planning system; more robust data set provided</li> <li>- governance schedule of deliverables</li> <li>- sharing campus climate survey results prior to spring break</li> <li>- update on professional development project team</li> <li>- upcoming project team for accreditation self-</li> </ul> |

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|--|--------------------------|--|
|  |                          | <p>evaluation team</p> <ul style="list-style-type: none"> <li>- all draft charters for 2020-21 project teams should be coming to April ELT meeting</li> <li>- time to renew/revise council charters;</li> </ul> <p>recommendation to have councils review charters at next their meeting</p>   |
| <p>Constituency group representatives from the ASB, Classified Senate, Management and Academic Senate will provide brief updates on their current efforts</p>  | <p>Appropriate Leads</p> | <p>Associated Student Body</p> <ul style="list-style-type: none"> <li>- thank you for working to benefit students, keeping them updating</li> <li>- exciting project coming at the next ELT meeting</li> <li>- creating student government program at Natomas Center</li> <li>- elections for student government officers</li> <li>- Club Day on 3/19</li> <li>- financial literacy program for students</li> </ul> <p>Classified</p> <ul style="list-style-type: none"> <li>- FLC hosted 4CS event last week</li> <li>- nominations for officers due last week</li> <li>- elections in a few weeks</li> <li>- classified temp training</li> <li>- classified temp of the month and student employee of the month awards</li> <li>- Asilomar Leadership seminar - possibly making it a PD event for classified professionals on campus</li> </ul> <p>Faculty</p> <ul style="list-style-type: none"> <li>- reports starting to be heard</li> <li>- governance process is still new to some folks; recommendation to continue with training modules at the start of each semester</li> <li>- possible training for academic and classified senates and students that explains our governance process with explanation of how senate standing committees fit into the process; how do information and decisions flow through the system; focus more on what we do now as opposed to explaining what we used to do and what we do now; invites senates to training at the start of the semester</li> <li>- include Classified Senate on IGOR</li> </ul> <p>Management</p> <ul style="list-style-type: none"> <li>- dealing with coronavirus: using videoconferencing to update ALC with new information; employee questions should be directed to their direct supervisor; student questions and concerns should be directed to Scott</li> <li>- faculty hiring and six classified positions related to HomeBases</li> <li>- Vice President of Instruction and ARC President searches</li> <li>- Kuldeep moving to Yuba CCD as Vice Chancellor of Administrative Services; she'll be on campus through end of April</li> <li>- interim announcement coming out in March</li> </ul> |
| <p>A brief update will be provided on upcoming accreditation training for the ELT scheduled for March 18th 9-10am. The role of the ELT in the Accreditation process will be highlighted. Additionally, the updated Accreditation Self-Study Project Team Charter will be reviewed and the annual ACCJC report will be discussed. (attachments forthcoming)</p> | <p>Adam Karp</p>         | <ul style="list-style-type: none"> <li>- district-wide training on the March 17 - orientation to new process</li> <li>- project team and ELT members will be invited to one-hour training on the 18th</li> <li>- ARC will be first cohort for new process</li> <li>- 10-11 am will be open forum for general overview of process</li> <li>- ACCJC VP's are now liaisons to the colleges; serve as resource person throughout the entire process</li> <li>- project team charter: changes in membership from last ELT mtg; Adam and Bill lead/co-lead</li> <li>- reviewed standards</li> <li>- discuss Standard 4 prior to Thomas leaving</li> <li>- appointments prior to the 18th</li> <li>- classified representation on 2C</li> </ul> <ul style="list-style-type: none"> <li>- ACCJC annual report: every March two reports are due to ACCJC</li> <li>- templates received last month and webinar coming up</li> <li>- Yuj already reviewing data</li> <li>- due at end of month</li> </ul>   |
| <p>A brief update will be provided on the schedule of deliverables/action items for the remainder of the 2019-20 academic year. (attachment)</p>   | <p>Adam Karp</p>         | <p>schedule reviewed</p>   |

**ACTION ITEMS:**

| Question                 | Person(s) Responsible | Notes and Decision(s) | Next Steps |
|--------------------------|-----------------------|-----------------------|------------|
| Approval of 2/3/20 notes | Thomas Greene         | Approved              |            |
|                          |                       |                       |            |

**DISCUSSION ITEMS:**

| Question  | Person(s) Responsible                    | Notes and Next Steps  |
|---|--|---|
| <p>What steps have been taken over the last week in responding to and preparing for the impact of the COVID-19 situation? What other steps should the college and/or district consider from the perspective of ELT members and/or their constituents?</p> | <p>Thomas Greene and Project Lead(s)</p> | <p>Background</p> <ul style="list-style-type: none"> <li>- late Wednesday evening college notified</li> <li>- Solano patient brought to UCD</li> <li>- ARC &amp; CRC students exposed – one paramedic and one respiratory care</li> <li>- students self-quarantined</li> <li>- notice sent to campus on Thursday</li> <li>- team brought together including Dee Dee Gilliam, Gabe Ross, Melanie Dixon, Scott Crow, and Chief Savidge</li> <li>- SCC students exposed</li> <li>- FAQ site developed</li> <li>- District is taking their direction from State and Sacramento County Public Health agencies</li> <li>- protocols are hygiene</li> <li>- increasing surface disinfecting protocols across campus</li> <li>- not shaking hands</li> <li>- study abroad program suspended: some students may decide to stay on their own; all classes will be offered online</li> <li>- a few requests to turn all courses online</li> <li>- students and staff fearful: Dee Dee and colleges nurses can have personal conversations</li> <li>- questions and protocols will be developed for if/when an ARC student or employee becomes infected</li> <li>- pivoting towards deeper preparation for long-term impact</li> </ul> <p>Current Information</p> <ul style="list-style-type: none"> <li>- media seems to be overblown</li> <li>- it's a virus just like any other, possibly a little more potent</li> <li>- risk of dying is quite low; risk of contraction is low</li> <li>- concern that student came back to campus after exposure</li> <li>- possibility of student contracting who is working at UCD is very, very low; hospital protocols already in place</li> <li>- basic hygiene and increased cleaning protocols</li> <li>- fear turning to anxiety is more contagious than the virus</li> <li>- faculty expressed frustration when college closed due to fire – DE classes not able to continue</li> <li>- makes presumption that all DE students have access to technology</li> <li>- how do we support students who have to miss classes – Academic Senate needs to have conversations</li> <li>- flexibility will be important</li> <li>- conversations going on at all levels to be flexible while continuing to serve our students</li> <li>- students will be informed that changes may occur in class</li> <li>- consistent message to students across the district</li> <li>- what if some instructors refuse to use DE systems placing students in danger of not graduating, not being able to transfer, etc.</li> <li>- not all students can easily and equally transition to DE</li> <li>- faculty need extra resources in order to be flexible</li> <li>- there is currently a general sense of calm with understanding we're in uncharted territory</li> <li>- messages from faculty to faculty about being mindful and permissive should things turn worse</li> <li>- be mindful that we're not adding to a faculty member's burden of creating another option for students who miss class</li> </ul> |

**ITEMS FOR FUTURE CONSIDERATION:**

| Topic | Contact Person |
|-------|----------------|
|       |                |

**OTHER INFORMATION:** Notices: Two individuals killed on Friday were ARC students. Personal notes being sent to the families along with flowers. Students will be pulled from Italy and Study Abroad program today

