Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team	
OBJECTIVE OF MEETING: The ELT will review the items that will be considered over the remaining three meetings of this academic year. Further it will receive a presentation and discuss the recommendations of the Sustainability Project Team. Lastly, it will consider a request for a Undocuscholar advisory committee and the initiation of a project team to develop a new Technology Master Plan.	
DATE: 04/13/2020 **TIME:** 3:00pm-5:00pm	**LOCATION/ROOM #:** Zoom **CALL-IN NUMBER:**https://cccconfer.zoom.us/j/195911001 **CALL-IN CODE:**
FACILITATOR(S): Thomas Greene	
TIMEKEEPER:	
ASSISTANT: Sue McCoy	
MEMBERS PRESENT: Aesha Abduljabbar, BonnyJean Bowman, Pamela Chao, Amy Gaudard, Thomas Greene, Adam Karp, Frank Kobayashi, Janay Lovering, Olga Prizhbilov, Alisa Shubb, William Simpson, Tressa Tabares, Alden Crow, Kuldeep Kaur, Susan McCoy, Jeffrey Stephenson	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	
Zoom Instructions: http://bit.ly/ARCConferZoom (copy and paste into browser)	
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 efforts of their respective project Teams	Chairs/Co-Chairs	Student Success Council: - numerous updates from the HomeBase initiative - update from DI and Strategic Enrollment Management project teams Operations Council: - sustainability team recommendations - guidelines for arc everyone on exchange emails - recommendation on tribal flag display in cafeteria - reviewed technology team project charter and council charter - discussed budget implications for 2020-21 fiscal year for the college - a special thanks to IT team for the work involved in getting us to remote work Institutional Effectiveness Council: - discussion of professional development and training plan - annual unit planning extended out to fall - accreditation project team and training delayed to May 1 (district-wide 1-3 pm) - all team appointments will be made and the team ready to go by May 1
Constituency group representatives from the ASB, Classified Senate, Management and Academic Senate will provide brief updates on their current efforts	Appropriate Leads	Students: - first online meeting held during Spring Break - collaborating with CAEB regarding graduation celebration - elections in process Classified: - senate meeting last week - continuing with classified employee of the year nominations - weekly informal Zoom session as an opportunity for classifieds to stay connected and talk - happy that Koue is joining us as VPA Faculty: - Brown Act compliant - elections with current team running again

		- discussed fall schedule - had presentation of sustainability plan - strategic enrollment management report and professional development training plan current in readings - informal Zoom sessions for faculty to get together Management: - learning how to manage 24/7 zoom experience - continuing challenge to find cadence to meetings and to take care of ourselves - Thomas announced he is staying through December
A brief update will be provided on the schedule of deliverables/action items for the remainder of the 2019-20 academic year. (attachment to follow)	Thomas Greene and Council Chairs	- To be discussed at Exec Staff this week and will be presented along with date for an additional ELT meeting

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Does the ELT support the formation of an UndocuScholar Resources Support and Advisory Committee ? See Attached Link	Jeff Stephenson	Thumbs up	
What would be the intended outcomes of the Technology Master Plan project team, and does the ELT support initiating a project team to facilitate these deliverables?	Kuldeep Kaur	- traditional technology problems generally focused on instruction - remote work highlighted need for others - District would like to have district-wide strategic IT Plan - suggest modifications to allow extra time for the district plan to develop and to align membership between the college and district teams - work needs to be done on how to collaborate districtwide but still remain agile	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
What do you see as the most significant implications associated with the primary recommendations contained within the Sustainability Project Team Report? (First Reading) Note: A presentation will be provided (Attached) by the Lead/Co-Lead of this project team.	Kuldeep Kaur	- appreciates the work of the team - can this work be merged with the equity work at least in areas of overlap? - how does this translate to the work of the college? - would also like to see a connection to PD plan - presentation put on Academic Senate discussion board following presentation (no comments yet) - some aspects of the recommendations are within the realm of ARC and some aspects are not - implementing some recommendations seem to be more challenging than other team reports (simply because of the level of change involved) - some challenge in developing entire office dedicated to sustainability in the short term

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person