Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team	
OBJECTIVE OF MEETING: The ELT will discuss feedback from constituency groups and councils regarding the utilization of the equity decision-making tool; review accreditation progress and assess progress in implementation of adopted project team recommendations from the past two plus years.	
DATE: 10/05/2020 **TIME:** 3:00pm	**LOCATION/ROOM #:** Zoom: https://cccconfer.zoom.us/j/92430352656 **CALL-IN NUMBER:**1 253 215 8782 **CALL-IN CODE:** 924 3035 2656#
FACILITATOR(S): Thomas Greene	
TIMEKEEPER:	
ASSISTANT: Sue McCoy	
MEMBERS PRESENT: BonnyJean Bowman, Naomi Dasari, Thomas Greene, Adam Karp, Frank Kobayashi, Sarah Lehmann, Janay Lovering, Olga Prizhbilov, Mark Sheppard, Alisa Shubb, William Simpson, Tressa Tabares, Regena Tiner, Scott Crow, Susan McCoy, Jeff Stephenson, Koue Vang	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	
See attached documents.	
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.	Council Chairs / Co-Chairs	Operations Council - Some break-ins over the last few months; being handled by Operations and LRPD - Facilities/Maintenance Updates: Reminder to only drive in from Stadium parking lot when visiting (prearranged with Operations) campus; expired access cards will continue to work as keys to enter buildings; in-person Health Ed classes resumed following two COVID exposures reported and program quarantined for 14 days; mailroom operational and processing mail once a week - Technology: equipment is still available; needs should be reported to area deans - Sustainability Plan being implemented; Office of Sustainability is now in Operations – renamed to "Office of Operations and Sustainability" - Reviewed Accreditation Standard III, with assignments being emailed out to specific council members Student Success Council - Received updates on Online Student Petitions and Accreditation - Jen LaFlam, Pam Chao, and Nick Daily shared current progress and future projects related to the Professional Development Plan - Robust discussion on employee retention - LGBTQIA+ and API Project Teams have had preliminary meetings with the Research Team to develop research questions and date timelines Institutional Effectiveness Council
Constituency group representatives from the ASB, Classified Senate, Academic Senate and Management will provide brief updates on their current efforts.	Constituency Group Leaders	Associated Student Body - Nick attend meeting and presented on equitable decision making tool; adopted - Discussed creating canvas shell to use as training tool - Passed resolution which would add non-voting position to Student Senate and CAEB for students who don't meet requirements to be in student government - Currently exploring the idea of merging Student Senate and CAEB into one board Classified - Recently concluded elections; results forthcoming - One-day new senator training now spread out over four days via Zoom Academic Senate - Program pathway committee recommendations on consent calendar - Adopting RESPECT principles then move into equitable decision making tool - Five different policy recommendations to District to review with an equity lens - Looking into ways to apply equity to syllabi and curriculum

		- New CSU GE Area F Managers - Some success with contacting students via email to set up time to talk; one half to one third of managers have connected with at least one student; now cold calling non-respondents - Trying to better understand student struggles - Managers getting Starfish training
Council Chairs/Co-Chairs and constituency group leaders will provide feedback on discussions regarding the utilization of the equity decision making tool.	Various	- Talked about how we might walk through using the tool; helpful to have an example - Have used in PES and can operationalize using it in ELT - SSC is reviewing at next meeting - Discussion in Area Deans - Make tool more user friendly with rubric - Revisit next month at ELT
The Accreditation project Team lead/co-lead will provide a brief progress update on the Institutional Self-Evaluation Report.	Adam Karp and Bill Simpson	- Met first milestone of collecting evidence piece - District team has first meeting last week - Jamey Nye now overseeing Accreditation for district - First draft of function map – identifies whether item is district, college or shared responsibility - Still some ambiguity around how District is proceeding in Standard III related to facilities, fiscal, HR and technology; VPAs set four meetings, one relative to each section - VPA's met w/HR today; HR would need to review each substandard and provide evidence - Quality Focus Essay topic to be identified – a considered topic is implementation of HomeBase Pathway Communities - Might be helpful to get groups together to assist in gathering evidence, provide some assistance in where to start finding evidence, provide some guidance - Faculty can reach out directly to Bill via email - Sometimes recipient of questions doesn't have any idea of the context of the message - An hour of next SSC meeting is dedicated to answering questions and providing assistance
The Dean of Equity & Inclusion will present some proposed changes to associated with professional development funding.	Nick Daily / Thomas Greene	Discussion postponed to November meeting

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of May 20, 2020 Meeting Notes	Thomas Greene	Thumbs Up	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
In what ways does the institution monitor progress in the implementation of it's adopted project team recommendations? What is the current status of our implementation efforts (Attachment forthcoming).	Thomas Greene	- Ensure as much transparency as possible with project team recommendations and track status - Document will be maintained for currency - Project could be project team recommendation or deliverable - Listed in chronological order - Any thought about other ways to use this report - Keeping public, sharing w/constituency groups, etc. - Published in IGOR - It's an accountability document and something to celebrate the great work accomplished - Some projects evolved into more and different work - This is the most accurate way we could be transparent in the work accomplished in the college's redesign - As questions are raised, it could present an opportunity to provide more context in this document

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person