Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team	
OBJECTIVE OF MEETING: Stuff	
DATE: 02/17/2021 **TIME:** 1:00pm-3:00pm	**LOCATION/ROOM #:** Zoom **CALL-IN NUMBER:**1 253 215 8782 **CALL-IN CODE:** 926 8616 7178
FACILITATOR(S): Melanie Dixon	
TIMEKEEPER:	
ASSISTANT: Sue McCoy	
MEMBERS PRESENT: BonnyJean Bowman, Melanie Dixon, Adam Karp, Frank Kobayashi, Olga Prizhbilov, Mark Sheppard, Alisa Shubb, William Simpson, Tressa Tabares, Regena Tiner, Nick Daily, Susan McCoy, Jeff Stephenson, Koue Vang,	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	
UPDATES AND BRIEF REPORTS:	

Topic	Person(s) Responsible	Notes
Redeployments	Melanie Dixon	- Redeployment process in place due to COVID - Currently working on framework to reopen facilities - Details and timeline still to be identified - Need to share all information that is currently known - Acknowledge that folks are anxious about what is happening and going to happen - District-wide update coming on February 28 but will not be detailed - From library perspective, just waiting to hear that staff need to begin developing a plan - Told to start planning but given no further detail – building capacity, Plexiglas installation, etc. - Impossible to convert courses are first priority and are currently being asked to begin planning - Possibly use plan developed by first-responders (i.e., Nursing) and develop a template - Remote policies still to be developed as well - Facility utilization needs to be considered i.e., Folsom's largest room holds a maximum of 100; when applying social distancing guidelines, occupancy falls to 24 - This is a PR issue because there is a vastly different definition of what "reopening" means across the college community - Politics are at play as well with K-12 and UC's opening - Still need to maintain focus on improving the remote experience for students - Looking for clarity on what we're planning for - Need to plan for reality and not everything that can be imagined
Presidents Circle	Melanie Dixon	- Upcoming activity to thank donors; focus will be on students
Healing Events (Not on Agenda)	Melanie Dixon	- Events are created for college community to come together over a fun activity - Fondue and music next Friday - Fondue kits will be available
Constituency group representatives from the		Academic Senate - Approved academic integrity statement - Working to improve inclusive processes - If Student Senate is interested, looking to have a student senate liaison attend the Academic Senate meetings - Looking to have one of the faculty positions on Operations Council be designated as an Academic Senate liaison; appointee already identified Classified Senate - Projects in the works - Nominations for upcoming elections open - Classified temp staff mixer

ASB, Classified Senate, Academic Senate and Management will provide brief updates on their current efforts. (Not on Agenda)	Melanie Dixon	Students - Contributed to Black History Month comedy event - Creating canvas shell for Student Senate - Planning for lobby day - Creating a town-hall type meeting for students to ask questions about the reopening - Question: Any plans to use the Hub and cafeteria areas as computer lab space - No specific discussions yet but all spaces will be subject to discussion - Interest in giving the students the opportunity choose whether they wanted to remain on Zoom or attend on-ground classes - Faculty currently working on the Hyflex model but infrastructure is not there yet
Council Chairs and/or Co-Chairs will provide an update on the work of their Councils, including efforts of their respective project Teams. (Not on Agenda)	Melanie Dixon	Student Success Council - Reopening discussion with department chairs attending - Appreciation to resource panel work on retaining employees of color - Looking at forms, processes, procedures to improve usability Institutional Effectiveness Council - Next meeting will be to draft language for Standard I - Discussions with ASB President to discuss student involvement in accreditation process - Currently working on ACCJC Annual Report and Fiscal Report Operations - Location Safety Committee met today and discuss the needs of the campus for reopening

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of February 1, 2021 Notes	Melanie Dixon	- Thumbs up	
Approval of December 2, 2020 Notes	Melanie Dixon	- Thumbs up	
Does the ELT support the proposed changes to various programs within the "Areas of Interest" as presented by the Program Pathway Committee? (Second Reading-Attachment).	Bill Simpson	- Quick refresher of changes made - Question: when do the changes take affect? - Bill is working with Jazzie who is already aware of the changes; effective immediately -Thumbs up	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
Spring 2021 Hiring	Melanie Dixon	- Interim management positions are being advertised to fill permanently - Classified hiring for general fund positions likely not to happen in the spring semester - Some possible movement in categorical and one-time funds available for classified temps
Student Design Team	Melanie Dixon	- Paid student team to provide support for different planning processes - Outline of their role to be finalized in the coming weeks - Probably 12-15 students to begin - Question: Could this team help with informal as well as formal processes - Question: Could use a team with a diverse technology background. Will membership be switched up routinely so perspectives are fresh and new. - Funding will limit the size and not specifically looking to recycle the team members too frequently. Could look to identify other means to get students involved with alternate methods of compensation.
Executive Leadership Team Agenda Planning (Not on Agenda)	Melanie Dixon	- Question: Is it helpful to have time allocations provided for each agenda item - Helps to provide some guidance - Appreciate having flexibility - As previously discussed, ELT will transition to written reports for council and constituency group updates to allow more time for robust

		discussions on important issues; a routine submission timeline will be developed; a request for agenda items will be sent to all ELT members - Two standing items will include hiring and reopening

ITEMS FOR FUTURE CONSIDERATION:	
Topic	**Contact Person**