Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team	
OBJECTIVE OF MEETING: 2021-22 Activities	
DATE: 09/13/2021 **TIME:** 3:00pm-5:00 pm	**LOCATION/ROOM #:** Zoom: https://cccconfer.zoom.us/j/93079351925 **CALL-IN NUMBER:**1 346 248 7799 (US Toll) **CALL-IN CODE:** 930 7935 1925
FACILITATOR(S): Melanie Dixon	
TIMEKEEPER:	
ASSISTANT: Sue McCoy	
MEMBERS PRESENT: Stacey Burrows, Melanie Dixon, Kristin Farlow, Amy Gaudard, Carina Hoffpauir, Adam Karp, Frank Kobayashi, Sarah Lehmann, Cesar Reyes, Alisa Shubb, Bill Simpson, Tressa Tabares, Scott Crow, 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
Council / Project Team Highlights from Written Reports	Council Leads / Co-Leads	IEC: - has not met yet this year - on track for accreditation - draft report to ELT in October SSC: - HomeBase resource panel being set up and will convene a few times a month - ESL presented about Afghan students - presentation on Beaver Cares by Valerie Adger OC: - no report given
Constituency Group Highlights from Written Reports	Constituency Group Leaders	Faculty Senate: - Statement of support for Afghan students (w/resources) - Thanks to Sarah Lehmann regarding training on book orders - Late orders impact the Library's ability to purchase the books and have them on-hand for students - Working w/Bookstore staff to streamline process and work in partnership with Bookstore - Faculty hiring prioritization process - aligning process between faculty senate and leadership Classified Senate: - Established vision for the year; 3 C's: communication, connection, community building - Training provided for new senators, etc. last week - All new executive board and several new senators - More transparent communication via podcast - Loss of connection - hallway communications, walking across campus to get mail ASB: - Most of executive board appointed - Almost completely new board - Training with Roberts Rules and Brown Act - Possible sustainability ad hoc committee - Looking at District committees and workgroups with assistance from Student Trustee - Club presidents/advisors received re-activation paperwork - Working with Student Design Team to plan events once more clubs are chartered Managers: - HomeBases - continue to refine process - What does it mean to be a part of HomeBase - What kind of staffing is needed to stand up the program - Conversations this semester on where we've been and where we're going - Dual enrollment - a lot happening

		- COVID is the current focus - a herculian effort with a lot of moving parts - communication coming out today about protocols - front-line student services folks getting ready to address questions via phone, email, etc. - will students be auto-dropped from on-ground classes if not vaccinated by October 1 - if exemption filed, nothing happens until determination made (it's a legally-required interactive process when health reason is given) - exemptions filed on sincerely held beliefs are being handled by HR with approximately 72-hour turn around - autodrop coming in Spring '22 - creating as much latitude in process for students for this semester - potential of enrollment hit - we are largest in the District so we're counted on to meet enrollment goals - what communications are going out to students; can those communications be sent to employees so we know what's being said and support it in our communication with students - it's been challenging - pace has added a complex layer - on-going conversations regarding our challenges with communications and efforts to improve - 11 individuals (student or employee) tested positive; 63 have been in close contact with someone who is positive; 52 have been exposed - students, faculty and staff have been wonderful regarding mask mandates with a very small footprint on campus right now
Update on Re-Opening Plans	Frank Kobayashi	- Will be standing agenda item - Many topics already covered - Opened campus with more on-ground classes - Mask mandate was first hurdle; widely received college-wide - Vaccine requirement next hurdle - Original message for spring '22 was traditional mix of classes - New message is to have more online classes offered - Will vary from department to department - Do you anticipate any further information coming out as we start to think about operating hours for next semester - Hard deadline for class schedules due to publishing - Approach would be similar to how hours were developed for the LRC this semester; look at the on-ground classes for spring courses and then use the range of times that classes are offered and use as a guideline to develop hours; as always, remain flexible - Will relocated services for this semester remain in the LRC or will they be moved back to original locations - Looking to open the Welcome and Support Center in October to help transition some services out of the LRC to make room for again for WAC and RAD - Transition should be completed by December - Also looking to open the Unite Center following some construction - Will there be food on campus? - Bookstore is stocking some additional food - Working with Canteen to get them on campus by fall for spring service - Food trucks will be available on-ground - Oak Cafe has some options along with bakery items and coffee a few days a week - Looking to go out with an RFP district-wide; looking for vendor that is not counter to our District's values - ASB looking to support efforts

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of May 10, 2021 Notes	Melanie Dixon	Postponed to next meeting	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
		Bias Response Team - Draft charter and project initiation request presented - Charter developed because of a need identified by ELT - ELT reviews charter and then it moves to appointed council - Team in response to strategic plan, goals and equity plan - Next step: moves to Student Success Council Employee Onboarding Project Team - Draft charter and project initiation request presented

Review of 2021-22 Project Teams	Melanie Dixon	- What does a complete experience look like for bringing a new employees on the campus - Connects to Strategic Plan and Institutional Equity Plan - Might be helpful to have desk procedures from the prior employee - Next step: moves to Institutional Effectiveness Council - Both will move to their respective councils for review and discussion - Professional Development plan laid the foundation as the recommendation for the Employee Onboarding Project Team - Thanks to Adam for explaining the drafter and initiation request

ITEMS FOR FUTURE CONSIDERATION:	
Topic	**Contact Person**
Housing - land has been donated and hope to use it for housing - funds earmarked for housing coming from Chancellor's Office; possibly hire an architect and property manager to build dorms on campus Vaccination Update	