

# Executive Leadership Team

## Meeting Notes

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

**OBJECTIVE OF MEETING:** Discussion of Current College Happenings

**DATE:** 11/01/2021

**TIME:** 3:00pm-5:00pm

**LOCATION/ROOM #:** <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:** Matthew Blevis, Stacey Burrows, Scott Crow, Melanie Dixon, Kristin Farlow, Amy Gaudard, Frank Kobayashi, Sarah Lehmann, Cesar Reyes, Alisa Shubb, Bill Simpson, Susan McCoy, Mark Sheppard, Jeff Stephenson

**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	<p>Institutional Effectiveness Council</p> <ul style="list-style-type: none"> <li>- Went over project team charter for employee onboarding</li> <li>- Discussed ISER and assigned review of specific parts by council members</li> </ul> <p>Operations Council</p> <ul style="list-style-type: none"> <li>- 3.4 M in one-time funds for state capital projects</li> <li>- Minimal damage from last storm</li> <li>- HomeBases are built and ready to go</li> <li>- IT - Hyflex classrooms (probably 7-8 classrooms will be upgraded)</li> <li>- Taking principles of Hyflex and applying it so that faculty have the greatest flexibility in offering their courses; ARC's approach is technology based</li> <li>- Safety - no major safety issues on campus</li> <li>- Campus fingerprinting will begin on Tuesdays from 9 am to 1 pm</li> </ul> <p>Student Success Council</p> <ul style="list-style-type: none"> <li>- \$372,000 in HEERF funds available for OER</li> <li>- Forms &amp; processes group continues; tying into new software at the District level related to forms</li> <li>- Vaccine implementation</li> <li>- Approved Bias Response Team charter</li> <li>- Discussed ISER</li> <li>- Student Success Co-Chair succession planning (Sarah's term ends in Spring)</li> </ul>
Constituency Group Highlights from Written Reports	Constituency Group Leaders	<p>Associated Student Body</p> <ul style="list-style-type: none"> <li>- ISER discussion</li> <li>- Logistical needs discussed with Koue Vang</li> <li>- Meeting with Academic Senate upcoming</li> <li>- Joint Budget Committee met for the first time</li> <li>- Three students accepted into NASA internship program</li> <li>- Looking into downlink session with international space station (recurring yearly)</li> </ul> <p>CAEB</p> <ul style="list-style-type: none"> <li>- Board member positions are being filled</li> <li>- On-Campus events coming up with a focus on student safety relative to the pandemic</li> <li>- Undocumented student club finally chartered</li> </ul> <p>Classified Senate</p> <ul style="list-style-type: none"> <li>- Jeff Bucher and Koue Vang provided update on technology</li> <li>- Adam Karp presented ISER; would like an opportunity to provide more feedback</li> <li>- Communication via email right now</li> <li>- Listening Sessions on centralization of A/R and F/A</li> <li>- Listening session also with Koue Vang</li> <li>- Need for connection - possibly hold virtual event at the end of the semester</li> <li>- Revisiting Classified Employee of the Year award (possibly in Fall 22 convocation)</li> <li>- Future PD opportunities with day of PD opportunities off-site</li> </ul> <p>Academic Senate</p> <ul style="list-style-type: none"> <li>- Not aware of anyone locked out of Duo system</li> <li>- Plenary session later this week</li> <li>- Faculty hiring prioritization (28 presentations requesting 31 positions)</li> <li>- Also looking at ISER, District strategic plan, change to R-5123 (equivalencies)</li> <li>- Looking forward to presentation on UNITE and presentation from ASB</li> </ul>

		<p>Management</p> <ul style="list-style-type: none"> <li>- Engaged in trauma-informed care training over the past few months</li> <li>- Working with ASB, Academic and Classified senates to also provide training to those groups</li> <li>- Capital Campaign funding - using one-time funds to address high cost items that impact the General Fund each year; list put forward and discussion at Chancellor's Exec Staff</li> <li>- Dual Enrollment leadership team presenting to Chancellor's Exec tomorrow to educate the District what dual enrollment needs and specifically those of ARC</li> <li>- Fully standing that project up with full commitment of leadership and staffing</li> <li>- Hiring underway with specialists for HomeBases</li> </ul>
Update on Re-Opening	Frank Kobayashi	<ul style="list-style-type: none"> <li>- Front and center has been vaccine mandate which went fairly well</li> <li>- Continuing to work with staff and students related to mandate</li> <li>- Spring 22 schedule out today</li> <li>- Fall 21 - 9% of course inventory was face to face; Sp 22 - closer to 30% of course inventory to be offered face to face</li> <li>- Unsure what enrollment in Sp22 will look like</li> <li>- Questions on how to communicate with faculty when the student gets sick or has a personal challenge</li> <li>- Faculty looking for alternate ways for students to participate thus our move towards Hyflex; will be classroom specific; on the minds of instructional faculty</li> <li>- Based on policies, there's no such list of excused and/or unexcused absences; would like instructional faculty to be aware of that; students should not have to reveal personal information in order to beg/plead for an extension or ??</li> <li>- Give the faculty permission not to have to be so stringent</li> <li>- Training can be provided to faculty but probably won't have a 100% faculty participation</li> <li>- Will trauma-informed care touch on this; i.e., it's traumatic for a student to have to relive the experience repeatedly by having to contact multiple faculty members explaining a traumatic experience (i.e., domestic violence)</li> <li>- Example, was hospitalized with Covid and one professor asked for documentation of hospitalization which contained some personal information</li> <li>- Not a wide-spread quick fix by Spring semester</li> <li>- Library will open Mondays - Thursdays and a few Saturdays</li> <li>- Expanding hours of Welcome and Support Center along with LRC</li> <li>- Working with Koue on opening Student Center for grab/go food service</li> <li>- Counseling Center will not be open but counselors will be available in Welcome &amp; Support Center</li> <li>- Final information on hours and services will be shared once it's finalized</li> </ul>
Accreditation	Adam Karp	<ul style="list-style-type: none"> <li>- Presented by Melanie in Adam's absence</li> <li>- Some work fell behind and resulted in last minute scrambling</li> <li>- Presentation to BOT this month with a focus on HomeBases</li> <li>- Team will review ISER and evidence provided</li> <li>- Team then visits in October 2022</li> <li>- A huge thank you to those who picked up the slack and reviewed in detail over the past two weeks; greatly appreciate the partnerships</li> <li>- Big picture - our processes and procedures are sound</li> <li>- ACCJC moved from punitive action to being supportive of colleges</li> <li>- Need to have a post mortem of our process</li> <li>- We had great bones for developing ISER but may not have had the capacity or time for implementation</li> <li>- Still time to review and comment; doesn't go to ACCJC until December or January</li> <li>- Having candid conversations so we won't be here again</li> </ul>
Spring 2022 Convocation Planning	Melanie Dixon	<ul style="list-style-type: none"> <li>- Past two convocations have been a little rocky</li> <li>- Owe college community a thoughtful program</li> <li>- Planning document produced and has been initially reviewed</li> <li>- Three planning sessions already scheduled prior to end of the semester</li> </ul>
HomeBases	Melanie Dixon	<ul style="list-style-type: none"> <li>- Team brought together and planned for on-ground HomeBases</li> <li>- Covid happened and HomeBases went virtually</li> <li>- Now there's a need to plan for both virtual and on-ground</li> <li>- Jeff and Frank lead Homebase resource team to reflect on the work accomplished and work for the future</li> <li>- Possible further discussions with program pathways group next semester</li> <li>- Need to fit HomeBases, Program Pathways, Areas, and need to engage in further discussion about how all these mesh together</li> <li>- Need a workable structure so fantastic work can be accomplished</li> </ul>
Hiring	Melanie Dixon	<ul style="list-style-type: none"> <li>- About 11 full-time faculty positions likely available to hire in Spring 22</li> <li>- Huge gap between what we need and what we'll get</li> <li>- For manager positions, need to make great hires</li> <li>- Need to be certain we can provide assistance with gaps in competency, etc.</li> <li>- We offer great resources to new faculty but don't provide resources to existing faculty</li> <li>- A real gap exists between the curriculum offered to new faculty and existing faculty having no idea what's covered in that curriculum</li> <li>- Perhaps use existing resources to offer pre-NFA faculty the opportunity to grow and experience something new</li> <li>- Provide some leadership cultivation</li> <li>- Peer review team members may not be connected to NFA curriculum and could be detrimental to achieving tenure</li> </ul>
Professional Development - Trauma Informed	Melanie Dixon	

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<b>ACTION ITEMS:</b>			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of October 4, 2021 ELT Notes	Melanie Dixon	Approved - thumbs up	

<b>DISCUSSION ITEMS:</b>			
Question	Person(s) Responsible	Notes and Next Steps	
Strategic Planning	Melanie Dixon	<ul style="list-style-type: none"> <li>- Ed Bush and Julie Oliver explored strategic plan and timeline with the Covid environment</li> <li>- Proposal brought forward - 1) reaffirmation of strategic goals and 2) look at them annually (update in real time)</li> <li>- Strategies that allow us to accomplish those goals</li> <li>- Can't just reaffirm strategies but need to evaluate and change as needed</li> <li>- Spring - open forums and charettes will take place to review strategies</li> <li>- What will the process look like moving forward to annual review of goals and strategies</li> <li>- Annual process will be developed; may look like fall development, spring review and implementation the following year</li> <li>- Perhaps dovetail with annual unit planning process</li> </ul>	
Dual Enrollment	Melanie Dixon		
On-Campus Office Moves	Melanie Dixon	<ul style="list-style-type: none"> <li>- The HUB has transitioned to UNITE</li> <li>- Establishing budget and milestones</li> <li>- One-stop shop being created in Welcome and Support Center</li> <li>- Kale's area moving from the library third floor to Administration Building</li> </ul>	

<b>ITEMS FOR FUTURE CONSIDERATION:</b>	
Topic	Contact Person