

# Executive Leadership Team

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Executive Leadership Team		
<b>OBJECTIVE OF MEETING:</b> Discussion of Current College Happenings		
<b>DATE:</b> 12/06/2021 <b>TIME:</b> 3:00pm-5:00pm	<b>LOCATION/ROOM #:</b> <a href="https://cccconfer.zoom.us/j/93079351925">https://cccconfer.zoom.us/j/93079351925</a> <b>CALL-IN NUMBER:</b> 1 346 248 7799 <b>CALL-IN CODE:</b> 930 7935 1925	
<b>FACILITATOR(S):</b> Melanie Dixon		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Sue McCoy		
<b>MEMBERS PRESENT:</b> 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, Mark Sheppard, Koue Vang,		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
<b>UPDATES AND BRIEF REPORTS:</b>		
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Notes</b>
Council / Project Team Highlights from Written Reports	Council Leads / Co-Leads	Institutional Effectiveness Council - No verbal updates provided  Operations Council - No verbal updates provided  Student Success Council - No verbal updates provided
Constituency Group Highlights from Written Reports	Constituency Group Leaders	Academic Senate - Working on how faculty are and are not using "notes" within the course schedule - Will take institutional support - Big project to undertake  Classified Senate - Last meeting this week - Community building event on the 14th - Working on spring annual professional development day (in person) - Working to increase communication (podcast and e-newsletter bites) - Classified Appreciation Award for presentation at the Fall 22 Convocation  Management - No verbal updates provided  Student Association - Appointed Director of Finance for CAEB - Getting ready to host events on ground in the Spring
Update on Re-Opening	Frank Kobayashi	- Spring 22 schedule is 30% face-to-face, 70% online - Fall 21 enrollment trends appear to be repeating in Spring 22 - Currently working on Fall 22 schedule; hoping to have more face-to-face classes - Spring will offer the ability to have field trips  Q - Where are we with allowing students to finish their degrees and online processes; can someone do everything online A - Working with ACCJC on substantive change submitted a few years ago; theoretically, all classes can be offered online per ACCJC's approval of that substantive change submitted  Los Rios Online - Staffing needs determined to be much greater than anticipated - Would require staff from the colleges  Admissions/Records & Financial Aid Update - Many forms automated with the exception of those related to residency - Working to includes SARS in Enrollment Services and Financial Aid so students can get appointments similar to Counseling - Working on redesign efforts with the District Office - Hoping to see enhanced capability - More refinement to take place during Spring  COVID Update - Mask accommodations available for student services to see that information - Some students have a health condition that requires them to not wear a mask

- Only select few people see that granted accommodation
- General rule of thumb . . . student must be able to produce that accommodation
- Working with IT to allow those who need to know
- Cleared4 potential partner in COVID contact tracing process
- DO still considering whether we're moving forward with vendor and refine our own process; that decision will help to resolve the question of who can see accommodations related to COVID

#### ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of November 1, 2021 ELT Notes	Melanie Dixon	5	Thumbs Up
Approval of Bias Response Project Team Charter	Melanie Dixon	0	<ul style="list-style-type: none"> <li>- Charter created for Bias Response Project Team</li> <li>- Has gone through several charter approvals through Student Success Council</li> <li>- Suggested timeline is already outdated and will be updated</li> <li>- Thumbs up to approve charter with caveat to incorporate feedback and adjusted timeline</li> </ul>

#### DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
		<p>OER Project - Next Agenda Item</p> <ul style="list-style-type: none"> <li>- a lot of ground work already in place due to prior work of faculty</li> </ul> <p>Convocation planning underway</p> <ul style="list-style-type: none"> <li>- having a luncheon between convocation and area meetings</li> <li>- invitation to all employees will go out</li> </ul> <p>Planning</p> <ul style="list-style-type: none"> <li>-have some work to do with our planning processes</li> <li>- communication of timelines and guidelines (i.e., annual unit planning, etc.)</li> <li>- observed some gaps; less presence of an actual action plan</li> <li>- i.e., DI project teams, had recommendations come forward with no implementation plans</li> <li>- i.e., annual unit plans mostly instruction with few student services</li> <li>- investing energy during the Spring semester to begin to resolve our planning challenges</li> <li>- another robust hiring round in the spring</li> <li>- very successful hiring season but had some failed searches</li> <li>- improved communication on project team plans and progress; also possible program manager</li> </ul>

#### ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person