

# 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> 03/07/2022 <b>TIME:</b> 3:00pm		<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 (US Toll) <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> Sarah, Carina, Frank, Bill, Jeff, Amy, Jennifer, Alisa, Scott, Amy, Koue, Tressa, Kristin, Melanie, Alisa, BJ, Jen, Stacey, Mark			
<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		
Constituency Group Highlights from Written Reports	Constituency Group Leaders	<p>Academic Senate:</p> <ul style="list-style-type: none"> <li>- March/April are Textbook Adoption Months</li> <li>- Surprised by recommended mask announcement</li> <li>- Some pressure to comply with new state recommendations</li> <li>- It's a choice</li> <li>- Still engaging in contract tracing</li> <li>- Question: Have unions weighed in?</li> <li>- Yes, they've been involved</li> <li>- Student circulating petition and wanting to speak to the Board about going to 100% remote</li> <li>- President Dixon meeting with student on Friday and will hear concerns</li> <li>- Safety of staff and students of paramount concern</li> </ul> <p>Classified Senate:</p> <ul style="list-style-type: none"> <li>- A bit behind in elections, probably held the first week of May</li> <li>- Several positions available</li> <li>- Need administrator/supervisor support for classified participation in PD Day (week of Spring Break)</li> </ul> <p>Student:</p> <ul style="list-style-type: none"> <li>- Elections beginning</li> <li>- Partnership with Beaver Cares to put together shower kits for students with housing challenges and those who use the college's showers</li> </ul>	
Guided Pathways - Scale of Adoption	Jeff Stephenson		
<b>ACTION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Decision(s)</b>	<b>Next Steps</b>
Approval of February 7, 2022 ELT Notes	Melanie Dixon		- Thumbs up; approved

Strategic Enrollment Management Project Team Charter II	Frank Kobayashi	<ul style="list-style-type: none"> <li>- Draft charter attached</li> <li>- SEM Part 1.0 was prior to the pandemic</li> <li>- SEM Part 2.0 is post pandemic</li> <li>- Changing dynamic of scheduling due to pandemic</li> <li>- Q: projected membership, include physical education (kinesiology) which might have unique scheduling needs?</li> <li>- Thumbs up - accepted</li> </ul>
Employee Onboarding Project Team Charter - Draft	Kathy Sorensen/Jazzie Muganzo-Murphy	<ul style="list-style-type: none"> <li>- Presented by Kathy Sorensen &amp; Jazzie Muganzo Murphy</li> <li>- Some equity language added to deliverables</li> <li>- Academic Senate requested more specificity to faculty memberships</li> <li>- Need a little further information on having a coordinator</li> <li>- Coordinator may have been involved in hiring practices outside of faculty positions</li> <li>- Any interest in having a classified professional be a classified supervisor</li> <li>- Some discussion on classified professionals but nothing specific to supervisor</li> <li>- Timeline is tight</li> <li>- BJ's team will be tasked with putting together the implementation phase</li> <li>- Implementation team will provide another layer of eyes on the recommendations and will likely yield more recommendations</li> <li>- Faculty appointment looks to have experience with DI populations; include that for a classified employee?</li> <li>- Some flexibility with deadlines?</li> <li>- Could result in a recommendation for an extension</li> <li>- Three classified already appointed, is the classified supervisor in addition?</li> <li>- Thumbs up</li> </ul>

**DISCUSSION ITEMS:**

Question	Person(s) Responsible	Notes and Next Steps
		<ul style="list-style-type: none"> <li>- Third wave of re-opening was February 22</li> <li>- 30% face to face; 70% online (Sp22)</li> <li>- Planning for close to 30% face to face; 70% online (Su22) and 37% face to face; 63% online (F122)</li> <li>- Area Offices re-opening over time</li> <li>- Remembering that we're here for</li> </ul>

<p>Re-Opening Plan</p>	<p>Frank Kobayashi</p>	<p>students and a normalcy of being back slowly phases in</p> <ul style="list-style-type: none"> <li>- Priority registration for summer occurring right now</li> </ul> <p>Student Services</p> <ul style="list-style-type: none"> <li>- Re-opened services on February 22</li> <li>- Usually 3 hrs/week with longer hrs on Wednesday through the end of this week</li> <li>- Beginning next week: 9-5 on M,T,Th and 9-6 on Wed</li> <li>- Food service on ground with food truck, Canteen options in cafeteria</li> <li>- Unite Center is waiting on new furniture delivery</li> <li>- Will continue to add services and hours as needed</li> </ul> <ul style="list-style-type: none"> <li>- How are we gathering information on students needs, wants, etc.</li> <li>- Student survey being discussed</li> <li>- Chancellor's Exec discussion about whether it's district wide or ARC only</li> <li>- What do students expect from their choice of modality</li> <li>- Survey will come out from BJ and Jen's area, share ideas with them</li> <li>- Can use Call Center to follow up on some responses</li> <li>- Definitely include something about transportation and constraints about RT</li> <li>- Not only RT, but inflated cost of gas impacts students</li> <li>- Online tutoring preferred right now because the cost of commuting to campus</li> <li>- We will continue to contend with barriers we have no control over</li> <li>- Increase cost of technology, wi-fi, internet access, etc.</li> <li>- Supply chain issue with laptops</li> <li>- Next meeting agenda: trends that are happening;</li> <li>- Our technology infrastructure isn't as up to date as other four year/private institutions</li> <li>- Need to look at access to Re-Opening website and make it much easier to find</li> <li>- Two different re-opening pages - one from the insider and one accessible to the students</li> <li>- Employee re-opening page has information specific to employees</li> <li>- Include on employee page the communications that are sent to students</li> <li>- Make re-opening more bold on the homepage</li> <li>- Perhaps a name change to "Open on Ground" as we've already re-opened</li> <li>- "Back on Campus" used on employee page; no circulating banner on exterior website</li> </ul>
<p>Accreditation</p>	<p>Frank Kobayashi / Bill Simpson</p>	<ul style="list-style-type: none"> <li>- Meet &amp; Greet with ISER Team and Open Forum in February</li> <li>- 13-Item Evidence request from the ISER team</li> <li>- Responded to all requests</li> <li>- Waiting now for Core Inquiries (due to be received on March 8)</li> <li>- Will be posted on accreditation website</li> <li>- 300-word response per inquiry as well as evidence</li> <li>- Due two weeks prior to site visit (10/10)</li> <li>- Huge kudos to Frank for stepping into</li> </ul>

		this effort - Learning and room for improvement in this process
Strategic Plan	Melanie Dixon	- Reaffirmation of strategic goals - Plans inform those goals - Working with BJ, Pam Chao and Joshua Moon Johnson on Institutional Equity Plan

**ITEMS FOR FUTURE CONSIDERATION:**

Topic	Contact Person
Re-Opening will change to Back on Campus Update - Began receiving phone calls from a former student - Race was a point of contention in these messages - Equity work we're doing is real and impacts lives - TRO will be served and covers the district - Goes into effect once served - Individual has not made any attempt to step on campus or cause any harm - Interest is in getting individual the help and assistance they need - African American (and likely other populations) are targeted on this campus - In response, believe the student when they say it's happening and act from a place that what the student is saying is true	