

Executive Leadership Team

Meeting Notes

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

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| Strategic Enrollment Management Project Team Charter II | Frank Kobayashi | <ul style="list-style-type: none"> - Draft charter attached - SEM Part 1.0 was prior to the pandemic - SEM Part 2.0 is post pandemic - Changing dynamic of scheduling due to pandemic - Q: projected membership, include physical education (kinesiology) which might have unique scheduling needs? - Thumbs up - accepted |
| Employee Onboarding Project Team Charter - Draft | Kathy Sorensen/Jazzie Muganzo-Murphy | <ul style="list-style-type: none"> - Presented by Kathy Sorensen & Jazzie Muganzo Murphy - Some equity language added to deliverables - Academic Senate requested more specificity to faculty memberships - Need a little further information on having a coordinator - Coordinator may have been involved in hiring practices outside of faculty positions - Any interest in having a classified professional be a classified supervisor - Some discussion on classified professionals but nothing specific to supervisor - Timeline is tight - BJ's team will be tasked with putting together the implementation phase - Implementation team will provide another layer of eyes on the recommendations and will likely yield more recommendations - Faculty appointment looks to have experience with DI populations; include that for a classified employee? - Some flexibility with deadlines? - Could result in a recommendation for an extension - Three classified already appointed, is the classified supervisor in addition? - Thumbs up |
| DISCUSSION ITEMS: | | |
| Question | Person(s) Responsible | Notes and Next Steps |
| | | <ul style="list-style-type: none"> - Third wave of re-opening was February 22 - 30% face to face; 70% online (Sp22) - Planning for close to 30% face to face; 70% online (Su22) and 37% face to face; 63% online (FI22) - Area Offices re-opening over time - Remembering that we're here for |

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

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| | | 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 | | |
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