

# Executive Leadership Team

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Executive Leadership Team			
<b>OBJECTIVE OF MEETING:</b> Discussion of College Happenings & First Reading for Project Team Reports			
<b>DATE:</b> 11/07/2022 <b>TIME:</b> 3:00pm-5:00pm		<b>LOCATION/ROOM #:</b> Student Center Board Room <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Melanie Dixon			
<b>TIMEKEEPER:</b>			
<b>ASSISTANT:</b> Sue McCoy			
<b>MEMBERS PRESENT:</b> Attendance not taken			
<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	- Written reports submitted	
Constituency Group Highlights from Written Reports	Constituency Group Leaders	Academic Senate - Recent meeting topics include discussion of our updated Student Equity and Achievement Plan for 2022-2025; expansion and continuance of our Open Education Resources (OER) program; approval of proposed revisions of the regulation regarding Dual Enrollment; interest in supporting LRCFT's negotiation of online workload - Actively working with our VPI on a collaborative process for assessing critical hire requests for faculty hiring  Classified Senate - winter luncheon planning	
Back on Campus Update	Frank Kobayashi	- 55% on-ground classes for Sp23 - Discussion of critical hire process - Accreditation is looking really good	
<b>ACTION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Decision(s)</b>	<b>Next Steps</b>
Approval of 5/9/22 ELT Notes	Melanie Dixon	Approved	
Review / Approve SEAP (Student Equity & Achievement Plan) for 2022-25	Jeff Stephenson / BJ Snowden	- BJ explained the plan - Discussion occurred around the race neutral language in the plan - This needs to be implemented in all of our work - PET can request that the language be addressed in events - Discussion occurred around intersectionality - Should also be a DI check in with the SEAP report; check where we are with the implementation of the DI recommendations - Should be an update to the college from the Office of Institutional Effectiveness - Question: How do we model race consciousness in the space? - ELT unanimously in support and approve the SEAP Plan	
<b>DISCUSSION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Next Steps</b>	
		- PowerPoint presentation - Acknowledgement of the student representative that served on the team - Focus of the presentation on Objectives 6-8 Objective 6 – timely response to a complaint	

Bias Response Project Team Report Presentation (First Reading) (3:30 pm)	Kolleen Ostgaard / Parrish Geary	<p>Objective 7 – team is trained and informed</p> <p>Objective 8 – Recommendations that are actionable</p> <ul style="list-style-type: none"> <li>- Question: Where does Bias Response Team connect with the Institutional Equity Plan.</li> <li>- Professional development should be through a race conscious lens</li> <li>- Partnership between CTL and Academic Senate with Bias Response guidance</li> <li>- Process that information will be kept confidential but also followed up on</li> <li>- Membership of the Bias Response Team will be six semesters to start but then go to a four-semester rotation for workload and emotional toll on the individuals</li> </ul>
Employee Onboarding Project Team Report Presentation (First Reading) (4:00 pm)	Kathy Sorensen / Asha Wilkerson / Hannah Blodgett	<ul style="list-style-type: none"> <li>- Discussed the purposes of the team and the report</li> <li>- Similar comment made along the lines of the Bias Response Report – How does this work full into the overall picture of the college?</li> <li>- There is a lack of training for new employees</li> <li>- The three tri-leads provided the report out to ELT</li> <li>- Kathy will send the google documents for the onboarding documents</li> <li>- Managers need to recognize the value of the classified staff and the value added to the institution</li> <li>- How do we encourage them to grow?</li> <li>- Need to create an affirmative culture</li> <li>- To change the culture, you need to get people when they come into the institution</li> <li>- There needs to be mentorship across constituency groups.</li> </ul>

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person