Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team			
OBJECTIVE OF MEETING: Discussion of College Happenings & First Reading for Project Team Reports			
DATE: 11/07/2022 **TIME:** 3:00pm-5:00pm		**LOCATION/ROOM #:** Student Center Board Room **CALL-IN NUMBER:** **CALL-IN CODE:**	
FACILITATOR(S): Melanie Dixon			
TIMEKEEPER:			
ASSISTANT: Sue McCoy			
MEMBERS PRESENT: Attendance not taken			
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	- 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	
ACTION ITEMS:			
Question	**Person(s) Responsible**	**Notes and Decision(s)**	**Next Steps**
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	
DISCUSSION ITEMS:			
Question	**Person(s) Responsible**	**Notes and Next Steps**	
		- 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	Objective 7 – team is trained and informed Objective 8 – Recommendations that are actionable - Question: Where does Bias Response Team connect with the Institutional Equity Plan. - Professional development should be through a race conscious lens - Partnership between CTL and Academic Senate with Bias Response guidance - Process that information will be kept confidential but also followed up on - 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
Employee Onboarding Project Team Report Presentation (First Reading) (4:00 pm)	Kathy Sorensen / Asha Wilkerson / Hannah Blodgett	- Discussed the purposes of the team and the report - Similar comment made along the lines of the Bias Response Report – How does this work full into the overall picture of the college? - There is a lack of training for new employees - The three tri-leads provided the report out to ELT - Kathy will send the google documents for the onboarding documents - Managers need to recognize the value of the classified staff and the value added to the institution - How do we encourage them to grow? - Need to create an affirmative culture - To change the culture, you need to get people when they come into the institution - There needs to be mentorship across constituency groups.

ITEMS FOR FUTURE CONSIDERATION:

Topic	**Contact Person**