

# Executive Leadership Team

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Executive Leadership Team		
<b>OBJECTIVE OF MEETING:</b> Discussion of College Happenings		
<b>DATE:</b> 12/05/2022 <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> Warda Ali, Melanie Dixon, Mary Goodall, Carina Hoffpaur, Brian Knirk, Frank Kobayashi, Veronica Lopez, Alisa Shubb, Caitlyn Spencer, Jennifer Laflam, Susan McCoy, Robert Snowden, Jeff Stephenson, Koue Vang		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
<b>UPDATES AND BRIEF REPORTS:</b>		
Topic	Person(s) Responsible	Notes
Council / Project Team Highlights from Written Reports	Council Leads / Co-Leads	<p>Student Success Council</p> <ul style="list-style-type: none"> <li>- Bias Response read/approved</li> <li>- HomeBase Resource Panel approved</li> <li>- Communications Resource Panel development in process</li> </ul> <p>Institutional Effectiveness Council</p> <ul style="list-style-type: none"> <li>- Walked through re-affirmation of strategic goals</li> <li>- Formal process of aligning ARC's goals w/DO goals to happen in the Spring</li> <li>- SEAP submitted and certified</li> <li>- 2nd reading of Onboarding Project Team Report</li> <li>- Virtual or In-Person Program Review presentations decision coming next semester</li> </ul> <p>Operations Council</p> <ul style="list-style-type: none"> <li>- LRPD coverage at the college; Captain Day now covering both ARC and FLC</li> <li>- Using Men in Black to cover Natomas and Safety centers</li> <li>- STEM Bldg elevator update not yet fixed; ETA is next week</li> </ul>
Constituency Group Highlights from Written Reports	Constituency Group Leaders	<p>Student Association</p> <ul style="list-style-type: none"> <li>- Natomas Center event very successful</li> <li>- Planning spring event; looking to involve outside organizations as well, "Zen Fest" with a focus on wellness</li> <li>- Make sure that students are aware of the resources available</li> <li>- Small board; people are spread pretty thin</li> <li>- Elections in March</li> </ul> <p>Classified Senate</p> <ul style="list-style-type: none"> <li>- Postponing Winter luncheon to January</li> </ul> <p>Faculty Senate</p> <ul style="list-style-type: none"> <li>- Approved SEAP</li> <li>- Update on vaccine mandate</li> <li>- Project teams have not presented to Senate; will be scheduled for meeting in early spring</li> </ul>
Back on Campus Update	Frank Kobayashi	

**ACTION ITEMS:**

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of 11/7/22 ELT Notes	Melanie Dixon	To be email for approval prior to end of semester	
Bias Response Project Team Report Presentation (Second Reading/Approval) (3:30 pm)	Kolleen Ostgaard / Parrish Geary	<ul style="list-style-type: none"> <li>- recommendation changes highlighted in yellow in report</li> <li>- consider length of Bias Response appointments (initially six-semester appointment; perhaps shorter after that)</li> <li>- data collecting moved from level 2 to 1</li> <li>- (Obj 6) referencing training for BRT members</li> <li>- BRT develop unified messaging following an incident providing resources, talking points, etc. (Obj 7)</li> <li>- Connect work of BRT with Equity Plan</li> <li>- if a student experiences a microaggression with a faculty member; does that fall into a complaint to the dean, the BRT, and ??</li> <li>- not intended to be used with evaluations, discipline, etc.</li> <li>- include communication strategies to classified professionals as deemed appropriate</li> <li>- team will present at Thursday's Academic Senate meeting</li> <li>- coming back to February ELT meeting</li> <li>- establishing communication plan can't be the last priority;</li> <li>- first action, develop plan how to communicate</li> <li>- team members should not necessarily be the responsibility of the BRT members</li> <li>- with only one communication individual assigned to the college; may need to look at different strategies</li> </ul>	
Employee Onboarding Project Team Report Presentation (Second Reading/Approval) (3:30 pm)	Kathy Sorensen / Asha Wilkerson / Hannah Blodgett	Feedback from classified incorporated in Excel spreadsheet	

**DISCUSSION ITEMS:**

Question	Person(s) Responsible	Notes and Next Steps
		<p>Resource Panel Part 1 met for two semesters</p> <ul style="list-style-type: none"> <li>- one recommendation, go back to the original 8 homebases (had 6 due to space limitations)</li> <li>- another recommendation, looking at organizational structure of instruction, counseling, etc.</li> <li>- strengthening mechanisms to allow students to transfer homebases</li> <li>- align and strengthen relationship with First Year Experience</li> <li>- need to reconcile that recommendation as aligning FYE with HomeBase is problematic</li> <li>- conversation centered around students not declaring a major fall within FYE</li> </ul>

HomeBase Resource Panel 2	Frank Kobayashi	<ul style="list-style-type: none"> <li>- recommendation that if keeping FYE, make it the first semester experience, not an entire year</li> <li>- students within Rising Scholars don't know what they want to do, they are meeting with a career counselor; possibly include that for all non-declared students</li> <li>- need to evaluate HomeBases</li> <li>- HomeBases originally developed to be an on-ground program and then was employed online because of the pandemic</li> <li>- former evaluation metrics were developed for on-ground program and deemed not plausible for online</li> <li>- haven't been good measurers</li> <li>- last recommendation is to have HomeBase advisory board to continue the conversations</li> </ul> <p>Resource Panel 2</p> <ul style="list-style-type: none"> <li>- looking to address questions that have risen and have a lot more conversations</li> <li>- District research team now at a point where they can address the research challenges</li> </ul> <ul style="list-style-type: none"> <li>- HomeBases is not a destination</li> <li>- it will need a constant revisit and assessment to improve</li> <li>- strongly encourage HCD 310 as a course to those undeclared</li> <li>- develop a similar course for students who do have a declared major but want more information on how to be successful</li> <li>- have more focus on orientation (can't be mandatory but can entice)</li> <li>- possibly incorporate portions of the HCD 310 into orientation</li> <li>- recommendation has been made to Exec Team to have someone whose responsibility is to oversee HomeBases</li> <li>- possibly have a team to prevent siloing of information</li> <li>- meeting planned for next week to discuss the restructuring involved in HomeBases with counselors</li> <li>- senate and labor have been involved</li> <li>- restructuring information will then be shared college-wide</li> </ul>
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HomeBase Next Steps	Frank Kobayashi	ss
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Strategic Plan	BJ Snowden	<p>Timeline:</p> <ul style="list-style-type: none"> <li>- strategic goals can be set for 7-year cycle with an annual review</li> <li>- formal goals were 2017-2021</li> <li>- would align with accreditation cycle</li> <li>- goals are broad enough to make sense for 7 years</li> <li>- thumbs up for 2023-2030</li> </ul> <p>Aligning with District metrics in Sp23</p> <ul style="list-style-type: none"> <li>- Start w/open forums during first four weeks</li> <li>- Early February - presenting to senates and councils</li> <li>- Early March - align w/DO</li> </ul>
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**ITEMS FOR FUTURE CONSIDERATION:**

Topic	Contact Person
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Interim Presidency Search FLC president decision expected by 12/6 Then, ARC interim process will begin Anticipate decision by end of next week Formal search info will be included in interim announcement ARC and SCC searches both in Spring ARC Honors	
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Program and its current status Build Process to Avoid Missing Presentations Build Process to Implement Recommendations	

2024 - American River College Shared Governance