Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team	
OBJECTIVE OF MEETING: Discussion of College Happenings	
DATE: 12/05/2022 **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: Warda Ali, Melanie Dixon, Mary Goodall, Carina Hoffpauir, Brian Knirk, Frank Kobayashi, Veronica Lopez, Alisa Shubb, Caitlyn Spencer, Jennifer Laflam, Susan McCoy, Robert Snowden, Jeff Stephenson, Koue Vang	
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	Student Success Council - Bias Response read/approved - HomeBase Resource Panel approved - Communications Resource Panel development in process Institutional Effectiveness Council - Walked through re-affirmation of strategic goals - Formal process of aligning ARC's goals w/DO goals to happen in the Spring - SEAP submitted and certified - 2nd reading of Onboarding Project Team Report - Virtual or In-Person Program Review presentations decision coming next semester Operations Council - LRPD coverage at the college; Captain Day now covering both ARC and FLC - Using Men in Black to cover Natomas and Safety centers - STEM Bldg elevator update not yet fixed; ETA is next week
Constituency Group Highlights from Written Reports	Constituency Group Leaders	Student Association - Natomas Center event very successful - Planning spring event; looking to involve outside organizations as well, "Zen Fest" with a focus on wellness - Make sure that students are aware of the resources available - Small board; people are spread pretty thin - Elections in March Classified Senate - Postponing Winter luncheon to January Faculty Senate - Approved SEAP - Update on vaccine mandate - Project teams have not presented to Senate; will be scheduled for meeting in early spring
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	- recommendation changes highlighted in yellow in report - consider length of Bias Response appointments (initially six-semester appointment; perhaps shorter after that) - data collecting moved from level 2 to 1 - (Obj 6) referencing training for BRT members - BRT develop unified messaging following an incident providing resources, talking points, etc. (Obj 7) - Connect work of BRT with Equity Plan - if a student experiences a microaggression with a faculty member; does that fall into a complaint to the dean, the BRT, and ?? - not intended to be used with evaluations, discipline, etc. - include communication strategies to classified professionals as deemed appropriate - team will present at Thursday's Academic Senate meeting - coming back to February ELT meeting - establishing communication plan can't be the last priority; - first action, develop plan how to communicate - team members should not necessarily be the responsibility of the BRT members - with only one communication individual assigned to the college; may need to look at different strategies	
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
		Resource Panel Part 1 met for two semesters - one recommendation, go back to the original 8 homebases (had 6 due to space limitations) - another recommendation, looking at organizational structure of instruction, counseling, etc. - strengthening mechanisms to allow students to transfer homebases - align and strengthen relationship with First Year Experience - need to reconcile that recommendation as aligning FYE with HomeBase is problematic - conversation centered around students not declaring a major fall within FYE

HomeBase Resource Panel 2	Frank Kobayashi	- recommendation that if keeping FYE, make it the first semester experience, not an entire year - 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 - need to evaluate HomeBases - HomeBases originally developed to be an on-ground program and then was employed online because of the pandemic - former evaluation metrics were developed for on-ground program and deemed not plausible for online - haven't been good measurers - last recommendation is to have HomeBase advisory board to continue the conversations Resource Panel 2 - looking to address questions that have risen and have a lot more conversations - District research team now at a point where they can address the research challenges - HomeBases is not a destination - it will need a constant revisit and assessment to improve - strongly encourage HCD 310 as a course to those undeclared - develop a similar course for students who do have a declared major but want more information on how to be successful - have more focus on orientation (can't be mandatory but can entice) - possibly incorporate portions of the HCD 310 into orientation - recommendation has been made to Exec Team to have someone whose responsibility is to oversee HomeBases - possibly have a team to prevent siloing of information - meeting planned for next week to discuss the restructuring involved in HomeBases with counselors - senate and labor have been involved - restructuring information will then be shared college-wide
HomeBase Next Steps	Frank Kobayashi	ss
Strategic Plan	BJ Snowden	Timeline: - strategic goals can be set for 7-year cycle with an annual review - formal goals were 2017-2021 - would align with accreditation cycle - goals are broad enough to make sense for 7 years - thumbs up for 2023-2030 Aligning with District metrics in Sp23 - Start w/open forums during first four weeks - Early February - presenting to senates and councils - Early March - align w/DO

ITEMS FOR FUTURE CONSIDERATION:

Topic	**Contact Person**
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	

Program and its current status Build Process to Avoid Missing Presentations Build Process to Implement Recommendations	