

# Executive Leadership Team

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Executive Leadership Team		
<b>OBJECTIVE OF MEETING:</b> Discuss college happenings		
<b>DATE:</b> 02/06/2023 <b>TIME:</b> 3:00pm	<b>LOCATION/ROOM #:</b> Student Center Board Room <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Frank Kobayashi		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Sue McCoy		
<b>MEMBERS PRESENT:</b> Warda Ali, Matthew Blevis, Derrick Booth, Marianne Harris, Carina Hoffpauir, Frank Kobayashi, Veronica Lopez, Bill Simpson, Caitlyn Spencer, Kaitlyn Collignon, Jennifer Laflam, 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>Operations Council</p> <ul style="list-style-type: none"><li>- Captain Day now over ARC and SCC</li><li>- Moving to new phones with migration from Skype to Teams</li><li>- General neutral restroom (focus group formed and had its first meeting); will report back to Operations Council (All Gender Restroom Discussion Group)</li></ul> <p>Student Success Council</p> <ul style="list-style-type: none"><li>- haven't met yet</li></ul> <p>IEC</p> <ul style="list-style-type: none"><li>- Change in integrated planning portal</li><li>- Update to strategic planning</li><li>- Program Review presentations via Zoom for the remainder of the cycle</li><li>- Non-credit course discussion</li></ul>
Constituency Group Highlights from Written Reports	Constituency Group Leaders	<p>Academic Senate</p> <ul style="list-style-type: none"><li>- Approved by consent both project team reports</li><li>- Approved resolution for Melanie Dixon</li><li>- Discussions re: presidential search, convocation, HomeBases</li></ul> <p>Classified Senate</p> <ul style="list-style-type: none"><li>- Successful classified luncheon</li><li>- Liz Giessler named VP</li></ul> <p>Student Senate</p> <ul style="list-style-type: none"><li>- Appointed three new senators</li><li>- Participated in Lobby Day training at the Capitol</li><li>- Hosted Waffle Wednesday</li></ul>
Back on Campus Update	Derrick Booth	<ul style="list-style-type: none"><li>- seven-year accreditation renewal</li><li>- up 3.5% on WSCH</li><li>- issue in CDC w/COVID</li></ul>
Strategic Planning Update	BJ Snowden / Jen Laflam	<ul style="list-style-type: none"><li>- F122 - reaffirmation process (took 2017 goals, reaffirmed by the college)</li><li>- Cycle now 7 years (2023-2030)</li><li>- Held 5 forums in Sp23 to help inform how to achieve those goals</li><li>- Each year, strategies will be assessed</li><li>- Goals 3 and 4 not assessed during previous cycle</li><li>- Sharing executive summaries with PET and governance bodies</li></ul> <p>- District going through strategic planning process concurrently</p> <ul style="list-style-type: none"><li>- Priority indicators approved by the BOT</li><li>- Planning offices at colleges being developed at each college (deadline March 1 to provide to District)</li></ul> <p>Next Steps: (College)</p> <ul style="list-style-type: none"><li>- March 1 reporting strategies to District</li><li>- March 24 metrics for Strategic Enrollment Management</li></ul>

- Connection to specific entities mentioned in strategies (i.e., English and Math) and how will those individuals be involved
- SEM 2.0 Project Team will be paused until this process is complete
- Reporting will not only be the metrics but what the college is doing to reach those metrics
- Thank you for engaging and transparent forums
- Include student governance and leadership roles to encourage student involvement

#### ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of 11/7/22 ELT Notes	Frank Kobayashi	Approved Thumbs up	
Approval of 12/5/22 ELT Notes	Frank Kobayashi	Approved Thumbs up	
Bias Response Project Team Report Presentation (Second Reading/Approval) (3:30 pm)	Parrish Geary	- Academic Senate approved via consent as previously requested - Thumbs up	
Employee Onboarding Project Team Report Presentation (Second Reading/Approval) (3:30 pm)	Kathy Sorensen	- Academic Senate approved via consent as previously requested - Thumbs up	

#### DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps

#### ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person

2026 - American River College Shared Governance