Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team	
OBJECTIVE OF MEETING: Discuss College Happenings	
DATE: 05/01/2023 **TIME:** 3:00pm	**LOCATION/ROOM #:** Student Center Board Room **CALL-IN NUMBER:** **CALL-IN CODE:**
FACILITATOR(S): Frank Kobayashi	
TIMEKEEPER:	
ASSISTANT: Sue McCoy	
MEMBERS PRESENT: Warda Ali, Derrick Booth, Liz Geisser, Mary Goodall, Marianne Harris, Carina Hoffpauir, Veronica Lopez, Alisa Shubb, Bill Simpson, Kaitlyn Collignon, Jennifer Laflam, 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	Institutional Effectiveness Council - reviewed CTL work summary - program review presentations happening - finalized institutional goals for fall - data share - adding senate subcommittee work to Igor - meeting format remaining in Zoom - interest in all council flex meeting Operations - LRPD two new officers; ARC getting new swing shift officer - parking meters installed during summer - staff parking decals available in August - new phones have arrived on campus; installed over summer - new version of Office being installed Student Success Council - three learning communities (Native American, PRISE Center, Puente) presentations
Constituency Group Highlights from Written Reports	Constituency Group Leaders	Student - elections complete; Kevin Hill president - CAEB offering assistance to renew clubs, etc., - resolutions currently in process include transcript recognition and priority registration for ASB officers - wondering about stipends for participation - question, how does institution help with elections - Brett, Kevin and Warda walked around with ipads and phones helping students to vote; HomeBases encouraged students to vote; banner on webpage, automated email, BeaverBites; notices in e-services and Canvas notifications Classified - currently in elections process - looking into water sales at Commencement (trouble getting volunteers) Academic Senate - elections complete; executive team re-elected - looking over proposed changes to district policies/regs - areas of interest realignment - presidential impressions discussion - faculty critical hires/LTT process - pd offerings for 23-24 - updates from SLO committee - updates to Title V District Academic Senate - priority registration discussion for learning community students (will need to define learning community)
		- the plan's text is finalized - labeled draft so ELT can review format/layout - cover image (where is it from?); all other images from the college - goals and strategies not on the same page

Draft ARC Strategic Plan: 2023-2030	BJ Snowden / Jen Laflam	- how does SEM plan fit with strategic plan? Standard 2; aligning language - would appreciate continued feedback - plan taken through all governance bodies and constituent groups - need to codify process for approving a strategic plan - any thoughts to creating a title page - identify students as African American / Black, not just African American - document going to Academic Senate next week - returning to ELT on 5/15 for approval

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of 4/3/23 ELT Meeting	Frank Kobayashi	Thumbs up	
ARC UndocuScholars Advisory Committee	Parrish Geary	- ARC is looking to establish this advisory committee - Should advisory committee be a part of Student Success Council to advocate for undocuscholars - what triggered us need a committee - charter had previously been established; now updated - undocumented individuals have unique challenges - allows concerns to rise to a level to be addressed and be a part of the college instead of working in isolation - committee will continue until no longer needed - why a specific need for ESL faculty member; a number of students interact with ESL faculty and thought it would be helpful - to whom will recommendations go to? Student Success Council; this should be very clear - is the role of an advisory committee to bring recommendations? perhaps use thoughts, issues, concerns, advice - concern that thoughts, issues, concerns, advise may not be taken seriously - suggested language: provide thoughts, issues, concerns, advice, feedback, etc., to guide recommendations of the Student Success Council - what does "serve as a liaison" mean; is that representing the perspective of the group just sharing information in one direction; liaison means discussion flows both ways - second reading and approval scheduled for 5/15	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
HomeBase	Frank Kobayashi	Discussion tabled until 5/15 meeting
Data Share	BJ Snowden / Jen Laflam	- highlights programs that have positive employment - most are CE programs - would be interested to see job satisfaction - any strategies currently being used to communicate this information to students - who has access to the jobs (students with felony records and/or no SSN) - ways to explore the career paths (internships or shadow days) - demographics of students entering specific careers
Areas of Interest	Bill Simpson / Carina Hoffpauir / Frank Kobayashi / Derrick Booth	Discussion tabled until 5/15 meeting

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person