

# 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> 05/01/2023 <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, 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		
<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>Institutional Effectiveness Council</p> <ul style="list-style-type: none"><li>- reviewed CTL work summary</li><li>- program review presentations happening</li><li>- finalized institutional goals for fall</li><li>- data share</li><li>- adding senate subcommittee work to Igor</li><li>- meeting format remaining in Zoom</li><li>- interest in all council flex meeting</li></ul> <p>Operations</p> <ul style="list-style-type: none"><li>- LRPD two new officers; ARC getting new swing shift officer</li><li>- parking meters installed during summer</li><li>- staff parking decals available in August</li><li>- new phones have arrived on campus; installed over summer</li><li>- new version of Office being installed</li></ul> <p>Student Success Council</p> <ul style="list-style-type: none"><li>- three learning communities (Native American, PRIDE Center, Puente) presentations</li></ul>
Constituency Group Highlights from Written Reports	Constituency Group Leaders	<p>Student</p> <ul style="list-style-type: none"><li>- elections complete; Kevin Hill president</li><li>- CAEB offering assistance to renew clubs, etc.,</li><li>- resolutions currently in process include transcript recognition and priority registration for ASB officers</li><li>- wondering about stipends for participation</li><li>- question, how does institution help with elections</li><li>- 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</li></ul> <p>Classified</p> <ul style="list-style-type: none"><li>- currently in elections process</li><li>- looking into water sales at Commencement (trouble getting volunteers)</li></ul> <p>Academic Senate</p> <ul style="list-style-type: none"><li>- elections complete; executive team re-elected</li><li>- looking over proposed changes to district policies/regs</li><li>- areas of interest realignment</li><li>- presidential impressions discussion</li><li>- faculty critical hires/LTT process</li><li>- pd offerings for 23-24</li><li>- updates from SLO committee</li><li>- updates to Title V</li></ul> <p>District Academic Senate</p> <ul style="list-style-type: none"><li>- priority registration discussion for learning community students (will need to define learning community)</li></ul>
		<ul style="list-style-type: none"><li>- the plan's text is finalized</li><li>- labeled draft so ELT can review format/layout</li><li>- cover image (where is it from?); all other images from the college</li><li>- goals and strategies not on the same page</li></ul>

Draft ARC Strategic Plan: 2023-2030	BJ Snowden / Jen Laflam	<ul style="list-style-type: none"> <li>- how does SEM plan fit with strategic plan? Standard 2; aligning language</li> <li>- would appreciate continued feedback</li> <li>- plan taken through all governance bodies and constituent groups</li> <li>- need to codify process for approving a strategic plan</li> <li>- any thoughts to creating a title page</li> <li>- identify students as African American / Black, not just African American</li> <li>- document going to Academic Senate next week</li> <li>- returning to ELT on 5/15 for approval</li> </ul>
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#### 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	<ul style="list-style-type: none"> <li>- ARC is looking to establish this advisory committee</li> <li>- Should advisory committee be a part of Student Success Council to advocate for undocuscholars</li> <li>- what triggered us need a committee</li> <li>- charter had previously been established; now updated</li> <li>- undocumented individuals have unique challenges</li> <li>- allows concerns to rise to a level to be addressed and be a part of the college instead of working in isolation</li> <li>- committee will continue until no longer needed</li> <li>- why a specific need for ESL faculty member; a number of students interact with ESL faculty and thought it would be helpful</li> <li>- to whom will recommendations go to? Student Success Council; this should be very clear</li> <li>- is the role of an advisory committee to bring recommendations? perhaps use thoughts, issues, concerns, advice</li> <li>- concern that thoughts, issues, concerns, advise may not be taken seriously</li> <li>- suggested language: provide thoughts, issues, concerns, advice, feedback, etc., to guide recommendations of the Student Success Council</li> <li>- 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</li> <li>- second reading and approval scheduled for 5/15</li> </ul>	

#### 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	<ul style="list-style-type: none"> <li>- highlights programs that have positive employment</li> <li>- most are CE programs</li> <li>- would be interested to see job satisfaction</li> <li>- any strategies currently being used to communicate this information to students</li> <li>- who has access to the jobs (students with felony records and/or no SSN)</li> <li>- ways to explore the career paths (internships or shadow days)</li> <li>- demographics of students entering specific careers</li> </ul>
Areas of Interest	Bill Simpson / Carina Hoffpauir / Frank Kobayashi / Derrick Booth	Discussion tabled until 5/15 meeting

#### ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person