**Leadership Minutes**

**July 16, 2020 from 10-11am**

**Attendees:** Dr. Jeff Passe, Dr. Hend Gilli-Elewy, Dr. Jann Pataray-Ching, Dr. Dennis Quinn, Dr. Betty Alford, Dr. Eden Haywood-Bird, Dr. Christina Chavez-Reyes, Dr. Sandy Dixon, Ms. Paulina Lopez, Ms. Marissa Stinson and Ms. Stephanie Rascon

1. **Welcome**

Dean Passe welcomed all to the leadership meeting being held through Zoom due to COVID-19. The leadership team shared personal updates with one another.

1. **Approval of meeting’s minutes**

Leadership meeting minutes for June 30th were approved with no changes.

1. **International Students**

Dean Passe reported on the concerted effort of senior administrators to protect international students.

1. **IT – Laptop Computers**

Dean Passe discussed IT’s distribution of leased laptops to incoming freshman students who do not have equipment. Depending on what the student needs the costs will be $310 or $610 and will be paid from CEIS’s excellence fund. CEIS has about 6% of the students, so it will cost a maximum of $12k.

**5. Exceptions**

Dean Passe reported that all of our exceptions have been approved by the CSU.

1. **CSU Furlough Impacts**

Dean Passe explained that furloughs and layoffs are worked out between the CSU and Union collective bargaining agreements. Layoffs are negotiated on a campus by campus basis, but fuloughs require statewide negotiations. He has not heard of any impacts regarding CEIS and believes CPP is in good shape due to higher enrollment.

1. **LEAD**

Dean Passe reported on the LEAD program that is being led, college-wide, by Dr. Analena Hassberg and run across campus by Mr. Reggie Robles. It is a way for students to develop leadership skills, training, feedback and mentoring in a cocurricular fashion where they can also obtain a certificate. In addition to Dr. Hassberg they are looking for another person in CEIS to help lead or get involved. It is a matter of identifying which courses might lend themselves to some of these leadership activities. Dean Passe will be forwarding a flyer with an overview of LEAD to the leadership team.

- Dr. Chavez-Reyes has embedded this program into her first year experience syllabus asking students to do DIY challenges in leadership. This program plays into the idea of career readiness for students and growth that helps in the classroom.

- Dr. Dixon said Dr. Gilbert Cadena has been using this program with the Projects Success group comprised of male students of color. The GEMS Club will be adding it with a certificate option and she is also using it through the Native American Pipeline.

Dean Passe noted that the program is available to graduate and post-bac students too.

1. **Fall Leadership and All-College Schedule**

Dean Passe discussed the Fall leadership meeting schedule and the leadership team confirmed Mondays between 1-2pm biweekly works as long as it does not conflict with UCC meetings. The All-College meetings were to be held once a month on Mondays from 11am-12pm, but due to teaching modules it may have to be changed to 10-11am. Dean Passe has asked Ms. Stephanie Rascon to check to see who is teaching on Mondays between 10-11am and report back to him.

Dean Passe asked the chairs to make sure that no faculty are scheduled to teach during that hour so no one misses out on college governance and professional development activities.

1. **Other**
2. **FERP**

Dean Passe said FERPs are still possible. Per Dr. Sancho-Madriz the deadline is flexible up until courses start. He advised department chairs to make a general announcement to faculty., reminding them that it may be financially beneficial for many to FERP now.

1. **Classroom Scheduling**

Dr. Quinn inquired on classroom scheduling for Spring and the safety protocols that would be put in place along with clarity on capacity. AD Gilli-Elewy said she has been in contact with Dr. Sep Eskandari to further discuss Spring scheduling. Today is the internal college deadline to schedule classrooms for Spring with the assumption that we will be returning face-to-face. These could later be changed to online modes as necessary before Spring starts. The classrooms will open up to other colleges on July 29th.

- Ms. Stinson wanted to make the leadership team aware that scheduling classrooms face-to-face and then changing to online modes at a later date creates redundant work for schedulers.

- Dr. Chavez-Reyes brought up the idea of creating a plan with two schedules -- one for online and the other for in classroom face-to-face taking social distancing into consideration.

1. **Budget**

AD Gilli-Elewy is working with Budget Analyst Ms. Zeida Garcia trying to estimate budget cuts and should be able to provide a clearer picture to departments in the following week or so. The administration’s goal is to continue serving students and GI2025.

1. **Travel**

Dean Passe said there will be no in or out of state travel available for Fall 2020 unless approved by the President’s office. If individual faculty would like to travel, they will have to fill out an application. The budget allocation for travel in CEIS will be reduced although virtual conferences may continue to be funded. We will not know totals until budgets are allocated.

**12. Next meeting – Thursday, July 30th at 11am**