Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team	
OBJECTIVE OF MEETING: "The ELT considers recommendations from the councils on draft plans; provides input and final recommendations to the College President in establishing the charters, strategic direction, and accountability of councils and project teams; and ensures transparent communications to and from all governance and constituency groups" (ARC Integrated Planning Guide 2017)	
DATE: 09/09/2024 **TIME:** 3:00pm	**LOCATION/ROOM #:** In-Person TBD **CALL-IN NUMBER:** **CALL-IN CODE:**
FACILITATOR(S): Lisa Cardoza	
TIMEKEEPER:	
ASSISTANT: Amanda Lewis	
MEMBERS PRESENT: Lisa Cardoza, Liz Geisser, Mary Goodall, Marianne Harris, Brian Knirk, Veronica Lopez, Angela Milano, Nicole Porter, Jeffrey Sacha, Alisa Shubb, Alicia Szutowicz-Fitzpatrick, Carissa Thomas, Kaitlyn Collignon, BJ Snowden, Brenda Valles, Koue Vang	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Welcome and Call to Order	Lisa Cardoza	
Caring Campus Presentation	BJ Snowden	- Bola King Rushing from the Institute for Evidence-Based Change (IEBC) joined the meeting to give an overview of Caring Campus 1. What is Caring Campus: Professional development that encourages changes in behavior to empower faculty/staff to create a culture of care that embraces students 2. Proposed Staff Timeline 3. Proposed Faculty Timeline
President's Report	Lisa Cardoza	-We're a voting site!:) -Pushing get out the vote -Working to ensure support systems are available post-election -President's Collaborative Fund
Associated Student Body (ASB)/ CAEB	Alicia Szutowicz-Fitzpatrick	- All director spots have been filled on ASB! - 1st ASB meeting had a lot of public attendees, many who wanted to get involved on committees - Continuing to do committee work, specifically through the "Nothing about us without us" and the Government stipend committees - CAEB has a full board that is working on planning events for the year
Academic Senate	Brian Knirk / Veronica Lopez / Alisa Shubb / David McCusker	- Jeff Sacha is joining this group as the Academic Senate Secretary - Discussions about cluster hiring have commenced - Priorities and concerns among faculty relating to scheduling, room utilization and communication were shared - Point of clarification regarding Beaver Cares and snacks in homebases
Classified Senate	Liz Geisser / Carissa Thomas / Mary Goodall	- Planning a two date retreat - Large group of senators are participating in the classified leadership academy
Student Success Council	Nicole Porter / Marianne Harris	-Council planning for the year and hot topics -Opportunities to bring "college hour" back -All-gender restrooms update request -AI -Communication and making it more effective -Reviewed the council's charter -DI reports to be reviewed by the council -Student Services Student Concern Form was created over the summer
Operations Council	Koue Vang / Mary Goodall	-Working to fill their council roster
Institutional Effectiveness Council	BJ Snowden / Jeffrey Sacha	-Have not met yet this academic year:)

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
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DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
Naming of the Veterans Resource Center (VRC)	Kirsten DuBray, Lisa Cardoza	-Would like to rename the Veterans Resource Center (VRC) in honor of Alum, Joseph Muhammed. -Many spoke highly of Joseph and no concerns were brought up by the ELT for this naming.
Convocation and HSI designation: Looking at the year ahead	Lisa Cardoza	-Want to embed "servingness" theme throughout the year -Students first - ensure communication out to them -Planning committee - council to circle back with this conversation next month -Lead with heart - how do we brand this with faculty? -Servingness -Caring Campus -Program and branding for next year -Staffing transitions have an impact on servingness -Servingness is a GOAL -Student first and student ready
Scheduling of classes	Alisa Shubb	-What can we do to ensure classes are equitably scheduled in appropriate rooms?
Results of Space Utilization Study	Alisa Shubb	-The President’s Cabinet is still reviewing this study and will share out more details as they become available.

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person