

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	<ul style="list-style-type: none">- Bola King Rushing from the Institute for Evidence-Based Change (IEBC) joined the meeting to give an overview of Caring Campus1. What is Caring Campus: Professional development that encourages changes in behavior to empower faculty/staff to create a culture of care that embraces students2. Proposed Staff Timeline3. Proposed Faculty Timeline
President's Report	Lisa Cardoza	<ul style="list-style-type: none">-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	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- Planning a two date retreat- Large group of senators are participating in the classified leadership academy
Student Success Council	Nicole Porter / Marianne Harris	<ul style="list-style-type: none">-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	<ul style="list-style-type: none">-Working to fill their council roster
Institutional Effectiveness Council	BJ Snowden / Jeffrey Sacha	<ul style="list-style-type: none">-Have not met yet this academic year :)
ACTION ITEMS:		

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
		0	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
Naming of the Veterans Resource Center (VRC)	Kirsten DuBray, Lisa Cardoza	<ul style="list-style-type: none"> -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	<ul style="list-style-type: none"> -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	<ul style="list-style-type: none"> -What can we do to ensure classes are equitably scheduled in appropriate rooms?
Results of Space Utilization Study	Alisa Shubb	<ul style="list-style-type: none"> -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

2026 - American River College Shared Governance