

# 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 #:** ARC Student Center Boardroom  
**CALL-IN NUMBER:**  
**CALL-IN CODE:**

**FACILITATOR(S):** Lisa Cardoza

**TIMEKEEPER:**

**ASSISTANT:** Amanda Lewis

**MEMBERS PRESENT:** Lisa Cardoza, Liz Geisser, Mary Goodall, Mary Goodall, Marianne Harris, Veronica Lopez, Angela Milano, Nicole Porter, Jeffrey Sacha, Jeffrey Sacha, Alisa Shubb, Alicia Szutowicz-Fitzpatrick, Carissa Thomas, Brenda Valles, Koue Vang, Amanda Lewis

**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: Bola King-Rushing	BJ Snowden	<p>Bola shared the key information about Caring Campus such as;</p> <ul style="list-style-type: none"><li>-Who they are (the IEBC; Institute for Evidence-Based Change)</li><li>-Their two core initiatives: Caring Campus and Data Informed Education</li><li>-Their goal of shifting educational institutions into to a relationship based system that focuses focusing on student success &amp; equity</li><li>-What is Caring Campus: Changes in behavior to empower faculty/staff to create a culture of care that embraces students</li><li>-The classified proposed timeline<ul style="list-style-type: none"><li>-Leadership kickoff</li><li>-Coaching sessions</li><li>-Joint/Final session</li><li>-Institutionalization and sustainability</li><li>-Follow up</li></ul></li><li>-The faculty proposed timeline<ul style="list-style-type: none"><li>-Leadership orientation</li><li>-Faculty identification &amp; Interviews</li><li>-Coaching sessions</li><li>-Implementation kickoff</li><li>-Institutionalization &amp; sustainability</li><li>-Follow-up</li></ul></li></ul> <p>-Academic Senate representatives shared the need to:</p> <ul style="list-style-type: none"><li>-Discuss this project with the President’s Cabinet further</li><li>-To have the Caring Campus team meet with the CTL</li></ul>
Constituency Group: Associated Student Body (ABD) / Club and Events Board (CAEB)	Alicia Szutowicz-Fitzpatrick, Sapeidah Saeedi	<ul style="list-style-type: none"><li>-ASB Senate<ul style="list-style-type: none"><li>-All director spots filled - 16 members on board</li><li>-1st meeting had a lot of public attendees, wanting to get involved on committees</li><li>-Still working in their committees such as the:<ul style="list-style-type: none"><li>-Nothing about us without us committee</li><li>-Government stipend committee</li></ul></li></ul></li><li>-CAEB<ul style="list-style-type: none"><li>-Currently has a full board</li><li>-Is working on creating and planning events for the semester</li></ul></li></ul>
Constituency Group: Academic	Brian Knirk, Alisa Shubb, Veronica	<ul style="list-style-type: none"><li>-Jeff Sacha is the new secretary! (Former secretary was David McCusker)</li><li>-Continuing discussions regarding cluster hiring<ul style="list-style-type: none"><li>-BJ presented and spoke with the senate about this topic recently</li></ul></li><li>-Priorities &amp; concerns among faculty for the year<ul style="list-style-type: none"><li>-Scheduling</li><li>-Room utilization</li></ul></li></ul>

Senate	Lopez, David McCusker	-Communication with faculty -Snacks/fresh food status questions regarding Beaver Cares Program -Beaver Cares will still be providing snacks to homebases! Leadership is unsure why people believe they are going to stop providing these for students. -Every other Wednesday starting Sept 18th there will be pantry distribution in the main quad, please spread the word!
Constituency Group: Classified Senate	Liz Geisser, Mary Goodall, Carissa Thomas	-Planning a two date retreat -Large group of senators are participating in the classified leadership academy
Council/Project Team Highlights: 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
Council/Project Team Highlights: Operations Council	Koue Vang, Mary Goodall	-Working to fill their council roster
Council/Project Team Highlights: Institutional Effectiveness Council	BJ Snowden, Brenda Valles, Jeffrey Sacha	-Have not met yet this academic year:)
Presidential Report: -President's Collaborative Fund	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 updates

#### ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Caring Campus - Faculty Component		0	

#### DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
Naming of the Veterans Resource Center (VRC)	Lisa Cardoza, Kirsten Dubray	-Naming of the Veterans Resource Center (VRC) -LC Alum Joseph Muhammed -Donated property to ARC that recently sold -Would like to rename the Veterans Resource Center in his name to honor this gift in kind -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 the 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
Scheduling of classes	Alisa Shubb	-The need to ensure classes are equitably scheduled in appropriate rooms was brought up and heard by leadership.
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