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	Bola shared the key information about Caring Campus such as; -Who they are (the IEBC; Institute for Evidence-Based Change) -Their two core initiatives: Caring Campus and Data Informed Education -Their goal of shifting educational institutions into to a relationship based system that focuses focusing on student success & equity -What is Caring Campus: Changes in behavior to empower faculty/staff to create a culture of care that embraces students -The classified proposed timeline -Leadership kickoff -Coaching sessions -Joint/Final session -Institutionalization and sustainability -Follow up -The faculty proposed timeline -Leadership orientation -Faculty identification & Interviews -Coaching sessions -Implementation kickoff -Institutionalization & sustainability -Follow-up -Academic Senate representatives shared the need to: -Discuss this project with the President's Cabinet further -To have the Caring Campus team meet with the CTL
Constituency Group: Associated Student Body (ABD) / Club and Events Board (CAEB)	Alicia Szutowicz-Fitzpatrick, Sapeidah Saeedi	-ASB Senate -All director spots filled - 16 members on board -1st meeting had a lot of public attendees, wanting to get involved on committees -Still working in their committees such as the: -Nothing about us without us committee -Government stipend committee -CAEB -Currently has a full board -Is working on creating and planning events for the semester
Constituency Group: Academic	Brian Knirk, Alisa Shubb, Veronica	-Jeff Sacha is the new secretary! (Former secretary was David McCusker) -Continuing discussions regarding cluster hiring -BJ presented and spoke with the senate about this topic recently -Priorities & concerns among faculty for the year -Scheduling -Room utilization

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