

# Executive Leadership Team

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Executive Leadership Team		
<b>OBJECTIVE OF MEETING:</b> "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)		
<b>DATE:</b> 09/09/2024 <b>TIME:</b> 3:00pm	<b>LOCATION/ROOM #:</b> ARC Student Center Boardroom <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Lisa Cardoza		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Amanda Lewis		
<b>MEMBERS PRESENT:</b> 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		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
<b>UPDATES AND BRIEF REPORTS:</b>		
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	<ul style="list-style-type: none"> <li>-Communication with faculty</li> <li>-Snacks/fresh food status questions regarding Beaver Cares Program           <ul style="list-style-type: none"> <li>-Beaver Cares will still be providing snacks to homebases! Leadership is unsure why people believe they are going to stop providing these for students.</li> <li>-Every other Wednesday starting Sept 18th there will be pantry distribution in the main quad, please spread the word!</li> </ul> </li> </ul>
Constituency Group: Classified Senate	Liz Geisser, Mary Goodall, Carissa Thomas	<ul style="list-style-type: none"> <li>-Planning a two date retreat</li> <li>-Large group of senators are participating in the classified leadership academy</li> </ul>
Council/Project Team Highlights: Student Success Council	Nicole Porter, Marianne Harris	<ul style="list-style-type: none"> <li>Council planning for the year and hot topics</li> <li>-Opportunities to bring "college hour" back</li> <li>-All-gender restrooms update request</li> <li>-AI</li> <li>-Communication and making it more effective</li> <li>-Reviewed the council's charter</li> <li>-DI reports to be reviewed by the council</li> <li>-Student Services Student Concern Form was created over the summer</li> </ul>
Council/Project Team Highlights: Operations Council	Koue Vang, Mary Goodall	<ul style="list-style-type: none"> <li>-Working to fill their council roster</li> </ul>
Council/Project Team Highlights: Institutional Effectiveness Council	BJ Snowden, Brenda Valles, Jeffrey Sacha	<ul style="list-style-type: none"> <li>-Have not met yet this academic year:)</li> </ul>
Presidential Report: -President's Collaborative Fund	Lisa Cardoza	<ul style="list-style-type: none"> <li>-We're a voting site!:)</li> <li>-Pushing get out the vote</li> <li>-Working to ensure support systems are available post-election</li> <li>-President's Collaborative Fund updates</li> </ul>

#### 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	<ul style="list-style-type: none"> <li>-Naming of the Veterans Resource Center (VRC) -LC Alum Joseph Muhammed</li> <li>-Donated property to ARC that recently sold</li> <li>-Would like to rename the Veterans Resource Center in his name to honor this gift in kind</li> <li>-Many spoke highly of Joseph and no concerns were brought up by the ELT for this naming.</li> </ul>
Convocation and HSI designation: Looking at the year ahead	Lisa Cardoza	<ul style="list-style-type: none"> <li>-Want to embed the servingness theme throughout the year</li> <li>-Students first - ensure communication out to them</li> <li>-Planning committee - council to circle back with this conversation next month</li> <li>-Lead with heart - how do we brand this with faculty?</li> <li>-Servingness</li> <li>-Caring Campus</li> <li>-Program and branding for next year</li> <li>-Staffing transitions have an impact on servingness</li> </ul>
Scheduling of classes	Alisa Shubb	<ul style="list-style-type: none"> <li>-The need to ensure classes are equitably scheduled in appropriate rooms was brought up and heard by leadership.</li> </ul>
Results of Space Utilization Study??	Alisa Shubb	<ul style="list-style-type: none"> <li>-The President's Cabinet is still reviewing this study and will share out more details as they become available.</li> </ul>

#### ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person