

# 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) <https://igor.arc.losrios.edu/GovernanceGroups/Details/1>

**DATE:** 11/04/2024  
**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:**

**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	
ASB Senate & CAEB	Alicia Szutowicz-Fitzpatrick, Sapeidah Saeedi	<ul style="list-style-type: none"><li>-Advocacy Academy - Three students attending</li><li>-“Honors Ball” 12/6</li><li>-Tutoring Workshop 12/9-12/12 10-2pm in CLD</li><li>-Recruiting students</li><li>-Guidance on tutoring training</li><li>-Faculty coordinator that does tutoring</li><li>-1st club day was very successful</li><li>-Discussion about available tents to utilize for on-campus events</li><li>-Career Fair is on 11/19</li><li>-Currently ranked 5th in the ballot bowl!</li></ul>
Academic Senate	Brian Knirk, Alisa Shubb, Veronica Lopez, Jeff Sacha	<ul style="list-style-type: none"><li>-Faculty prioritization process is underway</li></ul>
Classified Senate	Liz Geisser, Mary Goodall, Carissa Thomas	<ul style="list-style-type: none"><li>Low morale concerns<ul style="list-style-type: none"><li>-Issue related to workload concerns</li><li>-Questions related to hiring replacements and timeline</li><li>-Suggest that employees feeling overwhelmed speak to their supervisor</li></ul></li><li>-Faculty/staff dining room<ul style="list-style-type: none"><li>-This change from being a faculty/staff dining room to the new Native American Resource Center was shared in beaver bites</li></ul></li><li>Innovation grants<ul style="list-style-type: none"><li>-Many people had questions related to these and the formatting</li></ul></li></ul>
Student Success Council	Nicole Porter, Marianne Harris	<ul style="list-style-type: none"><li>-Dia de los muertos on 10/31</li><li>-College hour has been requested by students - survey has been sent out to students for their input on what they’re looking for<ul style="list-style-type: none"><li>-In-person and virtual options</li></ul></li><li>-Topics:<ul style="list-style-type: none"><li>-Tutoring for finals week</li><li>-Meeting admins/faculty</li></ul></li><li>-First read of AI charter, tomorrow is second read</li><li>-Additional study space continues to come up as a need for students<ul style="list-style-type: none"><li>-Library study rooms - walls are thin</li><li>-Especially for online classes</li></ul></li><li>-Tutoring<ul style="list-style-type: none"><li>-Tutoring page on the website, but doesn’t identify all tutoring options available, need to figure out a one-stop space that advertises all of these opportunities</li><li>-Idea: Pool for tutors - constantly open</li></ul></li><li>-Fingerprinting process is slowing down a lot of processes right now - especially tutoring</li></ul>
		<ul style="list-style-type: none"><li>-Campus safety updates<ul style="list-style-type: none"><li>-Reminder that as a state facility we are required to allow public access to non-students to public spaces</li></ul></li></ul>

Operations Council	Koue Vang, Mary Goodall	<div>-Facilities Updates<ul style="list-style-type: none"><li>-CTE:<ul style="list-style-type: none"><li>-Elevator inspection on 11/12</li><li>-Furniture able to go in following elevator approval - Nov. 11/18</li></ul></li></ul></div> <div>-Campus safety training<ul style="list-style-type: none"><li>-Koue is working on these</li><li>-Student Senate would like to be included in these conversations</li></ul></div>	
Institutional Effectiveness Council	Brenda Valles, Jeff Sacha	<div>-Looking deeper into data surrounding our dual enrollment and having conversations about how we can ensure we are gathering the most accurate data possible<ul style="list-style-type: none"><li>-Share out more information as it becomes available to this group</li></ul></div> <div>-Program review - finding a way to have a closing the loop element<ul style="list-style-type: none"><li>-These eventually feed up into accreditation</li><li>-Need for us to have more convos related to their questions</li></ul></div> <div>What does it mean to have a charter?<ul style="list-style-type: none"><li>-How do we operationalize the IEC?</li><li>-What do we do as a council to move things forward?</li></ul></div>	
Presidential Report	Lisa Cardoza	<div>-Veteran's Resource Center (VRC) Renaming was approved at the October Board Meeting</div>	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
	Lisa Cardoza		
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
Tech Ed Campaign Naming		<div>-Three naming opportunities have arisen</div> <div>-All three opportunities will need to be vetted and approved by chief counsel/legal prior to being accepted</div> <div>-ALLDATA - Looking to donate to name the auto wing</div> <div>-Miller Electric - donating equipment</div> <div>-Keysight - donating equipment</div> <div>-The group did not have any immediate concerns so long as legal approves</div>	
HOTEP Core Team		<div>-HOTEP has asked for a core team to be decided on</div> <div>-Going to need some representation recommendations</div>	
ITEMS FOR FUTURE CONSIDERATION:			
Topic		Contact Person	