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	-Advocacy Academy - Three students attending -"Honors Ball" 12/6 -Tutoring Workshop 12/9-12/12 10-2pm in CLD -Recruiting students -Guidance on tutoring training -Faculty coordinator that does tutoring -1st club day was very successful -Discussion about available tents to utilize for on-campus events -Career Fair is on 11/19 -Currently ranked 5th in the ballot bowl!
Academic Senate	Brian Knirk, Alisa Shubb, Veronica Lopez, Jeff Sacha	-Faculty prioritization process is underway
Classified Senate	Liz Geisser, Mary Goodall, Carissa Thomas	Low morale concerns -Issue related to workload concerns -Questions related to hiring replacements and timeline -Suggest that employees feeling overwhelmed speak to their supervisor -Faculty/staff dining room -This change from being a faculty/staff dining room to the new Native American Resource Center was shared in beaver bites Innovation grants -Many people had questions related to these and the formatting
Student Success Council	Nicole Porter, Marianne Harris	-Dia de los muertos on 10/31 -College hour has been requested by students - survey has been sent out to students for their input on what they're looking for -In-person and virtual options -Topics: -Tutoring for finals week -Meeting admins/faculty -First read of AI charter, tomorrow is second read -Additional study space continues to come up as a need for students -Library study rooms - walls are thin -Especially for online classes -Tutoring -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 -Idea: Pool for tutors - constantly open -Fingerprinting process is slowing down a lot of processes right now - especially tutoring
		-Campus safety updates -Reminder that as a state facility we are required to allow public access to non-students to public spaces

Operations Council	Koue Vang, Mary Goodall	-Facilities Updates -CTE: -Elevator inspection on 11/12 -Furniture able to go in following elevator approval - Nov. 11/18 -Campus safety training -Koue is working on these -Student Senate would like to be included in these conversations
Institutional Effectiveness Council	Brenda Valles, Jeff Sacha	-Looking deeper into data surrounding our dual enrollment and having conversations about how we can ensure we are gathering the most accurate data possible -Share out more information as it becomes available to this group -Program review - finding a way to have a closing the loop element -These eventually feed up into accreditation -Need for us to have more convos related to their questions What does it mean to have a charter? -How do we operationalize the IEC? -What do we do as a council to move things forward?
Presidential Report	Lisa Cardoza	-Veteran's Resource Center (VRC) Renaming was approved at the October Board Meeting

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		-Three naming opportunities have arisen -All three opportunities will need to be vetted and approved by chief counsel/legal prior to being accepted -ALLDATA - Looking to donate to name the auto wing -Miller Electric - donating equipment -Keysight - donating equipment -The group did not have any immediate concerns so long as legal approves
HOTEP Core Team		-HOTEP has asked for a core team to be decided on -Going to need some representation recommendations

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person