

# 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) <a href="https://igor.arc.losrios.edu/GovernanceGroups/Details/1">https://igor.arc.losrios.edu/GovernanceGroups/Details/1</a>		
<b>DATE:</b> 11/04/2024 <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>		
<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	
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> <li>Innovation grants <ul style="list-style-type: none"> <li>-Many people had questions related to these and the formatting</li> </ul> </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> <li>-Topics: <ul style="list-style-type: none"> <li>-Tutoring for finals week</li> <li>-Meeting admins/faculty</li> </ul> </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 <ul style="list-style-type: none"> <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> </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	<ul style="list-style-type: none"> <li>-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> <li>-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> </li> </ul> </li> </ul>
Institutional Effectiveness Council	Brenda Valles, Jeff Sacha	<ul style="list-style-type: none"> <li>-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> </li> <li>-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> </li> <li>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> </li> </ul>
Presidential Report	Lisa Cardoza	<ul style="list-style-type: none"> <li>-Veteran's Resource Center (VRC) Renaming was approved at the October Board Meeting</li> </ul>

#### **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		<ul style="list-style-type: none"> <li>-Three naming opportunities have arisen</li> <li>-All three opportunities will need to be vetted and approved by chief counsel/legal prior to being accepted</li> <li>-ALLDATA - Looking to donate to name the auto wing</li> <li>-Miller Electric - donating equipment</li> <li>-Keysight - donating equipment</li> <li>-The group did not have any immediate concerns so long as legal approves</li> </ul>
HOTEP Core Team		<ul style="list-style-type: none"> <li>-HOTEP has asked for a core team to be decided on</li> <li>-Going to need some representation recommendations</li> </ul>

#### **ITEMS FOR FUTURE CONSIDERATION:**

Topic	Contact Person

2026 - American River College Shared Governance