

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">-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	<ul style="list-style-type: none">-Faculty prioritization process is underway
Classified Senate	Liz Geisser, Mary Goodall, Carissa Thomas	<ul style="list-style-type: none">Low morale concerns<ul style="list-style-type: none">-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<ul style="list-style-type: none">-This change from being a faculty/staff dining room to the new Native American Resource Center was shared in beaver bitesInnovation grants<ul style="list-style-type: none">-Many people had questions related to these and the formatting
Student Success Council	Nicole Porter, Marianne Harris	<ul style="list-style-type: none">-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<ul style="list-style-type: none">-In-person and virtual options-Topics:<ul style="list-style-type: none">-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<ul style="list-style-type: none">-Library study rooms - walls are thin-Especially for online classes-Tutoring<ul style="list-style-type: none">-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
		<ul style="list-style-type: none">-Campus safety updates<ul style="list-style-type: none">-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	<div>-Facilities Updates<ul style="list-style-type: none">-CTE:<ul style="list-style-type: none">-Elevator inspection on 11/12-Furniture able to go in following elevator approval - Nov. 11/18</div> <div>-Campus safety training<ul style="list-style-type: none">-Koue is working on these-Student Senate would like to be included in these conversations</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">-Share out more information as it becomes available to this group</div> <div>-Program review - finding a way to have a closing the loop element<ul style="list-style-type: none">-These eventually feed up into accreditation-Need for us to have more convos related to their questions</div> <div>What does it mean to have a charter?<ul style="list-style-type: none">-How do we operationalize the IEC?-What do we do as a council to move things forward?</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	