

Executive Leadership Team

Meeting Notes

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| NAME OF COUNCIL/TEAM: Executive Leadership Team | | |
| OBJECTIVE OF MEETING: | | |
| DATE: 12/09/2024 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: Koue Vang, Brenda Valles, Angela Milano, Sapeidah Saeedi, Nicole Porter, Lisa Cardoza, Amanda Lewis, Mary Goodall, Liz Geisser, Veronica Lopez, Jeff Sacha, | | |
| SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING): | | |
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| UPDATES AND BRIEF REPORTS: | | |
| Topic | Person(s) Responsible | Notes |
| Welcome and Call to Order | Lisa Cardoza | |
| ASB Senate/CAEB | Alicia Szutowicz-Fitzpatrick, Sapeidah Saeedi | -Events for next semester - professional headshot, food festival/global village, crafts fair, community service day with Circle K -Club day - in the STEM Quad from now on; our clubs like Psi Beta recruited around 72 members in the first club day -Going to coordinate with certain groups on campus -Community Service Day -Collaboration with Circle K to provide an opportunity for students to learn about community service and sign up for different opportunities that are available -Honors Ball took place on Friday, 12/6 -Passed bills for Washington DC trip to lobby with other schools -General Assembly in April -Lobby Day on 3/11 -Getting Digital business cards for ASB members -Deciding between LinQ and Dot -ScrapBook Committee has been created -They are hoping to make both virtual and physical books |
| Academic Senate | Brian Knirk, Alisa Shubb, Veronica Lopez, Jeff Sacha | -The Academic Senate approved a 1 year cluster hiring pilot for all Full time Faculty being hiring in the Spring of 2025 -Next steps: We have worked with HR to integrate the questions into the application process for each hire -The Academic Senate is working on friendly amendments to the SSC AI charter to help focus the research and ensure we are following the governance process -At our last meeting they heard reports on: -Dual Enrollment -An Update on Tutoring -The Writing Center |
| Classified Senate | Liz Geisser, Mary Goodall, Carissa Thomas | -Winter Luncheon -For a Variety of reasons - planning it for January 14th 12-2 in cafeteria -Information will be shared out at some point this week -Been informed that there are some people retiring at the end of this year - get names of those Classified Professionals who are retiring this semester to ensure that they are invited to this |
| Student Success Council | Nicole Porter, Marianne Harris | -College Hour -Had the survey open for students -Would like to plan something for February -More information to come -Faculty is planning to talk to academic senate about a break in the schedule for students who may be here all day to have a lunch -Tutoring -They've supported student senate in regard to having students this week from 10-2 covering all subjects -Membership -Need to have a conversation about membership in student success council and what representation best meets the needs of the council -Membership has been dwindling -Professor Ben Etgen's Transportation Study -Planning to come to Operations council to discuss transportation to/from |

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| | | campus -Request to have operations look into getting better lighting at the College Oak bus stop -Veronica to find out when there was a resolution drafted about this |
| Operations Council | Koue Vang, Mary Goodall | -CTE -Hoping to move in Auto/Welding the week of December 16th -Told by FM that they would like us to move out of the old building by January 18th as best as possible -Requires IT and operations to get them up and running |
| Special Call: Review of Davies Hall FPP Draft | Koue Vang | -Review of ARC Davies Hall FPP Draft Document: https://losrios.edu/lrccd/main/doc/board/2024/enc/20241218-enc-6a-davies-hall.pdf -Review of FPP document with the group -Discussion about future of PV3 project |
| Institutional Effectiveness Council | Brenda Valles, Jeff Sacha | -Discussed AI tool (ChatGPT) to streamline student learning outcomes -This tool is currently able to take a program and review it for the student learning outcomes. This is currently a manual and lengthy process. -This tool is still in its testing phase through next spring and is being led by an ARC faculty member. -Helping start conversations for how equity intersects into the use of AI -Hiring the Best -There are some offerings and they are trying to make sure that there are groups equipped with this -Increasing knowledge of and access to these trainings -Discussed who is supporting the equity approval needs in the hiring process in BJ's absence. -Further information and direction on this will come within the next week. |
| President's Report - Hiring Updates | Lisa Cardoza | -18 hires with excellent candidates -2 VPs -2 Deans -1 AD -3 Directors -10 faculty -Bringing in 11/10 faculty hires as of today -Adopting new cluster hiring model -Impact on part time faculty -Excited about DEI lens |

ACTION ITEMS:

| Question | Person(s) Responsible | Notes and Decision(s) | Next Steps |
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DISCUSSION ITEMS:

| Question | Person(s) Responsible | Notes and Next Steps |
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| Governance Process | Lisa Cardoza | -Working on marketing this process to campus to help spread awareness of its existence -Convocation overview -Beaver bites - what's happening in IGOR -Discussion about the current labor required on the back end for this governance process |
| Convocation | Lisa Cardoza, Brenda Valles | -There is a convocation committee with representatives from the constituency groups -Current Theme: The Best of Us -Discussion of current ideas and feasibility based on current concerns |
| Vision for the college | Lisa Cardoza | -Leading with Love -Even better if -Keep moving forward together -Support our Students, Faculty and Classified Professionals |

ITEMS FOR FUTURE CONSIDERATION:

| Topic | Contact Person |
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