Executive Leadership Team

Meeting Notes

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):	
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

		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
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