

# Executive Leadership Team

## Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team		
OBJECTIVE OF MEETING:		
DATE: 02/03/2025 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, Alicia Szutowicz-Fitzpatrick	Grounding Opportunity - Alicia Szutowicz-Fitzpatrick
ASB Senate/CAEB	Alicia Szutowicz-Fitzpatrick, Sapeidah Saeedi	-Lobby day training at Folsom Lake College February 28 and Los Rios Lobby Day at the Capitol March 11th -ASB is Supporting the Second Annual Women's March on March 26th -ASB is supporting the SWANA Center Event -ASB passed funds to send five students to the ASACC Conference in Washington DC on March 14th- 18th. -ASB passed funds to attend SSSCC General Assembly April 4th-6th in Los Angeles, CA -Students are being appointed to faculty hiring committees -Faculty Hiring Manual; Administrative Regulations 5121, section 6.1.3; See Page 18 bullet point c. <a href="https://losrios.edu/lrccd/shared/doc/hr/hiring/faculty-hiring-manual.pdf">https://losrios.edu/lrccd/shared/doc/hr/hiring/faculty-hiring-manual.pdf</a> -Discussed a need for Changing Room Stations in men’s Bathrooms -CAEB is hosting a Valentine’s themed Club Day on February 13th from 10 AM - 3 PM in the STEM Quad. -ASB will be hosting a Meet and Greet event for students to connect with ASB members.
Academic Senate	Brian Knirk, Alisa Shubb, Veronica Lopez, Jeff Sacha	-Approved pilot cluster hire process which was sent to district to be included in all full time hiring for this semester -Approved with friendly amendments the SSC AI charter -Received Feedback from the research office on last year’s faculty searchers -Continued to support our curriculum chairs and discipline faculty working on common course curriculum -Begun discussions to organize the timeline and process for Faculty re assign time coordinator positions
Classified Senate	Liz Geisser, Mary Goodall, Carissa Thomas	-See's Candy sales during week leading up to valentines day - tables set up across campus -Classified leadership institute - June 25-27th -Professional Development event is happening in March (week of spring break? Tuesday?)
Student Success Council	David Miramontes-Quinones, Marianne Harris	-Student Equity Action Plan - Renewal needed, ends 2025 -AI Charter has been brought as an action item
Operations Council	Koue Vang, Mary Goodall	-ARC Budget PDF for 2024-25 shared with the council. -New budget allocations announced (details pending further discussion).
Institutional Effectiveness Council	Brenda Valles, Jeff Sacha	-IPEDS Data Feedback Report for 2024 was reviewed: <a href="https://nces.ed.gov/ipeds/DFR/2024/ReportHTML.aspx?unitid=109208">https://nces.ed.gov/ipeds/DFR/2024/ReportHTML.aspx?unitid=109208</a> -Charter renewals required for expiring documents by the end of Spring 2025: -Institutional Equity Plan: <a href="https://acrobat.adobe.com/link/review?uri=urn%3Aaaid%3Ausc%3Afd4cb97f-0a66-3b92-ae3f-ee0d72270eb0">https://acrobat.adobe.com/link/review?uri=urn%3Aaaid%3Ausc%3Afd4cb97f-0a66-3b92-ae3f-ee0d72270eb0</a> -Integrated Planning Guide: <a href="https://acrobat.adobe.com/link/review?uri=urn%3Aaaid%3Ausc%3Ad7cc688b-1b88-365a-8d16-a7af60325851">https://acrobat.adobe.com/link/review?uri=urn%3Aaaid%3Ausc%3Ad7cc688b-1b88-365a-8d16-a7af60325851</a>
Presidential Report	Lisa Cardoza	-ACCJC Transparency, Storytelling, and Value Literacy Project: Regional convening details shared: <a href="https://drive.google.com/file/d/1yDV64_iwrIfvxWiRu6CaJQc2PX3h9enj/view?usp=sharing">https://drive.google.com/file/d/1yDV64_iwrIfvxWiRu6CaJQc2PX3h9enj/view?usp=sharing</a>

		-Space Utilization Study: Updates provided, with further discussions planned. -Spring 2025 Governance Calendar: Review and adjustments needed.	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Creation of AI Taskforce	David Miramontes-Quinones	0	AI Resource Panel Charter - <a href="https://docs.google.com/document/d/1mIGKzYdzBX2JTIs20C1tDnBef6-CPBEbptH9tjiPGU0/edit?tab=t.0">https://docs.google.com/document/d/1mIGKzYdzBX2JTIs20C1tDnBef6-CPBEbptH9tjiPGU0/edit?tab=t.0</a> -The Charter was approved by the ELT at this meeting
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
Convocation Debrief		-Feedback and observations shared.	
Clarifying BSO Procedures		-Addressed procedural and training concerns.	
Communication re: Classrooms & Homebases		Discussed ensuring clear messaging and signage	
Dean of the Dark		-Discussion regarding potential changes.	
ITEMS FOR FUTURE CONSIDERATION:			
Topic		Contact Person	