

# Executive Leadership Team

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Executive Leadership Team		
<b>OBJECTIVE OF MEETING:</b>		
<b>DATE:</b> 02/03/2025 <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, Alicia Szutowicz-Fitzpatrick	Grounding Opportunity - Alicia Szutowicz-Fitzpatrick
ASB Senate/CAEB	Alicia Szutowicz-Fitzpatrick, Sapeidah Saeedi	<ul style="list-style-type: none"> <li>-Lobby day training at Folsom Lake College February 28 and Los Rios Lobby Day at the Capitol March 11th</li> <li>-ASB is Supporting the Second Annual Women's March on March 26th</li> <li>-ASB is supporting the SWANA Center Event</li> <li>-ASB passed funds to send five students to the ASACC Conference in Washington DC on March 14th- 18th.</li> <li>-ASB passed funds to attend SSCCC General Assembly April 4th-6th in Los Angeles, CA</li> <li>-Students are being appointed to faculty hiring committees <ul style="list-style-type: none"> <li>-Faculty Hiring Manual; Administrative Regulations 5121, section 6.1.3; See Page 18 bullet point c.</li> </ul> </li> <li><a href="https://losrios.edu/lrcccd/shared/doc/hr/hiring/faculty-hiring-manual.pdf">https://losrios.edu/lrcccd/shared/doc/hr/hiring/faculty-hiring-manual.pdf</a></li> <li>-Discussed a need for Changing Room Stations in men's Bathrooms</li> <li>-CAEB is hosting a Valentine's themed Club Day on February 13th from 10 AM - 3 PM in the STEM Quad.</li> <li>-ASB will be hosting a Meet and Greet event for students to connect with ASB members.</li> </ul>
Academic Senate	Brian Knirk, Alisa Shubb, Veronica Lopez, Jeff Sacha	<ul style="list-style-type: none"> <li>-Approved pilot cluster hire process which was sent to district to be included in all full time hiring for this semester</li> <li>-Approved with friendly amendments the SSC AI charter</li> <li>-Received Feedback from the research office on last year's faculty searchers</li> <li>-Continued to support our curriculum chairs and discipline faculty working on common course curriculum</li> <li>-Begun discussions to organize the timeline and process for Faculty re assign time coordinator positions</li> </ul>
Classified Senate	Liz Geisser, Mary Goodall, Carissa Thomas	<ul style="list-style-type: none"> <li>-See's Candy sales during week leading up to valentines day - tables set up across campus</li> <li>-Classified leadership institute - June 25-27th</li> <li>-Professional Development event is happening in March (week of spring break? Tuesday?)</li> </ul>
Student Success Council	David Miramontes-Quinones, Marianne Harris	<ul style="list-style-type: none"> <li>-Student Equity Action Plan - Renewal needed, ends 2025</li> <li>-AI Charter has been brought as an action item</li> </ul>
Operations Council	Koue Vang, Mary Goodall	<ul style="list-style-type: none"> <li>-ARC Budget PDF for 2024-25 shared with the council.</li> <li>-New budget allocations announced (details pending further discussion).</li> </ul>
Institutional Effectiveness Council	Brenda Valles, Jeff Sacha	<ul style="list-style-type: none"> <li>-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></li> <li>-Charter renewals required for expiring documents by the end of Spring 2025: <ul style="list-style-type: none"> <li>-Institutional Equity Plan: <a href="https://acrobat.adobe.com/link/review?uri=urn%3Aaid%3Ascds%3AUS%3Afd4cb97f-0a66-3b92-ae3f-ee0d72270eb0">https://acrobat.adobe.com/link/review?uri=urn%3Aaid%3Ascds%3AUS%3Afd4cb97f-0a66-3b92-ae3f-ee0d72270eb0</a></li> <li>-Integrated Planning Guide: <a href="https://acrobat.adobe.com/link/review?uri=urn%3Aaid%3Ascds%3AUS%3Ad7cc688b-1b88-365a-8d16-a7af60325851">https://acrobat.adobe.com/link/review?uri=urn%3Aaid%3Ascds%3AUS%3Ad7cc688b-1b88-365a-8d16-a7af60325851</a></li> </ul> </li> </ul>
Presidential Report	Lisa Cardoza	<ul style="list-style-type: none"> <li>-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></li> </ul>

**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/1mIGKzYdzBX2JTIsls20C1tDnBef6-CPBEbptH9tjiPGU0/edit?tab=t.0">https://docs.google.com/document/d/1mIGKzYdzBX2JTIsls20C1tDnBef6-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

2026 - American River College Shared Governance