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 SSCCC 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. https://losrios.edu/lrccd/shared/doc/hr/hiring/faculty-hiring-manual.pdf -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: https://nces.ed.gov/ipeds/DFR/2024/ReportHTML.aspx?unitid=109208 -Charter renewals required for expiring documents by the end of Spring 2025: -Institutional Equity Plan: https://acrobat.adobe.com/link/review?uri=urn%3Aaaid%3Ascds%3AUS%3Afd4cb97f-0a66-3b92-ae3f-ee0d72270eb0 -Integrated Planning Guide: https://acrobat.adobe.com/link/review?uri=urn%3Aaaid%3Ascds%3AUS%3Ad7cc688b-1b88-365a-8d16-a7af60325851
Presidential Report	Lisa Cardoza	-ACCJC Transparency, Storytelling, and Value Literacy Project: Regional convening details shared: https://drive.google.com/file/d/1yDV64_iwrIfvxWiRu6CaJQc2PX3h9enj/view?usp=sharing

		-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 - https://docs.google.com/document/d/1mlGKzYdzBX2JTIs20C1tDnBef6-CPBEbptH9tjiPGU0/edit?tab=t.0 -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