

Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team

OBJECTIVE OF MEETING: “The ELT considers recommendations from the councils on draft plans; provides input and final recommendations to the College President in establishing the charters, strategic direction, and accountability of councils and project teams; and ensures transparent communications to and from all governance and constituency groups” (ARC Integrated Planning Guide 2017)

DATE: 03/10/2025
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: Lisa Cardoza, Liz Geisser, Mary Goodall, Marianne Harris, Brian Knirk, Veronica Lopez, Angela Milano, David Miramontes-Quñones, Sapeidah Saeedi, Alisa Shubb, Carissa Thomas, Kaitlyn Collignon, Brenda Valles, Koue Vang, Amanda Lewis

SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):

UPDATES AND BRIEF REPORTS:

| Topic | Person(s) Responsible | Notes |
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| Welcome & Call to Order | Lisa Cardoza | |
| Presidential Report - Reviewing Governance Process and Frameworks | Lisa Cardoza | <ul style="list-style-type: none">-Discussed the need to review and update several key planning documents, including council charters and the Institutional Equity Plan.-Documents Discussed:<ul style="list-style-type: none">-Integrated Planning Guide-Page 27 - Appendix A-ARC Governance Framework Document-Student Success Council Charter-Operations Council Charter-Institutional Effectiveness Council Charter-Institutional Equity Plan-ACCJC Accreditation Standards - June 24 |
| Presidential Report - Council Recharterings | Lisa Cardoza | <ul style="list-style-type: none">-Decided to extend the have each of the councils review their charters by the end of the semester, with council co-chairs tasked to review membership and committee structures.-Proposed Timeline:<ul style="list-style-type: none">-Charging Councils with Review - Monday, March 10th-Emails to be sent out from co-chairs to council membership to review prior to the next council meeting-ELT Review - Monday, April 7th-ELT Recommendations for Approval - Monday, May 12th-Note: Please ensure revision dates and approval dates are included at the bottom of the final documents!)-Note: Please also review the project teams that currently reside under each of the councils |
| Presidential Report - Institutional Equity Plan | Lisa Cardoza | <ul style="list-style-type: none">-Expires at the end of this semester as of right now.-The team also plans to make revisions for a one-year extension of the Institutional Equity Plan while developing a timeline for a comprehensive update next year.-Councils/Senates were asked to please take time between now and the next ELT meeting to review the plan to extend it for one-year |
| Presidential Report - IGOR Organization and Minutes | Lisa Cardoza | <ul style="list-style-type: none">-They addressed the need to improve the process of summarizing council meetings, noting that the "forward motion" summaries have not been consistently maintained since 2022.-Forward Motion<ul style="list-style-type: none">-The ELT decided to hide forward motion from the IGOR site. Amanda will put in a request to make this happen.-The participants discussed the challenges of summarizing work and the difficulty of keeping up with the documents.-They also considered the workload involved in uploading notes and the potential use of AI for summarizing meetings. |
| | | <ul style="list-style-type: none">-Lobby Day - Tomorrow-Meeting legislators and representatives and lobbying bills such as SB98 Bill and AB79 |

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| ASB Senate & CAEB | Alicia Szutowicz-Fitzpatrick, Sapeidah Saeedi | <ul style="list-style-type: none"> -Washington DC trip -This weekend - ASACC Conference -Women's March- March 26th -Iftar Celebration - March 27th -ASB Elections - Nominations Open - Elections on April 22-23 -Club Day Event - April 22nd -SSWANA Center Event - April 30th, 4-7 PM -Build Your Own Finals Survival Kit - May 7th |
| Academic Senate | Brian Knirk, Alisa Shubb, Veronica Lopez, Jeffrey Sacha | <p>Since our last meeting the ARC Academic Senate has:</p> <ul style="list-style-type: none"> -Continued to receive comments regarding the delays in the hiring process for students, in many cases the process is taking months, and has a devastating impact on our tutoring centers. -Begun a robust conversation regarding the proposed NAGPRA policy. -Approved revisions to the work experience regulations, and the International Education regulations. -Received an update on the status of ARC OER/ZTC courses and reporting process. -Discussed possible updates to the Faculty Hiring Manual to be suggested to District Academic Senate (DAS) when we review the document. |
| Classified Senate | Liz Geisser, Mary Goodall, Carissa Thomas | <ul style="list-style-type: none"> -Final stages of planning for classified professional development day -See's Candy Sales are currently happening -ARC Classified Professional of the year - Nominations close on the 21st -Elections coming up soon - more info to come! |
| Student Success Council | David Miramontes-Quinones, Marianne Harris | <p>Conduct Framework</p> <ul style="list-style-type: none"> -To provide advocates for those students going through the discipline process -Approved by the council to move this framework forward -Being presented to Academic Senate this upcoming Thursday <p>Victoria Flores attended to present on student health and wellness</p> <ul style="list-style-type: none"> -Very beneficial presentation - they are willing to come present to various groups across campus who express interest <p>School Bus Coordination</p> <ul style="list-style-type: none"> -Identified need for field trip leads to coordinate bus locations on campus and to ensure that there is proper signage for students to identify the correct vehicle to enter <p>Post-7pm Study Spaces</p> <ul style="list-style-type: none"> -Interim VPSSE is gathering more information about this -Food for thought: Need open spaces with computers as well during this time, Chromebooks are not very adequate for all students' needs |
| Operations Council | Koue Vang, Mary Goodall | <p>Facilities Master Plan (FMP)</p> <ul style="list-style-type: none"> -This is more of an update of the current FMP than a brand new one -Multistudio is the company we are working with to generate the new FMP. <ul style="list-style-type: none"> -They assisted ARC with our last FMP creation. -Met with Multistudio to work on updating the FMP to establish the: <ul style="list-style-type: none"> -Project Team -Campus Master Plan Leadership Committee -Campus Planning Team -Departmental Interviews <ul style="list-style-type: none"> -Tues, April 15th <p>10:30am-3:20pm</p> <p>20 minute meetings</p> <p>VERY important meetings</p> <p>Faculty Rep, Classified Rep, Dean</p> <p>Koue to send out the questions ahead of time</p> |
| Institutional Effectiveness Council | Brenda Valles, Jeff Sacha | <p>Discussing ACCJC New annual reporting elements</p> <ul style="list-style-type: none"> -Effective institutional outcome transparency rubric <ul style="list-style-type: none"> -Intention: Transparency around potential for success when attending ARC -ARC has posted updated data that tells our data story <ul style="list-style-type: none"> -Narrative: component that they are working on as it is due in April <p>Facilities Master Plan Update</p> <ul style="list-style-type: none"> -Was shared at the latest meeting <p>Discussion about difficulties with hiring students</p> <ul style="list-style-type: none"> -Koue attended and worked with those bringing up the issue <p>HOTEP Consultants</p> <ul style="list-style-type: none"> -Conducting "Equity Assessment" of all Los Rios colleges -FLC and ARC are both going through this process right now, SCC and CRC's have already been completed -Going to be conducting various virtual focus groups meetings -Campus Site Visit on 4/3 -Formal report expected in the Fall, once all 4 colleges have their assessments complete, they plan to do a district-wide assessment -The research office has already conducted Phase 1 of data collection for this project -HOTEP Core Team <ul style="list-style-type: none"> -Presidents from each Senate <ul style="list-style-type: none"> -Brian Knirk -Liz Geisser -Alicia Szutowicz-Fitzpatrick -Brenda Valles, Dean of IEI -Research Analyst <p>Vision Aligned Reporting</p> <ul style="list-style-type: none"> -The IEC discussed the upcoming implementation of the VAR system in Fall 2025 for student services areas and identified the support needed for a successful transition <p>Digital Parking Pass Request</p> <ul style="list-style-type: none"> -Likely going to be an ask to bring this to operations council |

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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ITEMS FOR FUTURE CONSIDERATION:

| Topic | Contact Person |
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