

# 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
Welcome & Call to Order	Lisa Cardoza	
Presidential Report - Reviewing Governance Process and Frameworks	Lisa Cardoza	<ul style="list-style-type: none"><li>-Discussed the need to review and update several key planning documents, including council charters and the Institutional Equity Plan.</li><li>-Documents Discussed:<ul style="list-style-type: none"><li>-Integrated Planning Guide</li><li>-Page 27 - Appendix A</li></ul></li><li>-ARC Governance Framework Document</li><li>-Student Success Council Charter</li><li>-Operations Council Charter</li><li>-Institutional Effectiveness Council Charter</li><li>-Institutional Equity Plan</li><li>-ACCJC Accreditation Standards - June 24</li></ul>
Presidential Report - Council Recharterings	Lisa Cardoza	<ul style="list-style-type: none"><li>-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.</li><li>-Proposed Timeline:<ul style="list-style-type: none"><li>-Charging Councils with Review - Monday, March 10th</li><li>-Emails to be sent out from co-chairs to council membership to review prior to the next council meeting</li></ul></li><li>-ELT Review - Monday, April 7th</li><li>-ELT Recommendations for Approval - Monday, May 12th</li><li>-Note: Please ensure revision dates and approval dates are included at the bottom of the final documents!)</li><li>-Note: Please also review the project teams that currently reside under each of the councils</li></ul>
Presidential Report - Institutional Equity Plan	Lisa Cardoza	<ul style="list-style-type: none"><li>-Expires at the end of this semester as of right now.</li><li>-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.</li><li>-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</li></ul>
Presidential Report - IGOR Organization and Minutes	Lisa Cardoza	<ul style="list-style-type: none"><li>-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.</li><li>-Forward Motion<ul style="list-style-type: none"><li>-The ELT decided to hide forward motion from the IGOR site. Amanda will put in a request to make this happen.</li></ul></li><li>-The participants discussed the challenges of summarizing work and the difficulty of keeping up with the documents.</li><li>-They also considered the workload involved in uploading notes and the potential use of AI for summarizing meetings.</li></ul>
		<ul style="list-style-type: none"><li>-Lobby Day - Tomorrow</li><li>-Meeting legislators and representatives and lobbying bills such as SB98 Bill and AB79</li></ul>

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

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

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person