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-Quiñones, 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	-Discussed the need to review and update several key planning documents, including council charters and the Institutional Equity Plan. -Documents Discussed: -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	-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: -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	-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	-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 -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.
		-Lobby Day - Tomorrow -Meeting legislators and representatives and lobbying bills such as SB98 Bill and AB79

ASB Senate & CAEB	Alicia Szutowicz-Fitzpatrick, Sapeidah Saeedi	-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	Since our last meeting the ARC Academic Senate has: -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	-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	Conduct Framework -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 Victoria Flores attended to present on student health and wellness -Very beneficial presentation - they are willing to come present to various groups across campus who express interest School Bus Coordination -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 Post-7pm Study Spaces -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	Facilities Master Plan (FMP) -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. -They assisted ARC with our last FMP creation. -Met with Multistudio to work on updating the FMP to establish the: -Project Team -Campus Master Plan Leadership Committee -Campus Planning Team -Departmental Interviews -Tues, April 15th 10:30am-3:20pm 20 minute meetings VERY important meetings Faculty Rep, Classified Rep, Dean Koue to send out the questions ahead of time
Institutional Effectiveness Council	Brenda Valles, Jeff Sacha	Discussing ACCJC New annual reporting elements -Effective institutional outcome transparency rubric -Intention: Transparency around potential for success when attending ARC -ARC has posted updated data that tells our data story -Narrative: component that they are working on as it is due in April Facilities Master Plan Update -Was shared at the latest meeting Discussion about difficulties with hiring students -Koue attended and worked with those bringing up the issue HOTEP Consultants -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 -Presidents from each Senate -Brian Knirk -Liz Geisser -Alicia Szutowicz-Fitzpatrick -Brenda Valles, Dean of IEI -Research Analyst Vision Aligned Reporting -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 Digital Parking Pass Request -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**

ITEMS FOR FUTURE CONSIDERATION:	
Topic	**Contact Person**