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: 04/07/2025 **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 & Call to Order	Angela Milano, David Miramontes-Quinones	
Naming of Career Technical Education Automotive Area for Alldata	Kirsten DuBray	-Approved to move forward to the board meeting by the group
Presidential Report	Angela Milano, David Miramontes-Quinones, Koue Vang	-Lisa is currently in Washington D.C. for Cap-to-Cap -Faculty Hiring Manual Recommendations -Faculty Hiring Updates -Black Student Success Week -Poderosas Mural - Located in the LRC in the writing center through Mid-Late August -High School Counselor Conference - Friday, April 11th -180 Counselors Attending -Happy to have them here and annually on campus for this conference! -Working to align initiatives and processes around attending school here as well as dual enrollment -Expanding Language World Translation Services -Originated with Counseling and they loved it - expanding to the rest of student services -Call and have someone on the phone who can translate the meeting within a matter of seconds-minutes -Support of End-of-year celebrations and graduations -ARC Student Services Calendar -Shared with Deans to add to these - adding events that the organizer wants to be PUBLIC to this is the goal -Going to make the document shared out public by the end of the week -"Who Does What in Student Services?" -Creating a document that shares this information -Will live inside the insider -The Athletics Hall of Fame this past Saturday -Interim Dean of Kinesiology and Athletics - Closing 4/9
ASB Senate & CAEB	Alicia Szutowicz-Fitzpatrick, Sapeidah Saeedi	-5 ASB Members attended the ASACC Conference in Washington DC -Was a very valuable experience, great to see the national student org and how they lobby for students -Fem Fest was held on March 26, 2025 -Great turnout -2nd Annual and they hope to have this keep going -Second Annual Iftar Event was held March 27, 2025 -Hiring the Best Committee training Provided by David Miramontes-Quinones -42 Clubs are currently chartered -Next Club day to be held April 22, 2025 -This is the date of their voting for the whole district -ARC Rugby beat San Jose 45 to 21 making them the Division 1AA Norcal Champions -Lobby Advocacy Dates - below are topics they discussed

		-Basic needs for students -SB98 -Handover Retreat in May
Academic Senate	Brian Knirk, Alisa Shubb, Veronica Lopez, Jeffrey Sacha	-Since our last ELT, Academic Senate has: -Approved updates to Board Regulations with Regard to the GE Pattern of AS/AS Degrees -Approved Critical Hires for PSC -Heard Reports on our HIS learning community & Student Health Services -Continued discussion on the district proposed NAGPRA policy -This next month, Academic Senate will: -Elect new officers -Attend the state wide plenary
Classified Senate	Liz Geisser, Mary Goodall, Carissa Thomas	-Classified Professional Development Day -Planning team did great! -Still doing See's Candy fundraiser -Visit Liz or Carissa's offices! -Looking into trying to do something interesting with an innovation grant for next year -VPSSE is attending senate meeting to discuss conduct -Classified Senate elections coming up soon!
Student Success Council	David Miramontes-Quinones, Marianne Harris	-Student Conduct -Moved the framework to academic senate and student senate, will be meeting with Classified Senate this week -Planning to bring back to the council -Conduct is starting to transition to the new interim AVP of Student Services and Equity - Steven Roberson -Planning to bring the planning for it forward to the senates in early fall -Need to ensure alignment with and discussion of -9+1 -10+1 -District Policies and Regulations -Threat Assessment Map? -Lives inside the conduct portal -Renaming needed - Council Charter Update -Updating the charter for a classified tri-chair option -Recommended that a person from the council serve on district equity committee (potentially ⅓ of the chairs) -Committee is currently revising the language in the charter -Going to be voting on the updated charter on 4/16
Operations Council	Koue Vang, Mary Goodall	-Revised Council Charter -Cleaned up the membership language -Noted which members were "ex officio" -Reflected the dates that the next cycle will represent (2026-28 Academic Years) -Changed the dates for the Terms of Service for our members -Moving forward with the RFP for the Bookstore -Hoping to do so by September and getting the new contract done by July 2026 -The current plan is for the ARC bookstore to remain on ground here at ARC -Bookstore revenue is going to be cut in half this year -This will especially impact instructionally related funds (arts and athletics), IT, custodial uniforms, and building funding -Space Utilization Study -Presentation on Findings by Steelcase - Wednesday April, 9th 1-2pm via Zoom Webinar
Institutional Effectiveness Council	Brenda Valles, Jeffrey Sacha	-Met this past Friday - notes will be available in IGOR soon -Vision Aligned Reporting (VAR) We applied to the CCCCO Vision Aligned Reporting Academy -New system - especially impacts 11 student service areas -Will be a learning curve for those using it and writing the narrative around the data -VAR academy will select 10 different colleges to assist with the transition to this new system -Expecting to hear back April 23rd. -Program Review -Discussed ideas on how to make this more of a community effort and a bit more of a celebratory event -AUP Update -Discussed how can we make a system that avoids future delays in completing these and removing barriers to completion (such as a form to submit?) -Hope to make the AUP feel like more of a collective effort and alignment of goals rather than a "homework assignment" -Updates from ARC Curriculum Committee -Update on the status of common course numbering process and the changes that are being made -More than just the numbering is changing which has greater implications on our processes -Students might have difficulty registering for classes in Fall 25 due to the changes in course numbers, especially due to course maps needing to be updated to reflect these changes -IEC Action Charter reaffirmation process begun -Discussed scope, purpose, membership, wearing of multiple hats,

		etc. -Started a shared document for council members to review and suggest changes and additions. -As foundational governance documents are made, the IEC charter will need to be reaffirmed more regularly as well	
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**	
Reaffirm the Institutional Equity Plan (set to expire Spring 2025) for one additional year through 2025-2026 academic year.			
Establish the new Institutional Equity Plan Work Group -Create charter -ESA's for summer work - to start the charge on reviewing the current plan			