

# 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 | <ul style="list-style-type: none"><li>-Lisa is currently in Washington D.C. for Cap-to-Cap</li><li>-Faculty Hiring Manual Recommendations</li><li>-Faculty Hiring Updates</li><li>-Black Student Success Week</li><li>-Poderosas Mural - Located in the LRC in the writing center through Mid-Late August</li><li>-High School Counselor Conference - Friday, April 11th<ul style="list-style-type: none"><li>-180 Counselors Attending</li><li>-Happy to have them here and annually on campus for this conference!</li><li>-Working to align initiatives and processes around attending school here as well as dual enrollment</li></ul></li><li>-Expanding Language World Translation Services<ul style="list-style-type: none"><li>-Originated with Counseling and they loved it - expanding to the rest of student services</li><li>-Call and have someone on the phone who can translate the meeting within a matter of seconds-minutes</li></ul></li><li>-Support of End-of-year celebrations and graduations</li><li>-ARC Student Services Calendar<ul style="list-style-type: none"><li>-Shared with Deans to add to these - adding events that the organizer wants to be PUBLIC to this is the goal</li><li>-Going to make the document shared out public by the end of the week</li></ul></li><li>-“Who Does What in Student Services?”<ul style="list-style-type: none"><li>-Creating a document that shares this information</li><li>-Will live inside the insider</li></ul></li><li>-The Athletics Hall of Fame this past Saturday</li><li>-Interim Dean of Kinesiology and Athletics - Closing 4/9</li></ul> |
| ASB Senate & CAEB  | Alicia Szutowicz-Fitzpatrick, Sapeidah Saeedi       | <ul style="list-style-type: none"><li>-5 ASB Members attended the ASACC Conference in Washington DC<ul style="list-style-type: none"><li>-Was a very valuable experience, great to see the national student org and how they lobby for students</li></ul></li><li>-Fem Fest was held on March 26, 2025<ul style="list-style-type: none"><li>-Great turnout</li><li>-2nd Annual and they hope to have this keep going</li></ul></li><li>-Second Annual Iftar Event was held March 27, 2025</li><li>-Hiring the Best Committee training Provided by David Miramontes-Quinones</li><li>-42 Clubs are currently chartered</li><li>-Next Club day to be held April 22, 2025<ul style="list-style-type: none"><li>-This is the date of their voting for the whole district</li></ul></li><li>-ARC Rugby beat San Jose 45 to 21 making them the Division 1AA Norcal Champions</li><li>-Lobby Advocacy Dates - below are topics they discussed</li></ul>  |

|                                     |   |   |
|-------------------------------------|---|---|
|                                     |   | <ul style="list-style-type: none"> <li>-Basic needs for students</li> <li>-SB98</li> <li>-Handover Retreat in May</li> </ul>  |
| Academic Senate                     | Brian Knirk, Alisa Shubb, Veronica Lopez, Jeffrey Sacha | <ul style="list-style-type: none"> <li>-Since our last ELT, Academic Senate has: <ul style="list-style-type: none"> <li>-Approved updates to Board Regulations with Regard to the GE Pattern of AS/AS Degrees</li> <li>-Approved Critical Hires for PSC</li> <li>-Heard Reports on our HIS learning community &amp; Student Health Services</li> <li>-Continued discussion on the district proposed NAGPRA policy</li> </ul> </li> <li>-This next month, Academic Senate will: <ul style="list-style-type: none"> <li>-Elect new officers</li> <li>-Attend the state wide plenary</li> </ul> </li> </ul>  |
| Classified Senate                   | Liz Geisser, Mary Goodall, Carissa Thomas               | <ul style="list-style-type: none"> <li>-Classified Professional Development Day <ul style="list-style-type: none"> <li>-Planning team did great!</li> </ul> </li> <li>-Still doing See's Candy fundraiser <ul style="list-style-type: none"> <li>-Visit Liz or Carissa's offices!</li> </ul> </li> <li>-Looking into trying to do something interesting with an innovation grant for next year</li> <li>-VPSSE is attending senate meeting to discuss conduct</li> <li>-Classified Senate elections coming up soon!</li> </ul>  |
| Student Success Council             | David Miramontes-Quinones, Marianne Harris              | <ul style="list-style-type: none"> <li>-Student Conduct <ul style="list-style-type: none"> <li>-Moved the framework to academic senate and student senate, will be meeting with Classified Senate this week</li> <li>-Planning to bring back to the council</li> <li>-Conduct is starting to transition to the new interim AVP of Student Services and Equity - Steven Roberson</li> <li>-Planning to bring the planning for it forward to the senates in early fall <ul style="list-style-type: none"> <li>-Need to ensure alignment with and discussion of <ul style="list-style-type: none"> <li>-9+1</li> <li>-10+1</li> </ul> </li> <li>-District Policies and Regulations</li> <li>-Threat Assessment Map? <ul style="list-style-type: none"> <li>-Lives inside the conduct portal</li> <li>-Renaming needed</li> </ul> </li> </ul> </li> </ul> </li> <li>- Council Charter Update <ul style="list-style-type: none"> <li>-Updating the charter for a classified tri-chair option</li> <li>-Recommended that a person from the council serve on district equity committee (potentially ¼ of the chairs)</li> <li>-Committee is currently revising the language in the charter</li> <li>-Going to be voting on the updated charter on 4/16</li> </ul> </li> </ul>  |
| Operations Council                  | Koue Vang, Mary Goodall                                 | <ul style="list-style-type: none"> <li>-Revised Council Charter <ul style="list-style-type: none"> <li>-Cleaned up the membership language</li> <li>-Noted which members were "ex officio"</li> <li>-Reflected the dates that the next cycle will represent (2026-28 Academic Years)</li> <li>-Changed the dates for the Terms of Service for our members</li> </ul> </li> <li>-Moving forward with the RFP for the Bookstore <ul style="list-style-type: none"> <li>-Hoping to do so by September and getting the new contract done by July 2026</li> <li>-The current plan is for the ARC bookstore to remain on ground here at ARC</li> <li>-Bookstore revenue is going to be cut in half this year</li> <li>-This will especially impact instructionally related funds (arts and athletics), IT, custodial uniforms, and building funding</li> </ul> </li> <li>-Space Utilization Study <ul style="list-style-type: none"> <li>-Presentation on Findings by Steelcase</li> </ul> </li> <li>- Wednesday April, 9th 1-2pm via Zoom Webinar</li> </ul>   |
| Institutional Effectiveness Council | Brenda Valles, Jeffrey Sacha                            | <ul style="list-style-type: none"> <li>-Met this past Friday - notes will be available in IGOR soon</li> <li>-Vision Aligned Reporting (VAR) We applied to the CCCC Vision Aligned Reporting Academy <ul style="list-style-type: none"> <li>-New system - especially impacts 11 student service areas</li> <li>-Will be a learning curve for those using it and writing the narrative around the data</li> <li>-VAR academy will select 10 different colleges to assist with the transition to this new system</li> <li>-Expecting to hear back April 23rd.</li> </ul> </li> <li>-Program Review <ul style="list-style-type: none"> <li>-Discussed ideas on how to make this more of a community effort and a bit more of a celebratory event</li> </ul> </li> <li>-AUP Update <ul style="list-style-type: none"> <li>-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?)</li> <li>-Hope to make the AUP feel like more of a collective effort and alignment of goals rather than a "homework assignment"</li> </ul> </li> <li>-Updates from ARC Curriculum Committee <ul style="list-style-type: none"> <li>-Update on the status of common course numbering process and the changes that are being made</li> <li>-More than just the numbering is changing which has greater implications on our processes</li> <li>-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</li> </ul> </li> <li>-IEC Action Charter reaffirmation process begun <ul style="list-style-type: none"> <li>-Discussed scope, purpose, membership, wearing of multiple hats,</li> </ul> </li> </ul> |

|   |                       | etc.<br>-Started a shared document for council members to review and suggest changes and additions.<br>-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 |
|   |                       | 0  |            |
|   |                       |  |            |
| 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 |                       |  |            |