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: 05/12/2025 **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: Mary Goodall, Liz Geisser, Carissa Thomas, Brenda Valles, Amanda Lewis, Lisa Cardoza, David Miramontes-Quinones, Angela Milano, Kaitlyn Collignon, Koue Vang, Marianne Harris, Jeff Sacha	
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	
Yolo Federal Credit Union Naming	Kirsten DuBray	-No concerns were brought by the ELT with moving this item forward for Board approval.
Presidential Report	Lisa Cardoza	-Black Serving Institution (BSI) Designation -5 year period - no grant Application - www.calstate.edu/coabss due in June -David is getting a group together to pull information to begin this application
ASB Senate & CAEB	Alicia Szutowicz-Fitzpatrick, Sapeidah Saeedi	-Elections Update - 627 this year compared to 370 last year - Successful! -Higher Education Regulations Resolution -Governmental Stipend Bill S25-13 Implemented this bill - to allocated $20K from ASB funds to determine how to pay students who serve on ASB and CAEB -43 clubs -April 22nd club day with Election table
Academic Senate	Brian Knirk, Alisa Shubb, Veronica Lopez, Jeffrey Sacha	-Since our last ELT meeting, the Academic Senate has: -Elected new officers. Congratulations to: -Veronica Lopez, President -Daniel Slutsky, Vice President -Andrea Pantoja Garvey, Secretary -Alisa Shubb, Past President -Passed a resolution in support of Transgender, and Nonbinary Students and Employees. -Approved JD's for Dual Enrollment Counseling and faculty coordinators for the summer and a writing center, rad CECA faculty coordinator. -Granted Authority to Academic Senate officers to act on behalf of the Senate During Summer -Discussed meeting modality for the Fall Semester -Additionally, we: -Will be working with DAS on a review and refresh of the Faculty Hiring Manual
Classified Senate	Liz Geisser, Mary Goodall, Carissa Thomas	No updates at this time.
		-Student Success Council Charter 2022-2025 -SSC tri-chairs -Group counseling -There's new adjunct hiring that is happening. As well as group counseling that will help alleviate the bottlenecks. -Group counseling is now being scheduled for the months of June, July, and August the hope is that it will take some of those appointments and freeze some appointments as we get closer to right to the beginning of the fall semester -Translation Services

Student Success Council	David Miramontes-Quinones, Marianne Harris	-Another concern was being able to serve our students in different languages and what does that look like. -Student Services has put a plan forward to expand translation services to all student services by the end of the summer semester -We received training on what that will look like. We're collecting information for each of the departments in student services. -In three weeks, we have our division meeting with our leaders in student services And then they will get trained. And then sometime in July individual departments will get free Translation services. -The counseling used it this year and it's very easy to use. -It takes five to 10 seconds to connect with a translator on the phone or on Zoom Or teams. So we decided to expand it to allocate something for that so we as soon as the fall starts all student services will have access to those services. And the hope is to also expand it to All the other devices. -Student Services Webpage -Many people were asking - How can employees direct students when they don't know who does what who is who on campus? So, we decided to create a employee facing web page housed inside ARC Insider. -The page is still being updated. -AI Resource Panel - update -Highlands' closure
Operations Council	Koue Vang, Mary Goodall	-Veterans Resource Center (VRC) -We are still waiting for summer to move them and the career center out of the welcome and support center. -We are still working with them to determine where they will be moving to -Restroom trailers will be arriving today for PV1 -1st report out of safety committee to operations council -AED to be added to the campus map -Alleged kidnapping - Police notified the campus via Clery Act - concern about the issue being shared out to the campus community -Ventilation issue in CTE
Institutional Effectiveness Council	Brenda Valles, Jeffrey Sacha	-Institutional Effectiveness Council Charter 2025-2028 -IE&I Dean will remain co-chair at this point of time, management leadership will be revisited by cabinet in further discussions during the summer -Los Rios Deans of IEI are all ALOs

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Review and approvals of Updated Council Charters		-SSC - Approved -IEC - Approved -Operations - Approved	
Re-affirm Institutional Equity Plan		-The IEP was reaffirmed for FY25-26.	-The current plan is to create a project team at the first ELT meeting in the fall.

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person