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) https://igor.arc.losrios.edu/GovernanceGroups/Details/1		
DATE: 09/08/2025 **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 and Call to Order	Lisa Cardoza	-Introductions -Reminder about philanthropic namings and their processes
President's Report	Lisa Cardoza	CTE Namings
ASB Senate/CAEB	Soraya Amin/Sahar Hafiz	-Club Day - Sept 16th -2nd CAEB Meeting tomorrow, 9/9!
Academic Senate	Veronica Lopez, Daniel Slutsky, Andrea Pantoja Garvey, Alisa Shubb)	-Discussion about concern around "student athlete" being in message about safety on campus -AI privacy - Read AI in Zoom meetings - issue with names being shared in the notes specifically -Hoping to pass the JDs for the upcoming reassigned time opportunities during the next meeting -Updates about HomeBases (See attached: Homebase co-location presentation)
Classified Senate	Liz Geisser, Mary Goodall, Carissa Thomas, Kelly Ondricka, Arionna Jai-Johnson	-Classified Senate Retreat this upcoming Friday -Classified Hiring Prioritization Process -Almost all of their leadership team went to the Classified Leadership Institute this summer!
Student Success Council	Angela Milano, Neue Leung, Dianne Cervantes	-Doug Herndon, came and gave us an update on AI Resource Panel -The literature review was one of the focuses, and it looks like it probably should be done by now. -Discussed the AI Resource Panel (shifted from a project team to a resource panel) and the needs to present their literature review to the academic senate. -Brainstormed as a group opportunities to discuss different areas as well as bringing in guest speakers throughout the year with a focus on student success. -Reviewed the charter, they will have a couple of edits coming through in the future. -Reviewed 10 plus 1 faculty purview, 9 plus 1 for students and classified.
Operations Council	Koue Vang, Mary Goodall	-Hasn't met yet this semester
Institutional Effectiveness Council	Brenda Valles, Jeffrey Sacha	-Hasn't met yet this semester
Guest Presenter: HOTEP Consultants	Brenda Valles	

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
			-Asking for appointments of college

Institutional Equity Plan Project Team Charter (IEP) Update	David Miramontes-Quinones	Approved by ELT (knowing this will be reviewed by the Senates/Councils and they may have more requests).	service collaboration piece -Asking for each senate and council to review -(See attached: IEP Project Team Charter)
Undocuscholar Advisory Committee Charter	David Miramontes-Quinones	Approved by ELT!	-(See attached: Undocuscholar advisory committee charter, Governance process for advisory committees)
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DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
Governance structure and institutional plans	Lisa Cardoza	-President Cardoza shared about the work we did during the summer to work with the governance structure and all of the plans that ARC has. -Goal moving forward: Closing the loop on communication regarding a lot of the recommendations that were made and the work done towards the recommendations.
Institutional Effectiveness Council Leadership Adjustment	Lisa Cardoza	-President Cardoza is going to adjust the co-chair of the committee to be the VPSSE which is currently David Miramontes-Quinones. -Brenda Valles, the Dean of Institutional Effectiveness and Innovation, and the one who was serving in this role prior after the AVP of IEI left, will remain on the council as the ALO. -Scheduling conflict between ELT and IEC exists. The new chair will need to sort this out. -(See attached: IEC Governance Structure Flow of Information Image on Governance Training page)
Student Equity Plan (SEP) Workgroup Representation	Angela Milano, David Miramontes-Quinones	-Request for appointments is out
District Committee Workgroup Memberships	Lisa Cardoza	-Please continue to update these appointments. -(See attached for edits: District Committee Workgroup Memberships)
New Davies Hall input timelines and group participation membership	Koue Vang	-Some of the deans have reached out to find members of user groups -What are the expectations for user groups? How groups are formed? -Executive group meetings -Users group - Division-impacted faculty/staff identified by the respective Deans -Kickoff meeting with the deans where they went through the preliminary schedule -Whole fiscal year process -Deans asked to identify who should be in the users group -Have staggered group meetings on Fridays -Request to officially develop a google sheet and have these user groups built out on there. The hope is that we can be as open and transparent as possible about this process.
“Private Space” signs changed	David Miramontes-Quinones	-“Private Space” signs changed to “What to do if ICE comes to campus” signs in each classroom -The district had prepared “private” signs and the language used was not as clear for our students/faculty/staff about what they really meant. We have now updated this plan to be a sign inside each classroom about “what to do if ICE comes to campus”.
Integrated Planning Guide and Updated Calendar	Brenda Valles	Accreditation as it relates to Updated Calendar -(See attached: Integrated Planning Guide and Updated Institutional Planning Calendar)

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
“Private Space” signs	David Miramontes-Quinones
Integrated Planning Guide and Updated Calendar	Brenda Valles