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: 10/06/2025 **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: Soraya Amin, Connie Ayala, Lisa Cardoza, Dianne Cervantez, Angela Daroy (Milano), Andrea Pantoja Garvey, Liz Geisser, Mary Goodall, Mary Goodall, Sahar Hafiz, Neue Leung, Veronica Lopez, Kelly Ondricka, Alisa Shubb, Daniel Slutsky, Carissa Thomas, Kaitlyn Collignon, Brenda Valles,	
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	
President's Report		EEO Hiring Report (See Attached) -Request: Pg 70 Find the numbers from last year -Request: Pg 26, Wondering about the numbers of applicants as a whole and number of LTTs -Request: Wondering about Disability status asked about at the end of the application and if this data is tracked
ASB Senate/CAEB	Soraya Amin, Sahar Hafiz	ASB -Full ASB Board which hasn't happened for years until now! -Have started working on their standing and ad-hoc committees -Had 3 students appointed to faculty hiring committees -Had Students appointed to each of the three councils -Have appointed 5 students to DO committees -CCCSAA Conference on Oct. 17th Student Senate Stipends - something they are continually working on and have created a committee for. -ASB will be reaching out to Academic Senate about this -Reaching out to various areas to determine if they could borrow tents for some ASB events -Working on a senate bill, which would allow the majority of the board to meet via zoom more than 2 times a semester. The majority of the board voted no and so this did not pass. -11/13 Tea Party in the CLD CAEB -Friday, 10/24 Karaoke Midterm Mic Drop -1st club day on 9/16, had 35 clubs and various departments in attendance -Have more than 46 active clubs currently on campus which is a record! -CAEB is working on an event for Homecoming Week -Have updated their bylaws and incorporated two new positions onto their board
Academic Senate	Veronica Lopez, Daniel Slutsky, Andrea Pantoja Garvey, Alisa Shubb	-Approved Work Experience - changes to Board Policy 7421 (P 7412) to comply with changes to Title 5 -Approved - ARC AI Faculty Fellowship(s) Job Description, CTL (CE, STEM, Counseling), HomeBase Liaison positions, AI Fellowship Faculty positions. -Working through the 2025-2028 Student Equity and Achievement Application.
Classified Senate	Liz Geisser, Mary Goodall, Carissa Thomas, Kelly Ondricka, Arionna Jai-Johnson	Classified Hiring Prioritization Process (CHPP) -We have not run this process in numerous years -Have 2.0 FTE to utilize towards new classified hires -Not relying entirely on Annual Unit Plans (AUPs) -Applications due by the end of this month -Brooke Michelson is our lead on this project -An email will be going out to campus about this in the next week or so -Presentations will take place in person sometime in November

		-First meeting of the year is this upcoming Wednesday! -Excited to host a tent at the Homecoming Tailgate event! ☺
Student Success Council	Angela Milano, Neue Leung, Dianne Cervantes	-Revised Student Success Council Charter (See Attached) -Spending a lot of time looking at the Student Equity Plan (SEP) -Reviewed the data at the last meeting -Doug Herndon came in to talk more about common course numbering, Cal GETC. -To ensure representatives are more likely able to attend the meetings, the council has decided to shift to a hybrid meeting format instead of all in-person. -The following areas still need a faculty representative -Math or English -CTE -DI -Academic Senate Rep
Operations Council	Koue Vang, Mary Goodall	-Sustainability Master Plan Project Team Development -Current Plan Attached -Still looking for membership for this project team: -Student Services Manager -Pacific Dining -DO General Services -Facilities Management Grounds -Director of Sustainability -Technology Master Plan Project Team Development -Need two more faculty for this project team (area specific requested) -Update on our facilities projects -PE Locker room HVAC Upgrade - New split units being provided, won't be perfect but should provide relief during hot days -Business Services Office Remodel - Putting them in there soon -CTE Modernization - 99% completed -Natomas Phase II - 85% Complete -Glazing ongoing -Mechanical/electric/plumbing ongoing -Current furniture date installation is Nov. 1 -Veteran's Resource Center -Plans still at Division of the State Architect (DSA) -CDC - Getting new shade structures, these are at DSA currently -Natomas Key and Card Access Upgrade for both new and existing building - Very beginning -PV1 & Tech Ed West Refresh - Luxury Toilet trailers are in place, more permanent temp restroom is almost out of DSA, we are finishing up the scope of work to refresh all of the portables -Davies Hall Modernization -Kickoff meeting scheduled -Had a meeting last Friday -Currently in the process of scheduling more of these meetings -Davies Hall User Groups -Asked deans to reach out to users to ask faculty and staff for feedback for how this Oct 3rd format of duplicate meetings work -The current faculty are feeling a little confused/frustrated due to a lack of clarity about this currently. -Architects are requesting the best dates/times for on-ground meetings because during the programming phase and schematic design (the phase we're in) it allows people to talk about these things while they are there in person in a way that they cannot via a zoom call. -The faculty attending today think that providing a "syllabus" formatted message so that the faculty can see the game plan for the different phases of the planning process. They believe the faculty will then be able to better understand the "why" behind the request of the architects to have these beginning meetings in person.
Institutional Effectiveness Council	Brenda Valles, Jeffrey Sacha	-Reviewed the IEC Charter -Still working to fill membership -Updated the council on the Midterm accreditation report and AUP review -The midterm report will need the following reps. These reps will then serve on the IEC. -Faculty Accreditation Rep (We have a Liaison which is a different role) -SLO Assessment Coordinator Rep -Steve is co-chair of the IEP workgroup -Still working on identifying last members for this -Workgroup meeting for the first time on 10/13 -Next IEC meeting is 10/13

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Creation of Convocation Advisory Committee under IEC (Cyclical group)		0	-Advisory Committee Governance Process (See Attached) -This group would be more content based than logistics based (Ex: Not A/V) -Tri-chair model: A faculty member, a Classified staff member, and an admin -No charter exists yet for this group - We would like to charge IEC to create this.
		0	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
ARC Mass Mailer System		-There is a system that ARC IT manages with support from the district that will send a bulk mail that goes to more people than outlook but is a plain text mailer (not very elaborate, very transactional). -The only data that IT had was from April - Present -Some of our faculty coordinators, SRPSTC, learning communities have started sharing a variety of messages coming out through this system -Trying to create some parameters around this system so that students don't receive a major influx of messages so that their crucial emails are not buried under a wide variety of other mailers. -Concern: A students' ability to opt out of these mailers -Need to incorporate a system for who gets approval to use this system
Accessibility Capability Maturity Model (ACMM)		The kickoff meeting is coming up soon!

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