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: 11/03/2025 **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	Lisa Cardoza	
President's Report	Lisa Cardoza	-Homecoming Recap -Master Governance Calendar (See attached) -Thank you to IEI's Student Sofiia -AI -LRPD
ASB Senate/CAEB	Soraya Amin, Sahar Hafiz	-Club day during Homecoming -CCCSAA - took 19 people -Stipends process -Faculty reception funded by ASB - mentioned Voter Registration -Karaoke Event on October 23rd -Pumpkin patch - club day - ASB table - voter registration -Hot Chocolate and cookies for finals in CLD -Late November - another club day - fundraiser - winter festival/carnival -Club day/welcome event in January first week of spring semester
Academic Senate	Veronica Lopez, Daniel Slutsky, Andrea Pantoja Garvey, Alisa Shubb	-Faculty Prioritization Presentation -Concerns about Dual Enrollment -Math Resolution - waitlist for support classes -Discussing extending ARC Cluster Hiring Pilot 2.0 -Reviewing data provided by DO -Discussing the Faculty job descriptions language
Classified Senate	Liz Geisser, Mary Goodall, Carissa Thomas, Kelly Ondricka, Arionna Jai-Johnson	-Classified Hiring Prioritization Process update: -24 applications -11/20 will be the presentation day -Winter Luncheon - team formed
Student Success Council	Angela Milano, Neue Leung, Dianne Cervantes	-Upcoming: AI Resource Panel will be reporting to the SSC on 11/19. 11/6 - RAD/WAC/ Writing center - and HomeBases - How we are clarifying the path for students. -Topics covered: CCN and CalGETC - student information DATA - SEP and overall from the Office of Research Outreach updates
Operations Council	Koue Vang, Mary Goodall	-Facilities Update - refer to latest admin bites newsletter
Institutional Effectiveness Council	Brenda Valles, Jeffrey Sacha	-Institutional Equity Plan (IEP) Charter (See attached) -Student Learning Outcomes/Midterm -Accreditation Update -Institution Set Standards -SEP

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Support the BSI application process	Cabinet	Consensus to move forward	
Student Equity Plan (SEP) (See attached)	Cabinet	Consensus to move forward	
Initiate the Dual Enrollment Project Team (See attached: DuE Strategic Planning Project Initiation Request Form)	Cabinet	Consensus to move forward	
Approve the 2025-2028 Institutional Effectiveness Council (IEC) Charter (See attached)	Cabinet	Consensus to move forward	
DISCUSSION ITEMS:			
Question	**Person(s) Responsible**	**Notes and Next Steps**	
Name Badges	Cabinet		
Foot Washing Station Request (See attached)	Cabinet		
Distance Education Plan - Project Team (Cabinet)- consensus to create a charter.	Cabinet		
Board Docs Replacement Team	Cabinet		
ITEMS FOR FUTURE CONSIDERATION:			
Topic		**Contact Person**	
Future of IGOR (Board Docs Replacement)		Kaitlyn Collignon	
Graduation Spring 2025 Plans		Kaitlyn Collignon	
Spring Convocation		Brenda Valles	
HOTEP Findings		Brenda Valles	