

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team		
OBJECTIVE OF MEETING: Consider recommendations from Facilities and Planning Improvement project teams as well as the initiation of two new project teams. Receive updates on Wellness Center implementation and Accreditation Mid-term Report.		
DATE OF MEETING: 02/04/2019 TIME: 3:00 pm - 5:00 pm	LOCATION/ROOM #: Admin Conference Room CALL-IN NUMBER: CALL-IN CODE:	
FACILITATOR(S): Thomas Greene		
NOTE TAKER: Sue McCoy		
MEMBERS PRESENT: Gary Aguilar, Thomas Greene, Adam Karp, Kuldeep Kaur, Lisa Lawrenson, Sarah Lehmann, Janay Lovering, Olga Prizhbilov, Alisa Shubb, William Simpson, Tressa Tabares, Alden Crow, Susan McCoy, Jeffrey Stephenson		
INVITED GUEST(S):		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
Attached Files: December 2018 ELT Notes (/IGOR/Agenda/DownloadFile?fileId=298) Facilities Master Plan - Draft (/IGOR/Agenda/DownloadFile?fileId=300) Project Team Initiation - Educational Master Plan (/IGOR/Agenda/DownloadFile?fileId=301) Project Team Initiation - Strategic Enrollment Management Plan (/IGOR/Agenda/DownloadFile?fileId=302) Governance Improvements and Maintenance Recommendations (/IGOR/Agenda/DownloadFile?fileId=303) Integrated Planning Guide - Draft (/IGOR/Agenda/DownloadFile?fileId=305)		
UPDATES AND BRIEF REPORTS:		
Topic	Person(s) Responsible	Notes

<p>Council Chairs and/or Co-Chairs will provide an update on the work of their Councils, including the efforts of their respective project teams.</p>	<p>Council Chairs/Co-Chairs</p>	<p>Student Success Council</p> <ul style="list-style-type: none"> - meeting this week - discussing upcoming project teams, program paths end of semester report - ELSS continuing with possible resources groups to gain more information <p>Operations Council</p> <ul style="list-style-type: none"> - met in January - reviewed governor's proposed budget and implications - received updates on facilities projects and technology - reviewed work of wayfinders group which is folded into FMP - second reading of FMP and forwarded to ELT for first reading <ul style="list-style-type: none"> - Special update on communication from police chief regarding fire drills - Cpt Day put together calendar of fire alarm testing - upcoming communication to college and students with heads up - draft communication from District outlines area managers are expected to oversee evacuation of their areas and faculty responsible for evacuating classroom - questions posed included status of stair evaluation devices for library and determination of training on where buildings are to evaluate <p>IEP</p> <ul style="list-style-type: none"> - no meeting since December - upcoming agenda items – BOT presentation for accreditation midterm report (3.5 minutes with two slides of material); project initiation for professional development; update on Equity Plan Project Team work; student success metrics dashboard
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Progress update on ELT-approved priorities from Wellness Center Project Team recommendations 1) Workspace design 2) Coordinator position 3) CLIA waiver 4) Equipment identification/purchase 5) Advisory Committee	Kuldeep Kaur	<ul style="list-style-type: none">- architecture firm hired and currently in process of designing layout and looking at equipment- expected timeline is completion/opening in August 2019- engaging a consultant to assist with design of wellness center- conversation tomorrow at Chancellor's Exec to established district contracts for baseline surfaces- job description currently being drafted and going through the approval process	
Update from VPI/VPSS regarding work of District Matriculation Committee and need to add ARC rep (Tera Digg-Reynolds) to Student Success Council	Lisa Lawrenson / Jeff Stephenson	- district committee met yesterday and waiting for update	
Update on revisions and status of Draft Accreditation Midterm Report	Adam Karp	<ul style="list-style-type: none">- reported above in IEP report- goes to BOT in February and the college has the opportunity to make final edits until March	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of December 3, 2018 ELT Notes	Thomas Greene	approved – thumbs up	

Requesting Approval of Recommendations Relative to Update and Maintenance of Governance System	Adam Karp / Tressa Tabares	<ul style="list-style-type: none"> - Adam, Tressa and Cheri met in fall and came up with list of duties required for maintaining our governance system - supporting documents reflects what college is currently doing to maintain new system but also includes guesstimations of what might need to happen - document format lends itself as a tracking system to document changes - approved – thumbs up 	
Requesting Initiation of Project Team for the creation of an Educational Master Plan.	Thomas Greene	<ul style="list-style-type: none"> - projects are initiated from both counsels and president's office - EMP Project Team already discussed earlier in ELT and decision made to delay - team could have been sponsored by either IEP or SCC because many times the work of a project team touches more than just one counsel - to maintain balance of workload, EMP Project Team sponsored by SSC - lead/co-lead will begin working on charter (first draft to ELT in March) - approved – thumbs up 	<ul style="list-style-type: none"> - work to begin on draft charter

Requesting Initiation of Project Team for the creation of a Strategic Enrollment Management Plan.	Thomas Greene	<ul style="list-style-type: none"> - discussed last spring and decided to sequence with a later start - designed to build on the ELSS Project Team - membership of this team likely to overlap with ELSS - Kale and Dyne will continue as lead/co-lead -lead/co-lead will begin working on charter (first draft to ELT in March) - approved – thumbs up 	- work to begin on draft charter
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	

Review of Recommendations from the Facilities Master Plan Project Team Regarding the Facilities/Campus Master Plan, including the Wayfinding Plan (1st Reading)	Kuldeep Kaur / Olga Prizhbolov	<ul style="list-style-type: none"> - draft 2018 American River College Master Plan reviewed - used guidelines from 2012 master plan and added two more – sustainability and social justice/equity - potential interest in having LRPD located on campus as opposed to Ethan Way - discussed wayfinding plan which was incorporated into the plan - received feedback at convocation - looking to purchase equipment to allow in-house signage printing - question posed regarding any planned communication to share the draft plan campus wide – no thought given to that at this time - question posed regarding close-out process for project teams when their work is complete – celebration and evaluation; convocation presentations intended to share and highlight the teams' work; Forward Motion document is published monthly; plans are in motion to connect with project teams to gain their feedback on the governance process - appreciation to entire team for their great work
Review of Recommendations from the Integrated Planning Project Team (First Reading) Regarding the Integrated Planning Guide	Adam Karp, Alisa Shubb, Kuldeep Kaur	<ul style="list-style-type: none"> - Integrated Planning Guide reviewed - Educational Master Plan, Equity Plan and Strategic Plan in the center to illustrate that they feed into all of the college's plans - appreciation expressed for a comprehensive deliverable as outlined in the charter
ITEMS FOR FUTURE CONSIDERATION:		
Topic		Contact Person

Campus Bookstore Consulting Corporation external analysis of LRCCD bookstore operations	Thomas Greene