Name of Council/Team: Executive Leadership Team

Date: November 6, 2017
Time: 3:00-5:00 pm

Location/Room #: Aquarium CR (The HUB)
Call-In Number: None
Call-In Code: None

Facilitator(s): Thomas Greene

Timekeeper: Sue McCoy

Note Taker: Sue McCoy

Attendees:
Thomas Greene, President
Lisa Aguilera Lawrenson, Vice President of Instruction
~~Robin Neal, Vice President of Student Services~~
Kuldeep Kaur, Vice President, Administration
Adam Karp, Dean, Planning, Research, & Technology
Gary Aguilar, Academic Senate President
Tony Giusti, Academic Senate Past President
Alisa, Shubb, Academic Senate Vice President
Janay Lovering, Academic Senate Secretary
Olga Prizhbilov, Classified Senate President
~~Mary Goodall, Classified Senate Past President~~
Nicole Williams, Classified Senate Vice President
Deborah Hernandez, Associated Student Body President
Earl Crouchley, Associated Student Body Vice President
Scott Crow, Public Information Officer

Objective of meeting:
Team Orientation to ELT and Governance Process; Review Council & Related Team Charters; Updates on Efforts of the Strategic Implementation Teams; Discussion of Emerging Issues

Supporting Resources:
1. Draft Council Charters and SIT Charters
2. Governance Toolkit Draft
3. Framework for H.S. Senior Transition/Support Program
4. AB705 Implementation
5. AB19 Guidance

REPORT ON ACTION ITEMS FROM PREVIOUS MEETING: Updates about items that have been previously discussed and about which a decision was made.

Topic/Question	Person Responsible	Status/Contextual Notes
N/A		

DECISIONS ON ACTION ITEMS: Outcomes and notes about decisions made and next steps required on items that had been previously discussed.

Topic/Question	Consensus Outcome & Decision	Contextual Notes/Next Steps
N/A		

DISCUSSION ITEMS: Notes about new items that had not been previously discussed. Discussion of items may relate to information sharing or items upon which action may need to be taken at a future meeting.		
Topic	**Person Responsible**	**Contextual Notes/Next Steps**
Who are the ELT Members?	Thomas Greene	
How much do we know about the ELT and how it operates? ▪ Charge/Role of ELT ▪ Agenda Structure, Meetings Dates, etc. ▪ Mechanics of ELT	Adam Karp & Others	▪ Coordination for three councils ▪ No voting; consensus reached ▪ Consensus: thumbs up/down/sideways ▪ Final decision rests w/President ▪ Dates: First Monday, 3-5pm ▪ Spring term: possibly two meetings/month
What is the status of the new governance process implementation, and what have we learned to date about how well it is functioning?	Adam Karp & Others	▪ Strategic implementation teams – implement strategic plan ▪ PD training for leaders/participants ▪ Criteria applied to idea to determining need of new/existing team/council ▪ Existing committees sunset reporting – functions from committees still need to be assigned
What is the purpose of the Council and "Team" charters, and what feedback do you have on the attached draft documents?	Thomas Greene	▪ Charters define work/team/deliverables to be accomplished by council/team

Council Chair Reports (SSC, OCC, IEC)
▪ What is the status of each Council?
▪ What is the Status of the Exit Reports from Standing Committees?
▪ What are the Current & Anticipated Council "Teams?"
▪ What has been the progress to date on efforts of existing "Teams?"
	Council Chairs	SSC: Student Success Council
		  - Help coordinate work around student success and learning
		  - Has met twice thus far
		  - Adam currently contacting standing committee chairs/other groups for final (sunset) report
		  - Current team(s): Start Right, Clarify Program Paths, Integrated Planning & Support for Students (IPaSS), ELSS
		  - Anticipated team(s): None at this time
		
		IEC: Institutional Effectiveness Council
		  - Continual improvement of effectiveness (accreditation, integrated planning, pd)
		  - Has not yet met
		  - Current team(s): Integrated Planning Improvement
		  - Anticipated team(s): accreditation, professional development
		
		OCC: Operations Coordination Council
		  - Name changed to Operations Council

		- Building, Grounds, Safety, Sustainability, Budget, Facilities - Has not yet met - Current team(s): none at this time - Anticipated teams: classified professional development allocation, sustainability, website redesign - Change resource allocation to various activities (and not specify PD?); *Gary to suggest language* ▪ Need clear/consistent notation on charters re ex-officio/appointed ▪ Meetings open to observers (definition of open meeting needed) ▪ Project management training to be provided starting w/mgrs in January ▪ Meeting dates/times provided once determined
Emerging Issues/Opportunities ▪ What are the broad implications of AB 705 and AB 19 Implementation for departments, college, in both the short- and long-term? ▪ What is the HS senior transition/support program (aka Fresh Friday's Expansion) ▪ Is there a more student-centered process for prerequisite checking and course substitution?	Thomas Greene	AB705: using high school GPA and specific grades to determine placement; meetings in progress for information gathering AB19: statewide promise program; partnership with high school allows graduates to get scholarship following specific requirements ARC Achieve Program: strengthen partnership w/K-12 districts; meets requirements of AB19 with a scalable program Business Process Analysis: Request SSC to look at a more student-centered process for pre-req checking/course substitution (4,000 counselor hours used this semester, not including instructional faculty/deans/etc.)
Future agenda items & meeting summary	All	
FUTURE/NEW AGENDA ITEMS AND OTHER ITEMS FOR FOLLOW-UP: Identify items that, based on the proceedings of the meeting, are requested to be placed as a discussion item at a future meeting and/or requests for action by the chair and/or team members prior to the next meeting.		
Topic	**Person Responsible**	**Notes/Due Date**

Name of Council/Team: Executive Leadership Team	

Date: December 6, 2017 **Time:** 3:00-5:00 pm	Location/Room #: Aquarium CR (The HUB) Call-In Number: None Call-In Code: None

Facilitator(s): Thomas Greene

Timekeeper: Sue McCoy

Note Taker: Sue McCoy

Attendees:
Thomas Greene, President
Lisa Aguilera Lawrenson, Vice President of Instruction
~~Robin Neal, Vice President of Student Services~~
~~Kuldeep Kaur, Vice President, Administration~~
Adam Karp, Dean, Planning, Research, & Technology
Gary Aguilar, Academic Senate President
Tony Giusti, Academic Senate Past President
Alisa, Shubb, Academic Senate Vice President
Janay Lovering, Academic Senate Secretary
Olga Prizhbilov, Classified Senate President
Mary Goodall, Classified Senate Past President
Nicole Williams, Classified Senate Vice President
Deborah Hernandez, Associated Student Body President
Earl Crouchley, Associated Student Body Vice President
Scott Crow, Public Information Officer

Guests:
Laurie Jones
Tressa Tabares

Objective of meeting:
Take action on the various Council and Strategic Implementation Team charters; consider providing direction to the Student Success Council regarding the college's approach to implementing AB705 and the prerequisite-checking/course substitution process; and discuss the various implications of AB705, and how the college's plans to implement these and other external mandates (e.g., AB19) as well as its institutional redesign efforts (e.g., Start Right, IPaSS, Clarify Program Paths) via a prototyping process using the transition/support program for recent high school seniors recently branded as Achieve@ARC.

Supporting Resources:

REPORT ON ACTION ITEMS FROM PREVIOUS MEETING: Updates about items that have been previously discussed and about which a decision was made.

Topic/Question	Person Responsible	Status/Contextual Notes
What is the status of the January, 2018 "Official" launch of the College's new governance process?	Adam Karp & Tressa Tabares (guest)	▪ Requests out to populate councils, etc. ▪ Initial training rollout

| | | ▪ Sunsetting reports coming from committees |
| | | ▪ Meeting calendar for ELT/councils developed |

DECISIONS ON ACTION ITEMS: Outcomes and notes about decisions made and next steps required on items that had been previously discussed.

Topic/Question	Consensus Outcome & Decision	Contextual Notes/Next Steps
Does the Exec. Leadership Team support the adoption of the Governance Council and Strategic Implementation Team Charters* that were presented at the last meeting? * Council Charters (3) and the IPASS, Start Right, Clarify Program Paths and Integrated Planning Improvement Strategic Implementation Team Charters (4)	*Consensus reached*	▪ Strategic Implementation Team to be called Project Team ▪ Student Rep for Clarify Program Paths ▪ Operations Council: clarifying language re professional development tabled for another meeting (Kuldeep & two senates to develop language)
What direction, if any, should the Executive Leadership Team provide to the Student Success Council regarding the College-specific approach to the implementation of AB705?	*Assign ARC specific team Consensus reached*	▪ Group to support/coordinate work being done by departments with liaison to district discussions ▪ Need for direction now ▪ "Official" word of decision, etc. ▪ Possibly have more than one council address issues ▪ Content experts likely assigned to project team
What direction, if any, should the Executive Leadership Team provide to the Student Success Council as it relates to its previous discussion question "*Is There a More Student-Centered Process for Prerequisite Checking and Course Substitution?*"	*Consensus reached*	▪ Pre-req; non English/math ▪ Pre-req equivalency: English/math ▪ Course substitution: ▪ Current process not student first

DISCUSSION ITEMS: Notes about new items that had not been previously discussed. Discussion of items may relate to information sharing or items upon which action may need to be taken at a future meeting.

Topic	Person Responsible	Contextual Notes/Next Steps
What is the status of departmental, college, and district efforts related to the implications of AB 705 and AB19?	Thomas Greene	▪ Currently underplacing students ▪ Challenges with technical aspects ▪ Lack of data from feeder districts ▪ Use current systems in place for HS data? Not all districts will share data
What is the status of efforts to launch a H.S. Senior Transition/Support Program (Achieve@ARC), and how does this program relate to the implementation of AB705, AB19 and our student-facing redesign efforts?	Thomas Greene	▪ Promise grant using multiple measures placement ▪ State funding expected ▪ Improve relationship with K-12 feeders ▪ Fl18: advertise program to four feeder HS Districts; provide outreach, 12+

		units, guarantee math/English placement; book voucher; start right experience ▪ Student agrees to start right experience, certain # of contacts per semester, placed using multiple measures ▪ Potential to incorporate promise agreements w/municipalities ▪ Funding from federal grants; guided pathways; redirection of funds
Council Chair Reports: (SSC, OCC, IEC) What is the Status of Each Council? What has been the Progress-to-Date on Efforts of Existing Strategic Implementation Teams?	Thomas Greene	<u>SSC</u>: met w/ATD coaches; student appointed received; plans for training; recommendations coming from teams <u>IEC</u>: made request of senate appointments; first meeting in January; <u>OC</u>: almost formed; first meeting in January
2017-18 ELT Meeting Schedule (special note for March meeting)	Thomas Greene	▪ Potentially assign facilitator
Future agenda items & meeting summary	All	▪ Development of comprehensive equity plan
FUTURE/NEW AGENDA ITEMS AND OTHER ITEMS FOR FOLLOW-UP: Identify items that, based on the proceedings of the meeting, are requested to be placed as a discussion item at a future meeting and/or requests for action by the chair and/or team members prior to the next meeting.		
Topic	**Person Responsible**	**Notes/Due Date**

Name of Council/Team: Executive Leadership Team	

Date: February 5, 2018 **Time:** 3:00-5:00 pm	Location/Room #: Aquarium CR (The HUB) Call-In Number: None Call-In Code: None

Facilitator(s): Thomas Greene

Timekeeper: Sue McCoy

Note Taker: Sue McCoy

Attendees:
Thomas Greene, President
Lisa Aguilera Lawrenson, Vice President of Instruction
Robin Neal, Vice President of Student Services
Kuldeep Kaur, Vice President, Administration
Adam Karp, Dean, Planning, Research, & Technology
Gary Aguilar, Academic Senate President
Tony Giusti, Academic Senate Past President
Alisa Shubb, Academic Senate Vice President
Janay Lovering, Academic Senate Secretary
Olga Prizhbilov, Classified Senate President
~~Mary Goodall, Classified Senate Past President~~
~~Nicole Williams, Classified Senate Vice President~~
Deborah Hernandez, Associated Student Body President
Earl Crouchley, Associated Student Body Vice President
~~Scott Crow, Public Information Officer~~

Guests:
Ben Barber
Roger Davidson
Doug Herndon
Marsha Reske
Tressa Tabares

Objective of meeting:
Take action on the various Council and Strategic Implementation Team charters; consider providing direction to the Student Success Council regarding the college's approach to implementing AB705 and the prerequisite-checking/course substitution process; and discuss the various implications of AB705, and how the college's plans to implement these and other external mandates (e.g., AB19) as well as its institutional redesign efforts (e.g., Start Right, IPaSS, Clarify Program Paths) via a prototyping process using the transition/support program for recent high school seniors recently branded as Achieve@ARC.

Supporting Resources:

REPORT ON ACTION ITEMS FROM PREVIOUS MEETING: Updates about items that have been previously discussed and about which a decision was made.

Topic/Question	Person Responsible	Status/Contextual Notes

Approval of December Notes	Thomas Greene	▪ Notes approved
Council Chair Reports (SSC, OC, IEC): What is the status of each Council's efforts since the last report? What is the status of each of the Council's sponsored Project Teams?	Council Chairs	▪ All 3 councils now operational ▪ Reviewed updated OC charter
How is the new governance process operating and what observations for improvement have we identified since its "official" lunch in January 2018?		▪ Recent project management training emphasized pre-planning & consistency ▪ Looking at utilizing a full-time project manager for a dedicated time ▪ ELT to charter project teams; draft document with guidelines to be developed ▪ Constituency membership on project teams – all four constituencies needed at all times
What is the status of College efforts related to AB705 implementation and related implications?		Math (Roger Davidson) ▪ Department meeting for 3 months ▪ Changes affect class scheduling ▪ Adopted overall model ▪ Seven years of recency ▪ Students will receive a class placement – source unknown ▪ HS students still to take Assessment ▪ Existing students can petition (TBD process) to potentially place higher ▪ Programming & testing completed by end of February ▪ Course demand projections being requested for Research English (Doug Herndon) ▪ Curriculum already in place to assist ▪ Placement made based on HS GPA ▪ Mechanism in place to challenge
What is the status of preparations for the H.S. Senior Transition/Support Program, Achieve@ARC?	Robin Neal	▪ Insufficient time to address

DECISIONS ON ACTION ITEMS: Outcomes and notes about decisions made and next steps required on items that had been previously discussed.

Topic/Question	Consensus Outcome & Decision	Contextual Notes/Next Steps
None		

DISCUSSION ITEMS: Notes about new items that had not been previously discussed. Discussion of items may relate to information sharing or items upon which action may need to be taken at a future meeting.

Topic	Person Responsible	Contextual Notes/Next Steps
What is the status of the efforts to develop ARC's Virtual Education	Thomas Greene, Marsha Reske, Ben Berber	▪ Marsha Reske & Ben Barber presented ARC Online

Center (VEC) and ARC Online? What are the critical next steps in the development of the VEC?		
How is the college approaching the development of a comprehensive institutional equity plan, and how will this plan inform and integrate with other institutional planning processes?	Thomas Greene	▪
What are the potential implications of recent state and federal budget and legislative proposals?	Thomas Greene	▪ Insufficient time to address

FUTURE/NEW AGENDA ITEMS AND OTHER ITEMS FOR FOLLOW-UP: Identify items that, based on the proceedings of the meeting, are requested to be placed as a discussion item at a future meeting and/or requests for action by the chair and/or team members prior to the next meeting.

Topic	Person Responsible	Notes/Due Date

MEETING RECORD/NOTES TEMPLATE

Name of Council/Team: Executive Leadership Team	
Date: March 5, 2018 **Time:** 3:00-5:00 pm	**Location/Room #:** Aquarium CR (The HUB) Call-In Number: None Call-In Code: None
Facilitator(s): Thomas Greene	
Timekeeper: TBD	
Note Taker: TBD	

Attendees:
Thomas Greene, President
Lisa Aguilera Lawrenson, Vice President of Instruction
Robin Neal, Vice President of Student Services
Kuldeep Kaur, Vice President, Administration
Adam Karp, Dean, Planning, Research, & Technology
Gary Aguilar, Academic Senate President
Tony Giusti, Academic Senate Past President
Alisa Shubb, Academic Senate Vice President
Janay Lovering, Academic Senate Secretary
Olga Prizhbilov, Classified Senate President
Mary Goodall, Classified Senate Past President
Nicole Williams, Classified Senate Vice President
Deborah Hernandez, Associated Student Body President
Earl Crouchley, Associated Student Body Vice President
Scott Crow, Public Information Officer

Guests:
Kirsten DuBray
Cheri Jones
Don Reid
Tressa Tabares
Office of Institutional Research (TBD)

Objective of meeting:
To inform and provide status updates on a number of current, high-interest issues and topics including: the work of the three College Councils and their related Project Teams; assessment and placement changes (AB705); implementation of new system of college governance; and the Achieve@ARC Program. Additionally, via a presentation and subsequent discussion, attendees will gain a better understanding of the college's draft vision for improving wayfinding at the main campus and the access to data for improving planning and decision-making processes. Attendees will also be presented an overview of the Governor's 2018-19 budget proposal as well as potential changes in federal high education policy.

Supporting Resources:

REPORT ON ACTION ITEMS FROM PREVIOUS MEETING: Updates about items that have been previously discussed and about which a decision was made.

Topic/Question	Person Responsible	Status/Contextual Notes
Council Chair Reports (SSC, OC, IEC):	Council Chairs (15 min.)	Student Success Council

What is the status of each Council's efforts since the last report? What is the status of each of the Council's sponsored Project Teams? [Attachments – Early Draft Charters for ELSS and Sustainability]		▪ Helping to keep group informed on data presentation due to impact ▪ Robin sharing progress with Achieve@ARC <u>Operations Council</u> ▪ Discussed updated charter for OC and draft charter for sustainability (project team) ▪ Standing group reports – safety, facilities projects, technology (website redesign), & wayfinding ▪ Facilities master plan: district pursuing 2020 ballot measure general obligation bond (educational master plan used to develop facilities plan); tight timeline <u>Institutional Effectiveness Council</u> ▪ Accreditation mid-term report (due a year from now); setting baseline and establishing stretch goals ▪ Hiring profiles and demo
How is the college going to develop and support the deployment of a standard approach to establishing and operating projects teams within our new governance structure?	Tressa Tabares and Cheri Jones (guests) (10 min.)	▪ Cheri charged w/reviewing structure and mechanics of governance structure and providing tools and templates to make it easier to carry work forward over time; what is process to develop project team from inception to closure ▪ Next month: anticipate having draft documents on projects teams for 2018-19; goal is to have teams up and running by start of fall 2018
What is the status of various college-wide implementation efforts including AB705 and Achieve@ARC?	Robin Neal & Lisa Lawrenson (10 min.)	<u>Achieve@ARC</u> ▪ Operational group identified to serve AB19 students ▪ 1074 first-time projected high school graduates in the Canvas shell at this point; need to complete assessment ▪ Putting together summer program (Start Right) ▪ Changes to Student Services Bldg to create one-stop shop – Career and Connect centers switch places; utilizing welcome desk; eServices computers moved to lobby area <u>AB705</u> ▪ Each college chosen a model for math and English (Reading almost ready to choose model ▪ Agreeing on placement for those models
DECISIONS ON ACTION ITEMS: Outcomes and notes about decisions made and next steps required on items that had been previously discussed.		

Topic/Question	Consensus Outcome & Decision	Contextual Notes/Next Steps
Approval of Operations Council Charter [Attached]	*Consensus reached*	
Approval of ELT February 2018 Notes	*Consensus reached*	

DISCUSSION ITEMS: Notes about new items that had not been previously discussed. Discussion of items may relate to information sharing or items upon which action may need to be taken at a future meeting.

Topic	Person Responsible	Contextual Notes/Next Steps
How will the college's STEM Capital Campaign provide a margin of excellence to the new STEM Building and Science Wing?	Kirsten DuBray	▪ Kirsten gave presentation on STEM Capital Campaign and informed Council about naming opportunities. Thomas asked constituency group leaders to weigh-in three naming opportunities; [The Evangelisti - Culinary Arts Bldg., Marie Smith-the Biology portion of New Science Wing and Sue Lorimer and Bob Bruns - Engineering Makerspace Room -- with a request to communicate back to council in subsequent meeting should their constituency group have any concerns.
How will the college significantly improve wayfinding at the main campus?	Don Reid	▪ Don Reid gave update on the wayfinding effort. ▪ Geotagged all signs, maps, parking signs, on campus ▪ Major promenade from parking structure to culinary ▪ Establish colored zones with names and corresponding parking lot names ▪ QR codes ▪ Signs outside buildings ▪ Maps around campus ▪ Student engagement prior to roll out
How does the college intend to strength access to data to inform planning and improvement efforts?	Adam Karp & OIR Guest (TBD)	▪ Adam gave presentation/demo on Higher Ed Profiles Data on Demand System.
What are the potential implications of recent state and federal budget and legislative proposals?	Thomas Greene	▪ Discussion on funding formulas ▪ Concept developed for online college but no design yet identified

FUTURE/NEW AGENDA ITEMS AND OTHER ITEMS FOR FOLLOW-UP: Identify items that, based on the proceedings of the meeting, are requested to be placed as a discussion item at a future meeting and/or requests for action by the chair and/or team members prior to the next meeting.

Topic	Person Responsible	Notes/Due Date
Follow-up on Bldg./Room Naming	Thomas Greene	April 2018
Project Team Initiation Recommendations	Thomas Greene	April 2018

Name of Council/Team: Executive Leadership Team

Date: April 2, 2018 **Time:** 3:00-5:00 pm	Location/Room #: Aquarium CR (The HUB) Call-In Number: None Call-In Code: None

Facilitator(s): Thomas Greene

Timekeeper: TBD

Note Taker: Sue McCoy

Attendees:
Thomas Greene, President
Lisa Aguilera Lawrenson, Vice President of Instruction
~~Robin Neal, Vice President of Student Services~~
~~Kuldeep Kaur, Vice President, Administration~~
Adam Karp, Dean, Planning, Research, & Technology
Gary Aguilar, Academic Senate President
~~Tony Giusti, Academic Senate Past President~~
~~Alisa Shubb, Academic Senate Vice President~~
Janay Lovering, Academic Senate Secretary
Olga Prizhbilov, Classified Senate President
Mary Goodall, Classified Senate Past President
~~Nicole Williams, Classified Senate Vice President~~
Deborah Hernandez, Associated Student Body President
~~Earl Crouchley, Associated Student Body Vice President~~
Scott Crow, Public Information Officer

Guests:
Cheri Jones

Objective of meeting:
To provide an opportunity for each of the four constituency groups to provide a brief oral/informal report about their recent work/efforts. NOTE: This is a new agenda item that we may want to make a "standing" item; To provide an update on progress in establishing and supporting project teams; To discuss the recent work of the three College Councils and their related Project Teams; To present for discussion and action, the formal initiation of several previously discussed project teams for the 2018-19 academic year; And finally, should time allow, to provide an overview of the Governor's 2018-19 budget & legislative proposal.

Supporting Resources:
Meeting Minutes from March 2018; Draft Project Initiation and Support Process Documents; Project Initiation Recommendations

REPORT ON ACTION ITEMS FROM PREVIOUS MEETING: Updates about items that have been previously discussed and about which a decision was made.

Topic/Question	Person Responsible	Status/Contextual Notes

Constituency Group Reports: What are some of the recent discussions, areas of focus and/or efforts of each of our constituency groups?	Constituency Group Presidents or Designee (5 min. per Group)	Associated Student Body ▪ ADA accessibility ▪ Defibulators ▪ Service animal training ▪ Undocumented student center ▪ Health services fees ▪ Student translators Classified Senate ▪ Senator/leadership trng w/Pam Fisher ▪ Classified PD day (80 people) ▪ Bylaws & constitution Academic Senate ▪ AB705 ▪ Officer elections Administration ▪ Safety and training ▪ Consistent messaging regarding safety flipcharts and notifications ▪ Evacuation maps ▪ May event to celebrate progress of new governance structure
Council Chair Reports: (SSC, OC, IEC) What is the status of each Council's efforts since the last report? What is the status of each of the Council's sponsored Project Teams?	Council Chairs (15 min.)	Student Success Council ▪ Continuing discussion of project teams and progress made ▪ Basic skills and role of coordinator w/input from area deans to develop JD ▪ Guided pathways workplan ▪ May – potential continuation of one team Operations Council ▪ Captain Day communication ▪ Safety ▪ May – possibly one/two teams (printing) Institutional Effectiveness Council ▪ Project team Integrated Planning Improvement ▪ Democratization of data (data on demand system) ▪ ACCJC reports – fiscal and annual ▪ May – report from Integrated Planning Improvement w/continued work in fall
What progress has been made in establishing processes for initiating and operating project teams within our new governance structure?	Cheri Jones (guest) (15 min.)	▪ Draft documents reviewed ▪ Project Stewart: manage project on behalf of council ▪ Charter: high level project plan ▪ Test model of project manager with larger projects

| | | ▪ Taking work of Governance Task Force and applying project management approach
▪ Possible JD for project manager
▪ Communication among project manager, project leads and council leads vital
▪ Clarification on parts of forms completed by whom |

DECISIONS ON ACTION ITEMS: Outcomes and notes about decisions made and next steps required on items that had been previously discussed.

Topic/Question	Consensus Outcome & Decision	Contextual Notes/Next Steps
Acceptance of ELT March, 2018 Minutes	*Consensus reached*	
Recommend the Initiation of Various Project Teams in preparation for the 2018-19 Academic Year	*Consensus reached*	▪ Clarify Program Paths: same text as previous initiation; recommend continuation of work ▪ Ed Master Plan: to help guide work of facilities master plan ▪ ELSS: continuation ▪ Facilities Master Plan: work within district structure ▪ Professional Development: addresses employee onboarding, development and retention/succession (also possibly under IEC) ▪ Institutional Equity Plan: focus plan to operationalize commitment to social justice and equity ▪ Strategic Enrollment Management: putting students first and their needs and planning for that ▪ Sustainability: institutionalize commitment, hit legislative targets ▪ VEC 2.0: Continue to expand ARC Online ▪ Wellness Center: more comprehensive wellness for students, mental health, clinical health service referrals ▪ Constituency leaders are encouraged to seek input from their respective groups; item will be agendized for May meeting to address any concerns/questions/etc. ▪ Future requests for projects may require two reads in order to gain constituency group feedback

DISCUSSION ITEMS: Notes about new items that had not been previously discussed. Discussion of items may relate to information sharing or items upon which action may need to be taken at a future meeting.

Topic	Person Responsible	Contextual Notes/Next Steps

What are the potential implications of recent state budget and legislative proposals?	Thomas Greene	- Proposal re: mental health services vetoed by governor (McCarty) – no funding source; re-introduce bill - Budget overview: change in funding formula; Dept of Finance ran test and differences were extreme; Chancellor Oakley recommended CBO and CEO input; still actively pursuing options; deep concern for unintended consequences; flexibility of moving summer FTE removed - Online college – governor pet project; not a lot of support; there is no design, just concept; need to be involved in the design
FUTURE/NEW AGENDA ITEMS AND OTHER ITEMS FOR FOLLOW-UP: Identify items that, based on the proceedings of the meeting, are requested to be placed as a discussion item at a future meeting and/or requests for action by the chair and/or team members prior to the next meeting.		
Topic	**Person Responsible**	**Notes/Due Date**
Recommend the Initiation of Various Project Teams in preparation for the 2018-19 Academic Year	Thomas Greene	May 2018 Meeting

Name of Council/Team: Executive Leadership Team	

Date: May 7, 2018 **Time:** 3:00-5:00 pm	Location/Room #: Aquarium Conference Room Call-In Number: N/A Call-In Code: N/A

Facilitator(s): Thomas Greene

Timekeeper: TBD

Note Taker: Sue McCoy

Attendees:
Thomas Greene, College President
Lisa Aguilera Lawrenson, Vice President of Instruction
Robin Neal, Vice President of Student Services
Kuldeep Kaur, Vice President, Administration
Adam Karp, Dean, Planning, Research, & Technology
Gary Aguilar, Academic Senate President
Tony Giusti, Academic Senate Past President
Alisa, Shubb, Academic Senate Vice President
Janay Lovering, Academic Senate Secretary
Olga Prizhbilov, Classified Senate President
~~Tamara Floyd, Classified Senate Past President~~
Nicole Williams, Classified Senate Vice President
Deborah Hernandez, Associated Student Body President
~~Earl Crouchley, Associated Student Body Vice President~~
Scott Crow, Public Information Officer

Guests:
Rebeca Rico-Chavez
Tressa Tabares

Objective of meeting:
To provide an opportunity for each of the four constituency groups to provide a brief oral/informal report about their recent work/efforts. To receive and discuss the recommendations of the Student Success Council related to the IPass, Start Right and Clarify Program Paths project teams. To receive and discuss the status of the project teams associated with the Institutional Effectiveness and Operations Councils. To present for discussion and action, (1) the REVISED project initiation documents/processes based on the results of the recent Executive Leadership Team study session; and (2) the REVISED list of previously discussed project teams for the 2018-19 academic year. To discuss the focus of the final ELT meeting for this academic year.

Supporting Resources:
- Meeting Minutes from April 2018
- Student Success Council Project Team Reports
- Student Success Council-Project Team Recommendations
- Revised DRAFT Project Team Initiation/Process Documents
- Revised DRAFT 2018-19 Project Team List (Attached) – Note "Accessibility Project Team" was removed due to changes in district-led timelines/processes.

REPORT ON ACTION ITEMS FROM PREVIOUS MEETING: Updates about items that have been previously discussed and about which a decision was made.		
Topic/Question	**Person Responsible**	**Status/Contextual Notes**
Constituency Group Reports What is one or two important things that your constituency group has been reflecting on recently?	Constituency Group Presidents or Designee (5 min per Group)	Associated Student Body ▪ animal service training ▪ translators ▪ undocumented student center ▪ reproductive health services ▪ equity ▪ stipends vs payment for service on councils Classified Senate ▪ Retreat @ Fresno for Classified Senate Presidents ▪ Learned ARC among the most informed classified professionals ▪ Sharing of growing pains and assistance from other colleges ▪ Improved communications with monthly newsletter to all classified staff (first one expected at the end of the week) Academic Senate ▪ Reviewing team plans & recommendations ▪ Online college and funding formula changes w/o faculty consultation ▪ Chancellor King letter to governor re: online college support ▪ All officers re-elected Managers ▪ Intense time bringing items to closure ▪ Typical year-end activities ▪ Reflection of accomplishments ▪ Hiring
Council Chair Reports: (SSC, OCC, IEC) • What are the Student Success Council recommendations as it relates to its Project Teams? • What is the current status of the Institutional Effectiveness Council's Program Review and Integrated Planning efforts? • Operations Council's Update. • Should the charters of the three councils be reviewed and potentially revised based upon an informal assessment of their	Council Chairs (50 min)	Student Success Council ▪ Three project teams presented to Council w/100 recommendations ▪ Council discussed comprehensively - talking about framework and philosophy vs detailed implementation in reports ▪ Start Right & IPaSS – reports accepted regarding framework and philosophy ▪ Clarified Pathways– framework and approach accepted with request for team to consider undecided pathway after initial rollout cycle

| effectiveness over the last several months? If so, who should conduct this assessment? | | Team chairs under the impression that if supported it was time for implementation Reports provide guide but not a dictated path Concern by one team member of possible insufficient student services reps on SSC Council chair seeking direction on next steps What is role of council outside of accepting reports from project teams Is council just a channel of information or is there decision-making involved Recommendations go to responsible manager w/expertise and staff to implement Implementation not only affected by resources but influence and control Equity lens needs to be applied to recommendations from teams SSC potentially responsible for reporting out to the college on recommendations and provide accountability of details ELT member expressed frustration that first experience with new governance process involved the most important work of the college – redesigning the student experience ELT member cautioned ELT on rejecting recommendations and couching rejections in the lack of resources; could appear disingenuous and dismissive of project team's work ELT member expressed that ELT didn't need to see communication from student services administrators Need to build mechanism on receiving reports on implementation of recommendations Project teams praised for volume and quality of work accomplished Recommendations have planned check-in points to council as implementation occurs have President/VP attend meeting of project team to explain next steps |

		▪ ELT's next step – recommendation coming to next meeting
		Institutional Effectiveness Council ▪ Integrated Planning Improvement Team completed most of charter ▪ Work related to calendar and integrated guide still in progress ▪ Recommendation coming to next meeting to extend team in order to complete work ▪ IT/Research working with specs proposed and begun technology work
		Operations Council ▪ Managed printer services with goal of standardizing campus-wide printing ▪ Potential gradual shift of large copiers/printers to campus-wide req ▪ Facilities master plan ▪ PFE & CDF budget information presentation ▪ Increased cost of student help but no increase in student help allocation; hiring fewer student help ▪ Short on police officers

DECISIONS ON ACTION ITEMS: Outcomes and notes about decisions made and next steps required on items that had been previously discussed.

Topic/Question	Consensus Outcome & Decision	Contextual Notes/Next Steps
Acceptance of April 2018 ELT Notes	Thumbs up	
Review and recommend the REVISED processes for initiating and operating project teams within our new governance structure.	Thumbs up	▪ Forms and information updated based on study session ▪ Clarification of terminology related to council leadership (chair/co-chair)vs project leadership (lead/co-lead) ▪ difference between lead/chair and steward ▪ These are work-in-progress documents which will be adjusted as we move through the process
Review and recommend the REVISED list of project teams in preparation for the 2018-19 Academic Year.	Thumbs up (1 abstention related to volume of work proposed)	▪ Recognition of the volume of work ▪ Modifications made to Project Sequencing chart - top three on chart are continuation teams: (ELSS, Integrated Planning Improvement & Clarify Program Paths)

		- Next 4 initiated now: ARC Online (w/possible district coordination), Institutional Equity Plan, Facilities Master Plan (district coordinating); Wellness Center (w/possible district coordination)

DISCUSSION ITEMS: Notes about new items that had not been previously discussed. Discussion of items may relate to information sharing or items upon which action may need to be taken at a future meeting.

Topic	Person Responsible	Contextual Notes/Next Steps
Should the Council Charters be reviewed and potentially revised based upon an informal assessment of their effectiveness over the last several months? If so, who should conduct this assessment?	All (5 min)	Tabled for May 14, 2018 meeting
What are the most critical elements of the May 14, 2018 meeting of the ELT – the final meeting for this year?	Thomas (5 min)	Project team initiation forms Recommendations of three project reports

FUTURE/NEW AGENDA ITEMS AND OTHER ITEMS FOR FOLLOW-UP: Identify items that, based on the proceedings of the meeting, are requested to be placed as a discussion item at a future meeting and/or requests for action by the chair and or team members prior to the next meeting.   to be discussed at a future meeting.

Topic	Person Responsible	Notes/Due Date

Name of Council/Team: Executive Leadership Team		

Date: May 14, 2018 **Time:** 3:00-5:00 pm	Location/Room #: Aquarium CR Call-In Number: N/A Call-In Code: N/A

Facilitator(s): Thomas Greene

Timekeeper: TBD

Note Taker: Sue McCoy

Attendees:
Thomas Greene, College President
Lisa Aguilera Lawrenson, Vice President of Instruction
Robin Neal, Vice President of Student Services
Kuldeep Kaur, Vice President, Administration
Adam Karp, Dean, Planning, Research, & Technology
Gary Aguilar, Academic Senate President
~~Tony Giusti, Academic Senate Past President~~
Alisa, Shubb, Academic Senate Vice President
Janay Lovering, Academic Senate Secretary
Olga Prizhbilov, Classified Senate President
~~Tamara Floyd, Classified Senate Past President~~
~~Nicole Williams, Classified Senate Vice President~~
Deborah Hernandez, Associated Student Body President
~~Earl Crouchley, Associated Student Body Vice President~~
Scott Crow, Public Information Officer

Objective of meeting:
To receive and discuss the recommendations of the Institutional Effectiveness Council related to the Integrated Planning Improvement project team. To present for discussion and input the project initiation of four new and three renewed project teams for the 2018-19 academic year. To consider the recommendations of the Student Success Council related to the IPaSS, Start Right, and Clarify Program Paths project team reports.

Supporting Resources:
• Meeting Minutes from May 7, 2018
• Student Success Council-Project Team Recommendation
• Project Initiation Documents for four new and three renewed project teams

REPORT ON ACTION ITEMS FROM PREVIOUS MEETING:

Topic/Question	Person Responsible	Status/Contextual Notes
N/A		

DECISIONS ON ACTION ITEMS: Outcomes and notes about decisions made and next steps required on items that had been previously discussed.

Topic/Question	Consensus Outcome & Decision	Contextual Notes/Next Steps

Approval of May 7, 2018 Notes	Thumbs up	

Student Success Council recommendation related to Clarify Program Paths, IPaSS and Start Right Project Teams	Consensus Reached w/three sideways thumbs	T. Greene
		▪ Any concerns expressed prior to meeting to be addressed
		▪ Concerns centered around letter from student services administration
		▪ Discussed at monthly meeting with administrators and academic senate officers
		▪ Unintended concerns – are we really committed to doing the work?
		▪ Concern over specificity in reports
		▪ Review of redacted passages
		▪ Concerns related to resource allocation need to be addressed but not needed in SSC recommendation
		▪ We've committed ourselves to the work involved in improving our students' experience
		▪ It's a risk – risk requires trust
		▪ SSC will need guidance from ELT on overseeing work/recommendations
		▪ Following redaction, faculty still expressed concerns
		  - Did council veer from recommendations?
		  - Are we really serious about making the changes
		▪ Will the administration make arbitrary decisions moving us away from report recommendations
		▪ Need language to ensure that doesn't happen
		▪ Everyone agrees with intent and work of reports
		▪ But decisions about how to move resources around require flexibility
		
		G. Aguilar
		▪ Spoke to faculty leads regarding SS admin letter brought forward
		▪ That process weakened the trust
		▪ Now reading with distrusting eyes
		▪ Need acknowledgement first of how quickly trust was lost
		▪ Leads given the opportunity to debrief and provide improvement for subsequent years
		▪ Truly surprised at emotional response
		
		L. Lawrenson

		▪ Need further discussion on process concerns ▪ Lack of training G. Aguilar ▪ Concerns related to formal document being brought forward ▪ Perhaps second meeting or elongated meeting to provide opportunity to understand/digest ▪ First attempt at new governance process involved most important work of college T. Greene ▪ Thought about concerns over week / weekend ▪ How do we make decisions – they're made all the time ▪ Made where it makes the most sense ▪ Council & ELT would monitor ▪ Have history of addressing concerns as brought forward ▪ Take responsibility that letter wasn't helpful ▪ Learn from it and recognize it moving forward ▪ Intent was never to jeopardize trust and hurt people G. Aguilar ▪ Goals of governance process was to eliminate silos ▪ Some never felt the divide more than now – instruction vs. student services; faculty vs. administrators T. Greene ▪ Only three months into new governance process ▪ We're still building and refining R. Neal ▪ Analogy – think about what a child looks like at 3 months - totally dependent ▪ That's where we are with this process ▪ Still need dependence on one another ▪ No intention of harm or hurt ▪ Felt we needed to feed the baby an extra bottle and caused upset ▪ We'll learn from this

		▪ Not trying to make light of situation but we're nurturing a life
		A. Shubb ▪ Baby was premature ▪ We had timing issues
		R. Neal ▪ With new process, we're not going to do everything right the first time
		G. Aguilar ▪ Doing a thumbs sideways just to reflect some concerns expressed by faculty but ready to move forward
		A. Shubb ▪ In consensus, you don't all have to agree; just agree enough to support moving forward ▪ Can move forward with sideways thumb
		D. Hernandez ▪ Need clarification on recommendations and redacted letter ▪ Recommendations taken seriously and concerns expressed/handled by administrators or ELT? ▪ Clarification on process
		T. Greene ▪ Concerns are moved up the chain ▪ No prescribed formula on resolving every concern
		D. Hernandez ▪ Recommendations can be modified as they implemented?
		T. Greene ▪ Recommendations can be modified ▪ Current systems may not support all recommendations
		Consensus vote taken
		T Greene ▪ We're committing ourselves to redesigning the student's experience ▪ Appreciate leadership and work that got us here

DISCUSSION ITEMS: Notes about new items that had not been previously discussed. Discussion of items may relate to information sharing or items upon which action may need to be taken at a future meeting.		
Topic	**Person Responsible**	**Contextual Notes/Next Steps**
What are the recommendations of the Institutional Effectiveness Council's Integrated Planning Improvement project team?	Kuldeep Kaur & Alisa Shubb (15 min)	▪ Reviewed IPI team's model – consensus moving forward to build system as mocked up ▪ Parts still need refinement and improvement ▪ Council also approved continuation of team's work in 18-19 ▪ Presentation in ELT in early fall ▪ Beta testing first two weeks of September ▪ Program review and annual unit planning ▪ Approved by academic senate ▪ Council will more broadly vet the system across the college ▪ Appreciation for the work produced by the team and council
What input does the ELT have in the membership of the four new and three renewed project teams for 2018-19?	Thomas Greene (30 min)	<u>Integrated Planning Improvement (IPI)</u> ▪ Kuldeep/Alisa to provide specifics ▪ Also need to provide any recommendations to membership <u>Clarify Program Paths</u> ▪ Lead is Bill Simpson ▪ Tony Giusti as team member ▪ Team recommendations from Bill Simpson ▪ Streamlined team for doing the actual work ▪ List Bill Simpsonas Project Steward ▪ Career Center rep to be classified employee ▪ *Action Required: Send team list to Bill Simpson for his confirmation* <u>Enterprise Level Scheduling Solution (ELSS)</u> ▪ District process driving implementation ▪ Kale provided list of team membership ▪ Kale and Dyne reps to District team ▪ Renewal is indicated on form as team been informally meeting but were never officially chartered ▪ Taskforce through PCC ▪ Will now be considered new team <u>ARC Online 2.0</u>

		▪ Recommended Marsha Reske as Chair
		▪ Still needing faculty chair
		▪ Possible district-wide coordinated effort
		▪ Team composition based on district action
		▪ Online college trailer bill came out w/May revise
		- BOG will act as board of trustees
		- Chancellor has authority to contract (w/o biding process) w/community college district for collective bargaining contracts
		- BOG will hire CEO; CEO hires admin team and faculty (based on collective bargaining)
		- Removed that college can award certificates/degrees; now credentials
		▪ Perception by faculty: all working moving forward with a tremendous load
		▪ Questioning already have steward assigned; thought process was to identify lead/co-lead and then determine if steward is necessary
		▪ Cheri Jones already asked preliminary perform work that will influence work of several different items

Facilities Master Plan
- ▪ Second district-wide process
- ▪ They'll dictate tempo of team
- ▪ Cheryl Sears identified as team lead; could also shift to instructional dean
- ▪ Having wide variety of instructional faculty helpful
- ▪ Kuldeep to discuss w/Pablo regarding process
- ▪ Strong interest in sciences having a voice; tech ed as well
- ▪ Look at building age; maintenance requests
- ▪ Does uncompleted work of the previous plan fall off
- ▪ 2003 team membership: PES, rep from each instructional area, IT, IMS, research, DSPS, 2 from buildings/grounds; 3 from LPA
- ▪ Side Note:
  - T. Greene experienced virtual reality tour of new STEM building on Friday
  - Will take to potential donors after rendering in some potential naming

		Wellness Center • District-wide effort • Second reading for student health fee in June (BOT) • No identified leads yet Institutional Equity Plan • Joshua Moon Johnson as lead • In conversations regarding faculty lead Miscellaneous • Is the notetaker tied to administrator on team? Nothing in initiation request to specify notetaker • Thomas and Kuldeep following up on process of paying students
Should the Council Charters be reviewed and potentially revised based upon an informal assessment of their effectiveness over the last several months? If so, who should conduct this assessment?	Thomas Greene (15 min)	L. Lawrenson • Imperative to clarify to SSC, what does it mean to coordinate A. Shubb • Need greater detail regarding coordinating; checking in on teams • Council check in on teams to make certain they're staying on track • Decision making – does it need broader input • Address general concerns L. Lawrenson • SSC met w/project leads routinely; worked well • Certain items brought forward to leads not best handled by the entire council A. Karp • Project team provide monthly update to council A. Shubb • When teams use standardized agendas/notes; notes can be given directly to council • Notes can include areas where decisions need to be made or help provided • Doesn't address personnel/personality issues • Need some training on facilitative leadership and consensus model

		▪ Some elements already in place for check in /monitoring A. Karp ▪ What type of training do we provide to leads/co-leads who may be new to leadership T. Greene ▪ Council co-chairs facilitate meetings w/leads/co-leads as part of schedule ▪ Perhaps formalize L. Lawrenson ▪ What is the role of the council in coordinating K. Kaur ▪ Timeline of deliverable ▪ Timeline of vetting w/council ▪ Institution familiar with first reading, second reading, vote/approval T. Greene ▪ Built into process ▪ Actual time to conduct work is reduced A. Shubb ▪ Team process seems further along than council's process ▪ Role of council has not been explored as deeply as necessary ▪ Council sponsoring/assisting teams but not weighing in the team's decision T. Greene ▪ Responsibility of the council to monitor the implementation once the team recommendation is done ▪ Perhaps ELT has study session around the council roles (early August)? ▪ ELT will review council charters with input from others ▪ ELT and council co-chairs not in the room G. Aguilar ▪ Consider adding all chairs / co-chairs to ELT membership T. Greene ▪ Will look at that and ELT charter as well

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Topic	**Person Responsible**	**Notes/Due Date**
N/A		