Executive Leadership Team

Meeting Agenda

NAME OF COUNCIL/TEAM: Executive Leadership Team		
OBJECTIVE OF MEETING: ELT Retreat: (1) prepare for the upcoming 2018-19 governance cycle by reviewing charters and considering changes to council composition; (2) discuss the ARC Redesign Implementation Plan and Timeline which was informed by the work of the 2017-18 project teams		
DATE: 08/17/2018 **TIME:** 10:00am	**LOCATION/ROOM #:** Student Center Board Room **CALL-IN NUMBER:** **CALL-IN CODE:**	
FACILITATOR(S): Thomas Greene		
TIMEKEEPER:		
ASSISTANT: Sue McCoy		
ATTENDEES:		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
UPDATES AND BRIEF REPORTS		
Topic	**Person(s) Responsible**	**Time Alloted**
Welcome	Thomas Greene	10 min.
Creating Connection (Ice Breaker)	All	15 min.
ACTION ITEMS:		
Question	**Person(s) Responsible**	**Time Allotted**
Draft Notes: Does the ELT agree to adopt the notes from the May 14, 2018 meeting?	Thomas Greene	5 min.
Draft Participation Charter: Are any adjustments needed? Does the ELT support adoption of the participation charter so that it can be introduced to members at the September 7th, 2018 governance orientation/training ?	Thomas Greene	30 min.
ELT Composition: Does the ELT support the proposal to revise its membership to include both the chairs and co-chairs of each council?	Thomas Greene	15 min.
Operations Council: Does the ELT support the proposal to revise the Operations Council membership to include representatives from the unions?	Kuldeep Kaur	15 min.
DISCUSSION ITEMS:		
Question	**Person(s) Responsible**	**Time Allotted**
ARC Redesign: Do the draft diagram and timeline clearly convey the work involved with the Redesign and how it will be implemented? Will these documents help the councils in their role of coordinating, supporting, and monitoring progress on those aspects which are	Thomas Greene	70 min.

within their purview?		
Draft Project Charters: What suggestions does the ELT have for strengthening and clarifying the draft project charters? This is a first reading to allow refinement prior to considering the charters for adoption at our next meeting.	Thomas Greene	70 min.
Council Charters: Do the existing council charters still accurately reflect the purpose, charge, and scope/deliverables of each council?	Thomas Greene	60 min.
Reflection: Think back on today's meeting and prepare to share your thoughts. (1) What went as you anticipated? What did not? (2) What insights did you gain or what peaked your interest for further exploration? (3) Applying an equity lens, were all the relevant perspectives represented and/or considered in the dialogue? If not, how could we do better next time? (4) Did we fully accomplish our objectives? If not, what was overlooked or needs to be further addressed? (5) What could we have done to enrich the dialogue and better inform our decisions?	All	15 min.

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
Adoption of final project charters (2nd reading at Sept. 10th meeting)	Thomas Greene

OTHER INFORMATION: