

# Executive Leadership Team

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Executive Leadership Team		
<b>OBJECTIVE OF MEETING:</b> 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.		
<b>DATE:</b> 02/04/2019 <b>TIME:</b> 3:00 pm - 5:00 pm	<b>LOCATION/ROOM #:</b> Admin Conference Room <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Thomas Greene		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Sue McCoy		
<b>MEMBERS PRESENT:</b> 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		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
<b>UPDATES AND BRIEF REPORTS:</b>		
Topic	Person(s) Responsible	Notes
Council Chairs and/or Co-Chairs will provide an update on the work of their Councils, including the efforts of their respective project teams.	Council Chairs/Co-Chairs	<p>Student Success Council</p> <ul style="list-style-type: none"> <li>- meeting this week</li> <li>- discussing upcoming project teams, program paths end of semester report</li> <li>- ELSS continuing with possible resources groups to gain more information</li> </ul> <p>Operations Council</p> <ul style="list-style-type: none"> <li>- met in January</li> <li>- reviewed governor's proposed budget and implications</li> <li>- received updates on facilities projects and technology</li> <li>- reviewed work of wayfinders group which is folded into FMP</li> <li>- second reading of FMP and forwarded to ELT for first reading</li> </ul> <p>- Special update on communication from police chief regarding fire drills</p> <ul style="list-style-type: none"> <li>- Cpt Day put together calendar of fire drills</li> <li>- upcoming communication to college and students with heads up</li> <li>- draft communication from District outlines area managers are expected to oversee evacuation of their areas and faculty responsible for evacuating classroom</li> <li>- questions posed included status of stair evaluation devices for library and determination of training on where buildings are to evaluate</li> </ul> <p>IEP</p> <ul style="list-style-type: none"> <li>- no meeting since December</li> <li>- 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</li> </ul>
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"> <li>- architecture firm hired and currently in process of designing layout and looking at equipment</li> <li>- expected timeline is completion/opening in August 2019</li> <li>- engaging a consultant to assist with design of wellness center</li> <li>- conversation tomorrow at Chancellor's Exec to established district contracts for baseline surfaces</li> <li>- job description currently being drafted and going through the approval process</li> </ul>
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	<ul style="list-style-type: none"> <li>- district committee met yesterday and waiting for update</li> </ul>

Update on revisions and status of Draft Accreditation Midterm Report	Adam Karp	- reported above in IEP report - goes to BOT in February and the college has the opportunity to make final edits until March	
<b>ACTION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Decision(s)</b>	<b>Next Steps</b>
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	- 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	- 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 SSC 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	- work to begin on draft charter
Requesting Initiation of Project Team for the creation of a Strategic Enrollment Management Plan.	Thomas Greene	- 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
<b>DISCUSSION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Next Steps</b>	
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	- 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 headquarters 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	- 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	
<b>ITEMS FOR FUTURE CONSIDERATION:</b>			
<b>Topic</b>		<b>Contact Person</b>	

Campus Bookstore Consulting Corporation external analysis of LRCCD bookstore operations

Thomas Greene

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