Executive Leadership Team

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: 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	
TIMEKEEPER:	
ASSISTANT: 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	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	
UPDATES AND BRIEF REPORTS:	

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	Student Success Council - meeting this week - discussing upcoming project teams, program paths end of semester report - ELSS continuing with possible resources groups to gain more information Operations Council - 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 - Special update on communication from police chief regarding file drills - Cpt Day put together calendar of fire drills - 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 IEP - 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
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	- 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	- 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	- 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

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	- 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

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person

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