

# 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>		
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Notes</b>
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	<div>- reported above in IEP report</div> <div>- goes to BOT in February and the college has the opportunity to make final edits until March</div>	
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	<div>- Adam, Tressa and Cheri met in fall and came up with list of duties required for maintaining our governance system</div> <div>- supporting documents reflects what college is currently doing to maintain new system but also includes guesstimations of what might need to happen</div> <div>- document format lends itself as a tracking system to document changes</div> <div>- approved – thumbs up</div>	
Requesting Initiation of Project Team for the creation of an Educational Master Plan.	Thomas Greene	<div>- projects are initiated from both counsels and president's office</div> <div>- EMP Project Team already discussed earlier in ELT and decision made to delay</div> <div>- 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</div> <div>- to maintain balance of workload, EMP Project Team sponsored by SSC</div> <div>- lead/co-lead will begin working on charter (first draft to ELT in March)</div> <div>- approved – thumbs up</div>	<div>- work to begin on draft charter</div>
Requesting Initiation of Project Team for the creation of a Strategic Enrollment Management Plan.	Thomas Greene	<div>- discussed last spring and decided to sequence with a later start</div> <div>- designed to build on the ELSS Project Team</div> <div>- membership of this team likely to overlap with ELSS</div> <div>- Kale and Dyne will continue as lead/co-lead</div> <div>-lead/co-lead will begin working on charter (first draft to ELT in March)</div> <div>- approved – thumbs up</div>	<div>- work to begin on draft charter</div>
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	<div>- draft 2018 American River College Master Plan reviewed</div> <div>- used guidelines from 2012 master plan and added two more – sustainability and social justice/equity</div> <div>- potential interest in having LRPD headquarters located on campus as opposed to Ethan Way</div> <div>- discussed wayfinding plan which was incorporated into the plan</div> <div>- received feedback at convocation</div> <div>- looking to purchase equipment to allow in-house signage printing</div> <div>- question posed regarding any planned communication to share the draft plan campus wide – no thought given to that at this time</div> <div>- 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</div> <div>- appreciation to entire team for their great work</div>	
Review of Recommendations from the Integrated Planning Project Team (First Reading) Regarding the Integrated Planning Guide	Adam Karp, Alisa Shubb, Kuldeep Kaur	<div>- Integrated Planning Guide reviewed</div> <div>- Educational Master Plan, Equity Plan and Strategic Plan in the center to illustrate that they feed into all of the college's plans</div> <div>- appreciation expressed for a comprehensive deliverable as outlined in the charter</div>	
ITEMS FOR FUTURE CONSIDERATION:			
Topic		Contact Person	

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