Executive Leadership Team

Meeting Notes

NAME OF COUNCIL/TEAM: Executive Leadership Team	
OBJECTIVE OF MEETING: Consider recommendations from Facilities Master Plan and Integrated Planning Improvement Project Teams. Consider recommendations for new project teams. Review current and future project teams. Receive updates from Councils.	
DATE: 03/04/2019 **TIME:** 3:00 pm - 5:00 pm	**LOCATION/ROOM #:** Admin Conference Room **CALL-IN NUMBER:** **CALL-IN CODE:**
FACILITATOR(S): Thomas Greene / Lisa Lawrenson	
TIMEKEEPER:	
ASSISTANT: Sue McCoy	
MEMBERS PRESENT: Gary Aguilar, Thomas Greene, Adam Karp, Kuldeep Kaur, Lisa Lawrenson, Sarah Lehmann, Janay Lovering, Olga Prizhbilov, Rebeca Rico-Chavez, Alisa Shubb, William Simpson, Tressa Tabares, Alden Crow, Susan McCoy, Jeffrey Stephenson	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	
PLEASE NOTE THAT THE FINAL FACILITIES MASTER PLAN WILL BE UPLOADED MONDAY MORNING.	
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 - resource panel appointed for SEA, due to DO March 15 - short turnaround time for faculty response; can provide copy of draft to Academic Senate when submitted to DO - charters for enrollment management and education master plan Operations Council - received updates on safety, guardian app – encourage usage, and fire drills – all should be aware, not necessarily held responsible if something happens, all gender restrooms and signage - discussed indigenous land statement from Native American Resource Center; mining display near Davies Hall is offensive to Native Americans; currently searching for background information on display; potential display of native American art; guidelines in facilities master plan recognized and respect for Native American land Institutional Effectiveness Council - reviewed ACCJC midterm report - discussed integrated planning guide; project initiation for professional development; update from institutional equity plan team, data on demand, integrated planning portal development, alignment of goals and metrics between ARC and Vision for Success; alignment and timelines for Vision for success metrics, SEA compliance report, institutional equity plan, and CUE equity institute

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of February 4, 2019 ELT Notes	Thomas Greene	approved – thumbs up with noted changes - fire alarm schedules to fire drills - SCC to SSC - change reference of LRPD to LRPD headquarters	
Does the ELT support the recommendations of the Facilities Master Plan Project Team represented by the draft	Thomas Greene	- changes with wayfinders colors and symbols - LRPD moved from admin to promenade - keep discussion open re funeral services; still discussing square footage and making certain it reconciles with what we currently have - next step: Facilities Master Plan being vetted through District approval process - changes will be reported - question posed re: use of “red zone” in reference to our	

Campus Master Plan?		veteran students; didn't negatively translate for all veterans - can't predict everything and changes can be made in the future - implementation of wayfinding and zones will begin right away - thumbs up on approval of draft plan	
Does the ELT support the recommendations of the Integrated Planning Improvement Project Team represented by the draft integrated planning guide?	Thomas Greene	- no changes and no feedback since last presented - thumbs up on approval of draft guide	
Does ELT support the draft Charter of the Educational Master Planning Project Team?	Thomas Greene	- roles of team members not yet specified - very short timeline; perhaps develop more realistic timeline - no mention of how student voice will be included; possibly add to charter template as options - thumbs up on approval of draft charter - to be brought back to ELT with future changes	- return to ELT with future changes
Does ELT support the draft Charter of the Strategic Enrollment Management Project Team?	Thomas Greene	- changes include addition of item c.X on deliverables along with d & e. - much more conversation with DO regarding enrollment management - taking recommendations from Start Right and incorporating work with enrollment management - possibly seek feedback from department chairs as work begins to develop - be specific in charter and flow of deliverables - add in Academic Senate review - possibly add in monitoring of disaggregated student data - no mention of how student voice will be included; possibly add to charter templates as options - thumbs up on draft charter - to be brought back with future changes	- return to ELT with future changes
Does ELT support the recommendation from the Institutional Effectiveness Council to initiate a project team for Institutional Professional Development?	Adam Karp and Thomas Greene	- recommendation for project team came from development of institutional equity plan - greater focus and alignment with supporting effective teaching and learning - integration of SEA funding important - initiate earlier but perhaps team functions fall through spring - sequencing of team's work can be written into charter so that work accomplished earlier can/will be used in future work - thumbs up on project initiation	
Does the ELT support the final version of the Mid-Term Accreditation Report?	Adam Karp	- presented to Board of Trustees at February meeting - Board of Trustees approved - cleaned up to links on sources of evidence - March 15 submission to ACCJC - thumbs up on final report	
DISCUSSION ITEMS:			
Question	**Person(s) Responsible**	**Notes and Next Steps**	
What are the new and continuing project teams that we have committed to for the 2019-20 academic year, and what others are being/should be considered? What are next steps in the initiation of these project teams (e.g., Sustainability)?	All	- establish project teams so preliminary work can be done over the summer - end academic year with identification of team members for each - project initiation charter for sustainability coming to March Operations Council meeting - district governance morphing; project charters being developed at district level so do we need a local team to coordinate/facilitate work on campus (degree planner and Hobson Starfish early alert) - not certain we need project teams around these two at this time - project team at DO about simplifying the front door and streamlining onboarding - acknowledge Bill's work with reaching out to colleagues at other colleges - opportunity and need for project team about front door/onboarding or incorporate into strategic enrollment team - develop team(s) supporting and enhancing support of disproportionately	

		impacted student groups
How will the College acquire feedback on the ELT member's experience within the new governance system?	Adam Karp	- opening conversation on how we can collect feedback - started semester with training so did training provide the information/services needed - not only include members of current teams/projects but also members of the college community - look at usefulness of Basecamp; possibly run diagnostic to see how much it's being used - no formal commitment of using a specific platform in a certain circumstance - insufficient training - short survey for teams, councils and ELT and council chairs - discuss at meeting prior to end of semester - results may drive fall training - additional development for IGOR usage - include feedback on IGOR in survey
ITEMS FOR FUTURE CONSIDERATION:		
Topic		**Contact Person**