Executive Leadership Team

Meeting Agenda

NAME OF COUNCIL/TEAM: Executive Leadership Team		
OBJECTIVE OF MEETING:		
DATE: 03/04/2024 **TIME:** 3:00pm	**LOCATION/ROOM #:** ARC Student Center Boardroom **CALL-IN NUMBER:** **CALL-IN CODE:**	
FACILITATOR(S): Lisa Cardoza		
TIMEKEEPER:		
ASSISTANT: Amanda Lewis		
ATTENDEES:		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
Davies Project Team Charter: https://docs.google.com/document/d/1G2TKNh9bi_8fMg2q_QLve-hrgIE_GnbbTwSSbiNFWSQ/edit?usp=sharing 2023-2024 ARC Annual Unit Planning (AUP) Summary: https://drive.google.com/file/d/1NkudTGpbGGLfuyKpQNbjh0x5GnhsQLry/view?usp=sharing		
UPDATES AND BRIEF REPORTS		
Topic	**Person(s) Responsible**	**Time Alloted**
Council/Project Team highlights: Student Success Council		
Council/Project Team highlights: Operations Council		
Council/Project Team highlights: Institutional Effectiveness Council		
Constituency Group highlights: Academic Senate		
Constituency Group highlights: Classified Senate		
Constituency Group highlights: ASB Senate		
ACTION ITEMS:		
Question	**Person(s) Responsible**	**Time Allotted**
Portable Village 3 Project Team Charter https://docs.google.com/document/d/1G2TKNh9bi_8fMg2q_QLve-hrgIE_GnbbTwSSbiNFWSQ/edit?usp=sharing	Frank Kobayashi	
DISCUSSION ITEMS:		
Question	**Person(s) Responsible**	**Time Allotted**
Retiree Reception/Years of Service	Kaitlyn Collignon (PIO)	
Commencement	Kaitlyn Collignon (PIO)	
AB 1705 Math Validation Response	Brian Knirk (AS)	
2023-24 Annual Unit Planning (AUP) Summary Report https://drive.google.com/file/d/1NkudTGpbGGLfuyKpQNbjh0x5GnhsQLry/view?usp=sharing Background: The AUP Summary Report (see PDF attachment)		

summarizes actions taken by all Program Units that submitted AUPs in Fall 2023. The report also shows the relationship between actions, resource requests, and our Strategic Goals. Discussion: Discuss the frequency of department actions in relationship to our Strategic Goals. What goals are receiving attention from programs? What parts of our Strategic Goals are receiving less attention? How can this information inform Leadership priorities, plans, and communication in Spring and Fall 2024?	Jeffrey Sacha (IEC)	
2023-24 Annual Unit Planning (AUP) Summary Report https://drive.google.com/file/d/1NkudTGpbGGLfuyKpQNbjh0x5GnhsQLry/view?usp=sharing Background: The AUP Summary Report (see PDF attachment) summarizes actions taken by all Program Units that submitted AUPs in Fall 2023. The report also shows the relationship between actions, resource requests, and our Strategic Goals. Discussion and Recommendation: In the discussion about the AUP Summary report at IEC in February, some important questions and points were raised regarding administrative response to departments' plans and requests for support in their AUPs. The IEC expressed a desire to “close the loop” more transparently and effectively by ensuring that requests in the AUP are either met or addressed by management in a timely manner. The IEC recommends including institutional response as part of the AUP process. For example, Deans could document the response and support they provide to departments in the Integrated Planning Portal by a given date each Spring, and this process can be reflected in the Deans' evaluation process.	Jeffrey Sacha (IEC)	
Integrated Planning Document	Brian Knirk (AS)	
Space utilization study (if not covered by ops council.)	Brian Knirk (AS)	
ITEMS FOR FUTURE CONSIDERATION:		
Topic		**Contact Person**
OTHER INFORMATION:		