

Coordinating Committee
November 12, 2015
Meeting Synthesis

Members in attendance: Scott Cowan, Kevin Parker, Natalie Berens, Jen Foley, Maythee Kantar, Kevin Lindstrom, Richard Barnier, Corinne Salone, Adam Klepetar, Tracy Rahim, Cara Luebke, Angelique Calotescu, June Clark, Valerie Roberts, Mark Carlson, Ron Anderson, Jim Rice, Jim Anderson, Elsbeth Howe

Members by WebEx: Andy Nguenkam, Jim Grabowska, Richard Hanson, Becca Barnum, Josh Hanson, Barbara McDonald, Ralph Townsend, Jonathon Heimer, Jerry Jeffries

Members absent: Yunuke Nyanamba, Deidra Peaslee, Gretchen Long, Jonathan Heimer, Laura King, Ramon Padilla

Guests and staff: Kari Campbell, Jaime Simonsen

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1. Introductions
 2. Review September 28 meeting synthesis
 - No changes
 3. Review agenda
 4. Finalize Coordinating Committee charge document and commitments (Jim Anderson) – How do we engage with the work of the initiatives? *Attachment*
 - Jim Anderson reviewed the committee’s roles and responsibilities as outlined in the charge document
 - Josh brought forward the memo that was sent to bargaining units and student associations on October 15 by Vice Chancellor King regarding allocation framework draft design principles and shared that this felt like something the committee should review and discuss and provide a recommendation to Leadership Council.
 - Clarification that the document shared guiding principles to help guide the work and that it was agreed that work would go through the regular consultation channels.
 - Discussion:
 - I don’t see our group’s charge as reviewing the work of the various workgroups that will be working on the CTF initiatives. I think our group is responsible for connecting dots and making sure the necessary conversations are happening.
 - The challenge is to figure out what should come to this group – is the group responsible for reviewing CTF initiative work before it is able to move on
 - We should be a funnel and a communication channel

- The committee should be aware of the work as it moves forward – recognizing that there is past history and trust to build back up
 - There will be a lot of different pieces to keep track of especially when you add in the work happening at the campus level. Can there be a tracking mechanism to see this?
 - Suggestion made that instead of email that SharePoint might be a better way to share this information and have discussions between our meetings.
 - Encouragement to members to provide their input. We don't want to circumvent existing processes for consultation.
 - **ACTION ITEM:** Jaime will send the memo from Vice Chancellor King to the group
 - **ACTION ITEM:** Jaime will set-up a SharePoint site for Coordinating Committee
 - **DECISION:** Committee approved the charge document and commitments list
5. Review and discuss draft CTF project materials (Ron Anderson) – Attachments: Gantt charts, quarterly reporting template, communication plan
- Gantt Charts:
 - Clarification: the flags on the top are not an exhaustive list of meetings and consultation opportunities; the original CTF work plan document (dated 9/11/15) will become a historical record and will not be updated. Gantt charts will be updated quarterly and changes and shifts will be noted
 - Questions and suggestions for improvement discussed
 - we need to add details and clarification to understand what the work means; we need to communicate that dates may be adjusted; we need to clarify language such as acronyms and terms, and who is responsible for the work, connect to resources where available
 - Recognition that there's a balance between the urgency of the work and reality but Leadership Council is responsible for any adjust to timelines and deliverables
 - Communication and engagement plan
 - Jaime provided a brief overview on how the plan was developed. Pulling on people who were involved last year, lessons learned and guiding principles were drafted. The plan encourages two-way conversations and informal and formal approaches, recognizing that conversations will occur at the campus and statewide.
 - Ron expressed that this is an ongoing discussion that we should keep open and continue to come back to. This is shareable! That's part of our committee role!
 - Questions and suggestions for improvement discussed
 - How to best facilitate connections to campus teams and to share best practices (campus or regionally) and what is happening on campuses
 - We will need to clarify what our role is in terms of communication. There's also a question of the breadth of what will flow to us – it could be overwhelming.
 - Reporting template
 - Leadership Council adopted the committee's recommendation for the frequency of reporting (January, April, June)

- Questions and suggestions for improvement discussed:
 - include recommendations for best practices
 - consider in final layout putting next steps after the summary
 - provide examples with the reporting template
 - need to differentiate system-level vs. campus-level work
 - Barbara and Dick shared Leadership Council conversation
 - Presidents are driving the work at campus and that we will be expected to provide reports as laid out.
 - There is variability in how campuses are approaching this work; some are integrating with strategic planning, some aren't; we need to clarify campus responsibility and system responsibility. Same for communication networks – this is very complex and varied by campus.
 - There is not an expectation of homogeneity but we do expect that all presidents will report and be making progress. And let's remember we are all in this together.
 - **ACTION ITEM:** take the notes back and summarize our recommendations to Leadership Council.
6. Updates from Leadership Council (Dick Hanson and Barbara McDonald)
- Covered in previous conversation
7. Next meeting: December 9, 2:30-4:00pm
- Come prepared to talk about spring meeting schedule
 - Reminder to please let Jaime know if you are coming and how you are participating
8. Adjourned at 4:59pm!