



## *HLC Accreditation Evidence*

Title: Example - Executive Leadership Team Meeting Agenda and Minutes

Office of Origin: President

## AGENDA/MINUTES

Team Name	Executive Leadership Team
Date	06/08/2017
Time	12:00pm-4:00pm
Location	L-104 Barton County Campus

Facilitator		Charles Perkins			Recorder		Brenda Moreno	
Team members							Present X Absent O	
X	Ashley Anderson	X	Mark Dean	X	Dr. Carl Heilman	X	Angie Maddy	
X	Coleen Cape	X	Elaine Simmons	X	Brian Howe	X	Brenda Moreno	
X	Mike Cox	X	Jo Harrington	X	Julie Knoblich	X	Cathie Oshiro	
X	Charles Perkins	X	Myrna Perkins	X	Trevor Rolfs	X	Peter Solie	
X	Kurt Teal	X	Randy Thode	X	Sarah Riegel	X	Alexis Boeck	
X	David Deleon – Student	X	Devon Nelson – Student	O	Angie Hicks	O	Michelle Kaiser	
X	Amy Oelke	O	Bill Nash					
Guests								
Informational Items								
Web site with Agenda and Docs - <a href="http://internal.bartonccc.edu/presoffice/2017-executive-training-session.html">http://internal.bartonccc.edu/presoffice/2017-executive-training-session.html</a>								
Topics/Notes							Reporter	
<ul style="list-style-type: none"> <li>Review Core Priorities</li> </ul>								
<ul style="list-style-type: none"> <li>Review past years Goals and set next year's Goals</li> </ul>								
<ul style="list-style-type: none"> <li>Review and revise strategic plan</li> </ul>								
<ul style="list-style-type: none"> <li>Review and revise KPIs</li> </ul>								
<ul style="list-style-type: none"> <li></li> </ul>								
<ul style="list-style-type: none"> <li></li> </ul>								
<ul style="list-style-type: none"> <li></li> </ul>								
Action Items							Responsibility	
<ul style="list-style-type: none"> <li>Kept core priorities for another year</li> </ul>							Charles Perkins	
<ul style="list-style-type: none"> <li>Made changes to goals and updated strategic plan <a href="http://docs.bartonccc.edu/bartonplanning/strategicplanning/2017-2018/planningprocess/BartonStrategicPlan.pdf">http://docs.bartonccc.edu/bartonplanning/strategicplanning/2017-2018/planningprocess/BartonStrategicPlan.pdf</a></li> </ul>							Charles Perkins	
<ul style="list-style-type: none"> <li>Report to Board of Trustee changes - <a href="http://docs.bartonccc.edu/trustees/meetings/fy1617/201706/Agenda.pdf">http://docs.bartonccc.edu/trustees/meetings/fy1617/201706/Agenda.pdf</a></li> </ul>							Charles Perkins	
<ul style="list-style-type: none"> <li>Group decision to more effectively use Presidents staff</li> </ul>							Dr. Heilman	
<ul style="list-style-type: none"> <li></li> </ul>								

**ALWAYS KEEPING IN MIND:**

Barton Core Priorities (Values)/Strategic Plan Goals

Drive Student Success

Cultivate Community Engagement

Emphasize Institutional Effectiveness

Optimize Employee Experience