Executive Leadership Team (ELT)
Monday, July 1, 2019
2:30 p.m. – 4:30 p.m.
‘Ilima 202A
Facilitator: Louise Pagotto

Administrative Staff Members: Maria Bautista, Karen Boyer, Brian Furuto, Carol Hoshiko, No'eau Keōpūhiwa, Nāwa’a Napoleon, Louise Pagotto, John Richards, Joanne Whitaker

Members Absent: Karen Boyer, Nāwa’a Napoleon and Joanne Whitaker

Guests:

Previous Meeting Notes
Approval of Minutes
The meeting notes for June 24, 2019, were approved with amendments.

New Business
Running an Effective Meeting – No'eau K.
No'eau shared techniques on how to run effective meetings. Refer to the Atlassian website.

- Distinguish between effective and efficient.
- Effective meetings bring together the appropriate people for a specific purpose to discuss what is on the agenda, resulting in making a decision or solving a problem.
- Determine whether a meeting is required. Share an agenda and stick to agenda items.
- Capture notes/work on a whiteboard/easel pad to keep people engaged and to help produce results.
- Ensure everyone has enough background information to get the work done. Most meetings spend too much time reviewing information, resulting in less time to make a decision or solve a problem.
- At the end of the meeting, collect questions that could not be addressed on a Google doc to share and address at the next meeting.
- Feedback - Was it an effective meeting? Did we discuss agenda items? Did we produce results?
- Action: Joanne and No'eau will continue discussion as these techniques will be presented at the next CAC meeting in August.

Budget Next Steps – Louise P.
Discussed next steps on the budget.

Request to Fill – Louise P.
Internally – In order to optimize discussions, Dept. Chairs, Program Administrators and Vice Chancellors need only review Request to Fill form. The SF-1 form will be submitted once position recruitment has been approved.

Admin Updates
None reported.