Status of Task from ICOC Team Building Workshop

Item#	TASK:	Assigned to:	Status:	When it was completed:
1	Move the director's report to the beginning of ICOC meetings	ICOC Chair	Complete	April 15th ICOC meeting
2	Reduce the number of staff who are on the dais during ICOC meetings to include no more than two District staff and two support staff at any one time	ICOC Chair	Complete	April 15th ICOC meeting
3	Formalize the process for ad hoc committee formation and reporting: ad hoc committees formed by subcommittees should report to the ICOC through their subcommittee chair; ad hocs formed by the full ICOC should report to the ICOC through the ICOC Chair; ad hoc committees formed by the ICOC Chair should report to the appropriate subcommittee chair whenever possible, and then the subcommittee chair would report to the full ICOC	ICOC Chair	Work in process draft to be produced by Larry Goshorn	Completed May12
4	Assign governance responsibilities to the Executive Committee	ICOC Chair	In process – 2nd reading of ICOC By-Law May 20th meeting	Completed May 20
5	Insist on dashboard style reporting to the ICOC and develop consistent template for those reports	ICOC Chair and Subcommittee Chairs	Process started with Share point 360 project	TBD
6	Set firm time limits on reports to the ICOC and enforce them so that agendas and meeting times stay on track	ICOC Chair	Anny will contact Cheryl Ward	Completed May 4
7	Require that materials for discussion at ICOC meetings be provided no less than a week before to ICOC members so that materials can be reviewed in a timely and effective manner	ICOC Chair and Subcommittee Chairs	Memo from Chair & SB Chairs to staff April 30th	Completed by May 5
8	Develop a rotating schedule for ICOC members to consistently attend all Board meetings to ensure ICOC is kept abreast of Board actions and policies that affect the ICOC's responsibilities	Executive Subcommittee	Put on Executive/Governance subcommittee agenda for the June 2nd meeting	TBD
9	Develop new topic-driven agendas that makes it more transparent to the ICOC and members of the public what will actually be discussed at upcoming ICOC meetings	Larry Goshorn/Executive committee	Agenda has been refined to address concerns	Completed at April 15 ICOC Meeting
10	Ensure that data provided by staff is accurate	Subcommittee chairs	On-going	On-going
11	Focus staff reporting to the ICOC through one lead staff person, calling on other staff members only as needed	ICOC Chair	Chuck Brown is the person for all ICOC communication	Completed 2-28-10
12	Increase the consistency and comprehension of staff reports by developing and insisting on a standard format and content for those reports	Chair, Subcommittee Chairs, and Larry Goshorn	Larry Goshorn to develop standards by June 2nd Exec./Gov. Subcommittee meeting	TBD
13	Develop an integrated agenda between the ICOC and the Board to ensure that the ICOC reviews all required items in a timely and effective fashion, not after the fact	ICOC Chair, District Staff, Larry Goshorn	In progress by Larry Goshorn	TBD
14	Acknowledge limits of ICOC authority and influence	Entire ICOC	On-going	On-going

- **Yellow Highlight = Completion of Task**