BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

Executive Leadership Operating System (ELOS)

July 8, 2026 Executive Board Meeting Packet

EMP-001H - MEETING PACKET COVER SHEET

Student Leaders as Institutional Leaders

Packet ID	EMP-001
Document ID	EMP-001H
Meeting Date	Wednesday, July 8, 2026
Meeting Time	3:00 p.m. to 5:00 p.m.
Meeting Location	BCSGA Boardroom, Campus Center
Prepared For	BCSGA Executive Board

Purpose

This packet supports the initial rollout of the BCSGA Executive Leadership Operating System (ELOS). It is designed to help the Executive Board understand the purpose of ELOS, the immediate expectations being introduced, and the training modules that will be phased in during future Executive Board meetings.

Packet Contents

ID	Document	Purpose
EMP-001A	ELOS One-Page Overview	Quick explanation of the system and rollout.
EMP-001B	President's Flow Script	Presentation guide for the July 8 rollout.
EMP-001C	Committee Report Template	Standard report after committee meetings.
EMP-001D	Executive Officer Report Template	Standard written/read officer report format.
EMP-001E	Committee Meeting Notes Template	Simple note-taking tool for committee meetings.
EMP-001F	Action Item Tracker	Tracks assignments, owners, deadlines, and status.
EMP-001G	ELOS Training Rollout Timeline	Shows phased training for future meetings.
EMP-001H	Meeting Packet Cover Sheet	Table of contents and rollout guide.

July 8 Implementation Focus

- Introduce ELOS as the operating system for Executive Board leadership and documentation.
- Establish that written/read reports are now expected as a regular practice.
- Explain that committee representatives must prepare, participate, document, and report back.
- Clarify that full training will be phased in over upcoming Executive Board meetings.

Folder Placement

Save this cover sheet and all packet documents in: 03 Executive Meeting Packets / EMP-001 July 8 2026 Executive Meeting Packet

BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

1801 Panorama Drive, BCSGA Boardroom | Bakersfield, California 93305

EXECUTIVE BOARD MEETING

Wednesday, July 8th, 2026 **3:00 p.m. to 5:00 p.m.** **BCSGA Boardroom, Campus Center**

Meeting Zoom link: https://kccd-edu.zoom.us/j/87484152588?pwd=srbUXLw4bvzeILH9zlGyVfL4ZbLead.1

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1. CALL MEETING TO ORDER

2. ASCERTAINMENT OF QUORUM

A majority quorum must be established to hold a bona fide meeting.

3. CORRECTIONS TO THE MINUTES

The Body will discuss and correct minutes from previous meetings.

a. No previous minutes are currently listed for approval.

4. PUBLIC COMMENT

This segment of the meeting is reserved for persons desiring to address the Body on any matter of concern that is not stated on the agenda. A time limit of three (3) minutes per speaker and fifteen (15) minutes per topic shall be observed. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda. The Body may briefly respond to statements made or questions posed, however, for further information, please contact the BCSGA Vice President for the item of discussion to be placed on a future agenda. (Brown Act §54954.3)

a.

5. REPORTS OF THE ASSOCIATION

The chair shall recognize any officer of the association, including the BCSGA Advisor, to offer a report on official activities since the previous meeting and make any summary announcements deemed necessary for no longer than three minutes, save the advisor, who has infinite time.

a. Vice President
b. BCSGA Advisors (∞ mins)BCSGA Advisors

6. REPORTS FROM THE EXECUTIVE OFFICERS

The Chair shall recognize the Executive Officers and Departments to report for no longer than three minutes on the activities since the previous meeting.

a. Office of the President: The President will provide opening remarks regarding the vision, expectations, and leadership culture of the 102nd BCSGA Administration. Topics may include Executive Board professionalism, accountability, student representation, shared responsibility, communication, preparation, and follow-through.
b. Department of Student Organizations:
c. Department of Legislative Affairs:
d. Department of Finance:

7. UNFINISHED BUSINESS

Unless otherwise marked by an asterisk, all agenized items are action items upon which the Senate may take action. Action items may be taken out of the order to be presented at the discretion of the Chair. BCSGA supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to provide accommodations to people with disabilities attending the meeting. Please call the Office of Student Life at (661) 395-4614 as soon as possible to arrange for appropriate accommodation.

Agendas are posted 72 hours before the meetings commence in accordance with the Ralph M. Brown Act. Agendas are posted at the BCSGA bulletin board in front of the Bakersfield College Campus Center and online at www.bakersfieldcollege.edu/campus-life/bcsga.

If you would like to request a copy of any of the agenda items or supporting materials listed, please contact Office of Student Life at (661) 395-4355 or email studentlife@bakersfieldcollege.edu.

Items listed have already been discussed and thus are considered for Senate consideration.

None.

8. NEW BUSINESS

Executive Leadership Operating System (ELOS) Rollout: Shared Governance, Committee Representation, and Reporting Standards

The Body will discuss the initial rollout of the BCSGA Executive Leadership Operating System (ELOS), a leadership framework designed to support Executive Board operations, student representation, participatory governance, committee participation, reporting, documentation, and institutional memory.

Topics may include shared governance, Academic Senate 9+1 rights, participatory governance committees, committee note-taking, written and oral reporting standards, reporting templates, and the implementation timeline for future Executive Board meetings.

The Body may provide feedback and direction regarding the phased implementation of ELOS, including expectations for Executive Officer reports, committee reports, note-taking practices, and future leadership development modules.

Items listed have not already been discussed and thus are considered for Senate consideration.

9. ANNOUNCEMENTS

The Chair shall recognize in turn BCSGA Officers requesting the floor for a period not to exceed one minute.

Upcoming Executive Board meeting - August 5th, 2026.
Upcoming Senate meeting - July 15th, 2026.
Committee assignment updates - Submit Summer/Fall Schedule by July 15th, 2026 for accurate participatory committee appointments.
Future ELOS training modules and template rollout timeline.
Proposed future ELOS training modules include Shared Governance and Academic Senate 9+1 Rights, Participatory Governance Committees and Student Representation, Committee Note-Taking and Documentation, Written and Oral Reporting Standards, Executive Officer Reports and Committee Report Templates, Action Item Tracking and Follow-Up Procedures, Parliamentary Procedure and Effective Meeting Participation, and Annual Goals, Monthly Progress Tracking, and End-of-Year Transition Planning.

10. ADJOURNMENT

BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

Executive Leadership Operating System (ELOS)

One-Page Overview for July 8, 2026 Executive Board Meeting

Purpose: ELOS establishes a clear, consistent, and sustainable framework for Executive Board leadership, student representation, participatory governance, committee reporting, documentation, and institutional memory.

What ELOS Changes

- Executive Officers move from informal updates to documented leadership practice.
- Committee representatives prepare before meetings, participate during meetings, and report back after meetings.
- Written reports become the standard record; oral reports become concise summaries.
- Notes and action items are preserved so future administrations do not restart from zero.

BCSGA Leadership Cycle

Prepare	Attend	Document	Report	Act	Follow Up	Archive

July 8 Rollout

Immediate Expectations	Phased Training Modules
Written reports are now expected before designated meetings.	Shared Governance and Academic Senate 9+1 Rights
Committee representatives must report back after committee meetings.	Participatory Governance Committees and Student Representation
Notes should track discussion, decisions, action items, responsible person, and deadline.	Committee Note-Taking and Documentation
Templates will be introduced, tested, and refined with Executive Board feedback.	Written/Oral Reporting, Action Tracking, Parliamentary Procedure, and Annual Goals

Why This Matters

Student representation is strongest when it is prepared, documented, and connected to action. ELOS gives Executive Officers a repeatable process for using student voice in institutional spaces, communicating information back to BCSGA, and preserving knowledge for future leaders.

Guiding Standard: Leadership is stewardship. Every officer should leave BCSGA stronger than they found it.

EMP-001C – COMMITTEE REPORT TEMPLATE

BCSGA Executive Meeting Packet | July 8, 2026

Committee Name		**Meeting Date**	
Representative		**Position/Office**	
Committee Chair/Lead		**Meeting Time**	
Location/Zoom		**Report Submitted Date**	
Submitted To		**Next Meeting Date**	

Purpose of This Report

This report documents committee activity, identifies student impact, preserves institutional memory, and communicates items requiring BCSGA attention or follow-up. A committee assignment is not complete until this report is submitted.

1. Brief Summary

In 3–5 sentences, summarize what happened and why it matters to students or BCSGA.

2. Major Discussion Topics

Focus on items affecting students, BCSGA, college operations, policy, services, facilities, budget, access, equity, or student success.

Topic	Summary of Discussion	Student Impact

3. Decisions, Recommendations, or Outcomes

Record decisions made, recommendations discussed, votes taken, approvals, next steps, or items moved forward.

Decision/Outcome	Who Is Responsible?	Deadline/Next Step

4. Action Items

Action items should be specific and include an owner, deadline, and current status.

Task	Owner	Due Date	Status	Notes/Support Needed

5. Student Impact Checklist

Check any areas affected by the committee discussion. Add details below.

☐ Access	☐ Equity	☐ Affordability
☐ Safety	☐ Facilities	☐ Academic Programs
☐ Student Services	☐ Campus Climate	☐ Enrollment
☐ Technology	☐ Transportation	☐ Basic Needs

Details:

6. Questions for BCSGA

List questions, concerns, or items that require Executive Board or Senate discussion.

7. Recommended Follow-Up

Identify what BCSGA should do next, if anything. Examples: request more information, invite a speaker, assign a representative, draft a resolution, report to Senate, or monitor the issue.

Submission Standard

Submit this report by the deadline established by the President, Executive Board, or applicable ELOS procedure. If the committee discussed an urgent student-impact issue, notify the President or appropriate officer immediately rather than waiting for the next meeting.

Leadership Standard: A committee meeting is not complete until the representative reports back.

BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

EMP-001D – EXECUTIVE OFFICER REPORT TEMPLATE

Executive Leadership Operating System (ELOS)

Document ID	Version	Status	Effective Date
EMP-001D	1.0	Draft	July 2026

Purpose

This template provides a standard format for Executive Officers to submit written reports before Executive Board meetings. The report should summarize completed work, current projects, meetings attended, student concerns, challenges, upcoming priorities, and requests for support or direction.

Submission Standard

- Submit before each Executive Board meeting unless otherwise directed.
- Use concise, professional language.
- Identify student impact when applicable.
- Bring this report to the meeting and use the oral report to summarize major points.

Officer Information

Officer Name	
Position/Department	
Reporting Period	
Date Submitted	
Executive Meeting Date	
Prepared For	BCSGA Executive Board

1. Major Updates / Work Completed

List the most important work completed since the last report.

_____
_____
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_____

2. Meetings Attended

List meetings, committees, trainings, events, or institutional spaces attended in your official role.

_____
_____
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_____
_____
_____

3. Current Projects / Work in Progress

Identify active projects, their current status, and any next steps.

4. Student Concerns or Student Impact

Summarize student concerns received or institutional issues that may affect students. If none, write "No student impact identified."

5. Challenges / Barriers

Identify any obstacles, delays, unmet needs, or support required to complete your work.

6. Upcoming Priorities

List the most important items you plan to work on before the next Executive Board meeting.

7. Requests for Support or Direction

State what you need from the President, Executive Board, Senate, advisors, or campus partners.

_____
_____
_____
_____
_____
_____
_____

8. Action Items

Use this section to track assignments connected to your officer duties.

Task / Action Item	Responsible Person	Due Date	Status	Notes

Oral Report Guide

When called for your oral report, summarize only the most important points. Recommended structure:

- One major completed item.
- One important current priority.
- One student-impact issue, if applicable.
- One request for support or direction, if needed.

BCSGA EXECUTIVE LEADERSHIP OPERATING SYSTEM (ELOS)

EMP-001E – COMMITTEE MEETING NOTES TEMPLATE

July 8, 2026 Executive Meeting Packet | Draft Template

Purpose: Use this template during committee meetings to capture discussion, decisions, student impact, action items, responsible parties, and deadlines. After the meeting, use these notes to complete the Committee Report Template.

1. Meeting Information

Committee Name:		**Meeting Date:**	
Meeting Time:		**Location/Zoom:**	
Committee Chair/Lead:		**BCSGA Representative:**	
Agenda Reviewed:	Yes / No	**Supporting Docs Reviewed:**	Yes / No
Prepared Student-Impact Question:		**Urgent Item Identified:**	Yes / No

2. Five-Part Note Standard

Discussion	Decision	Action Item	Responsible Person	Deadline
What was talked about?	What was decided or recommended?	What needs to happen next?	Who owns the follow-up?	When is it due?

3. Major Discussion Topics

Agenda Item / Topic	Key Discussion Notes	Student Impact	Questions / Concerns

4. Decisions, Recommendations, or Votes

Decision / Recommendation	Who Made It	Student Impact	Follow-Up Needed

EMP-001E – COMMITTEE MEETING NOTES TEMPLATE

5. Student-Impact Questions Asked

Question Asked	Response / Clarification Provided	Follow-Up Needed

6. Action Items

Action Item	Responsible Person	Due Date	Status	Notes

7. Items to Report Back

Audience	What Needs to Be Reported	Urgency
Executive Board		Low / Medium / High
Senate		Low / Medium / High
Advisor / Office of Student Life		Low / Medium / High
Students / Campus Community		Low / Medium / High

8. After-Meeting Checklist

☐ Complete the Committee Report Template.
☐ Submit the report by the required deadline.
☐ Flag urgent student-impact items to the President or Executive Board.
☐ Add action items to the Action Item Tracker.
☐ Save or upload notes to the appropriate ELOS folder.
☐ Prepare a brief oral summary for the next Executive Board meeting if needed.

BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

Executive Leadership Operating System (ELOS)

EMP-001F - ACTION ITEM TRACKER

Document ID	Version	Status	Meeting Packet
EMP-001F	1.0	Draft	July 8, 2026 Executive Meeting

Purpose

This tracker is used to record assignments, deadlines, responsible parties, progress updates, and follow-up needs from Executive Board meetings, committee reports, and official BCSGA responsibilities. The purpose is to prevent assignments from being lost and to create a clear record of follow-through.

How to Use This Tracker

- Add each action item immediately after it is assigned.
- Identify one responsible person or office for every task.
- Assign a due date whenever possible.
- Update the status before each Executive Board meeting.
- Bring overdue or blocked items back to the Executive Board for direction.
- Archive completed trackers with the meeting packet or monthly records.

Action Item Tracker

#	Action Item / Task	Source	Responsible Person / Office	Date Assigned	Due Date	Status	Priority	Next Step / Support Needed
1						Not Started / In Progress / Completed / Blocked	High / Med / Low	
2						Not Started / In Progress / Completed / Blocked	High / Med / Low	
3						Not Started / In Progress / Completed / Blocked	High / Med / Low	
4						Not Started / In Progress /	High / Med / Low	

						Completed / Blocked		
5						Not Started / In Progress / Completed / Blocked	High / Med / Low	
6						Not Started / In Progress / Completed / Blocked	High / Med / Low	
7						Not Started / In Progress / Completed / Blocked	High / Med / Low	
8						Not Started / In Progress / Completed / Blocked	High / Med / Low	
9						Not Started / In Progress / Completed / Blocked	High / Med / Low	
10						Not Started / In Progress / Completed / Blocked	High / Med / Low	

Review Standard

At the end of each Executive Board meeting, the Chair or designee should review open action items, identify completed tasks, update overdue items, and confirm next steps. Action items should remain on the tracker until completed, revised, or formally closed.

BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

EXECUTIVE LEADERSHIP OPERATING SYSTEM (ELOS)

EMP-001G - ELOS TRAINING ROLLOUT TIMELINE

July 8, 2026 Executive Meeting Packet

Document ID	Version	Status	Placement
EMP-001G	1.0	Draft for Rollout	03 Executive Meeting Packets

Purpose

This timeline explains how ELOS will be introduced quickly on July 8 and then trained in manageable pieces throughout upcoming Executive Board meetings. The goal is to make the rollout clear, practical, and sustainable without overloading the first meeting.

Immediate Implementation - July 8, 2026

- **ELOS Launch:** Introduce ELOS as the Executive Board leadership system for preparation, representation, reporting, documentation, and continuity.
- **Written Reports Expected:** Begin establishing written/read reports as the standard for Executive Officers and committee representatives.
- **Committee Reports Expected:** Explain that committee service is not complete until the representative reports back to BCSGA.
- **Basic Note-Taking Standard:** Introduce the five-part notes structure: discussion, decision, action item, responsible person, and deadline.
- **Templates Introduced:** Present the Committee Report, Executive Officer Report, Committee Notes, and Action Item Tracker as rollout tools.

Phased Training Timeline

Timing	Training Focus	What Will Be Covered	Expected Outcome
July 8, 2026	ELOS Rollout and Expectations	Launch ELOS, explain why the system exists, introduce written/read reports, committee reporting, basic notes, and phased implementation.	All Executive Officers understand the new operating direction.
July 15, 2026	Senate Awareness and Alignment	Use the Senate meeting to reinforce that written reports, committee updates, and student-impact communication will become regular expectations.	Senate is aware that Executive operations are becoming more structured.
By July 15, 2026	Schedule Submission for Committee Appointments	Executive Officers submit Summer/Fall schedules so participatory committee appointments can be made accurately.	Committee assignments can be completed without avoidable scheduling conflicts.
August 5, 2026	Shared Governance, Academic Senate 9+1, and Committee Representation	Train officers on shared governance, Academic Senate 9+1 rights, participatory	Officers understand where decisions are discussed and how students can influence

Timing	Training Focus	What Will Be Covered	Expected Outcome
		governance committees, and how to leverage student voice.	them.
September 2026	Committee Note-Taking and Committee Reports	Practice using the Committee Meeting Notes Template and Committee Report Template with sample committee scenarios.	Officers can document meetings and submit useful reports.
October 2026	Executive Officer Reports and Action Item Tracking	Train officers on written/read Executive Officer Reports and using the Action Item Tracker to follow up on assignments.	Reports and assignments become easier to track across meetings.
November 2026	Parliamentary Procedure and Meeting Participation	Review basic meeting procedure, motions, discussion standards, and effective participation in Executive Board and Senate meetings.	Officers participate with more confidence and consistency.
December 2026	Mid-Year Review and Goals Check	Review progress, reporting habits, committee participation, challenges, and support needs before the spring term.	Executive Board identifies what is working and what needs correction.
Spring 2027	Transition Planning and Institutional Memory	Prepare end-of-year reports, update ELOS documents, organize archives, and prepare transition materials for the next administration.	Future leaders inherit a clearer record and stronger system.

Rollout Rule

July 8 is the launch, not the full training. The first meeting should establish expectations and introduce tools. Future Executive Board meetings should train each skill in smaller, practical pieces so officers can retain the information and use it immediately.

President's Reminder

The purpose of ELOS is to make leadership easier to execute, not harder. Each module should produce one practical improvement: better preparation, better notes, better reports, clearer action items, stronger committee participation, or cleaner transition records.

BCSGA EXECUTIVE LEADERSHIP OPERATING SYSTEM

How to use this annotated ELOS packet

TRAINING EXAMPLE — ILLUSTRATIVE ONLY. These are practice entries, not claims about actual committee decisions or officer assignments.

Original ELOS documents are preserved in their original order. **Blue outlines** mark fields to discuss; clickable PDF note icons contain coaching instructions. Worked example pages have been inserted after each form.

Training sequence

Step	Page(s) in original packet	What officers learn
1	6–7	Committee Report: summarize, document student impact, request follow-up
2	8–10	Executive Officer Report: write facts and deliver a short oral summary
3	11–12	Committee Notes: capture the five essential facts
4	13–14	Action Tracker: assign owner, deadline, status and follow-up

Live five-minute exercise

Show the marked form. Read the hypothetical sample directly after it. Ask officers to identify the difference between a discussion, a decision, and an action item. Then have them practice recording one example.

Accessibility tip

If projecting on a screen, zoom into the marked form and open note annotations when needed. The inserted example pages are easier to read than an entire form projected at once.

Record integrity

All added case details are intentionally marked as examples. Replace them with verified notes when officers submit actual reports. The July 2026 source packet is kept as historical training material; dates inside it are not a current October agenda.

BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

Executive Leadership Operating System (ELOS)

One-Page Overview for July 8, 2026 Executive Board Meeting

Purpose: ELOS establishes a clear, consistent, and sustainable framework for Executive Board leadership, student representation, participatory governance, committee reporting, documentation, and institutional memory.

What ELOS Changes

- Executive Officers move from informal updates to documented leadership practice.
- Committee representatives prepare before meetings, participate during meetings, and report back after meetings.
- Written reports become the standard record; oral reports become concise summaries.
- Notes and action items are preserved so future administrations do not restart from zero.

BCSGA Leadership Cycle

Prepare	Attend	Document	Report	Act	Follow Up	Archive

July 8 Rollout

Immediate Expectations	Phased Training Modules
Written reports are now expected before designated meetings.	Shared Governance and Academic Senate 9+1 Rights
Committee representatives must report back after committee meetings.	Participatory Governance Committees and Student Representation
Notes should track discussion, decisions, action items, responsible person, and deadline.	Committee Note-Taking and Documentation
Templates will be introduced, tested, and refined with Executive Board feedback.	Written/Oral Reporting, Action Tracking, Parliamentary Procedure, and Annual Goals

Why This Matters

Student representation is strongest when it is prepared, documented, and connected to action. ELOS gives Executive Officers a repeatable process for using student voice in institutional spaces, communicating information back to BCSGA, and preserving knowledge for future leaders.

Guiding Standard: Leadership is stewardship. Every officer should leave BCSGA stronger than they found it.

Bakersfield College Student Government Association | Executive Leadership Operating System (ELOS)

EMP-001C – COMMITTEE REPORT TEMPLATE

BCSGA Executive Meeting Packet | July 8, 2026

Committee Name		**Meeting Date**	
Representative		**Position/Office**	
Committee Chair/Lead		**Meeting Time**	
Location/Zoom		**Report Submitted Date**	
Submitted To		**Next Meeting Date**	

Purpose of This Report

This report documents committee activity, identifies student impact, preserves institutional memory, and communicates items requiring BCSGA attention or follow-up. A committee assignment is not complete until this report is submitted.

1. Brief Summary

In 3–5 sentences, summarize what happened and why it matters to students or BCSGA.

2. Major Discussion Topics

Focus on items affecting students, BCSGA, college operations, policy, services, facilities, budget, access, equity, or student success.

Topic	Summary of Discussion	Student Impact

3. Decisions, Recommendations, or Outcomes

Record decisions made, recommendations discussed, votes taken, approvals, next steps, or items moved forward.

Decision/Outcome	Who Is Responsible?	Deadline/Next Step

4. Action Items

Action items should be specific and include an owner, deadline, and current status.

Task	Owner	Due Date	Status	Notes/Support Needed

5. Student Impact Checklist

Check any areas affected by the committee discussion. Add details below.

☐ Access	☐ Equity	☐ Affordability
☐ Safety	☐ Facilities	☐ Academic Programs
☐ Student Services	☐ Campus Climate	☐ Enrollment
☐ Technology	☐ Transportation	☐ Basic Needs

Details:

6. Questions for BCSGA

List questions, concerns, or items that require Executive Board or Senate discussion.

7. Recommended Follow-Up

Identify what BCSGA should do next, if anything. Examples: request more information, invite a speaker, assign a representative, draft a resolution, report to Senate, or monitor the issue.

Submission Standard

Submit this report by the deadline established by the President, Executive Board, or applicable ELOS procedure. If the committee discussed an urgent student-impact issue, notify the President or appropriate officer immediately rather than waiting for the next meeting.

Leadership Standard: A committee meeting is not complete until the representative reports back.

BCSGA EXECUTIVE LEADERSHIP OPERATING SYSTEM

Completed example · Committee Report EMP-001C

TRAINING EXAMPLE — ILLUSTRATIVE ONLY. These are practice entries, not claims about actual committee decisions or officer assignments.

1. Identify the meeting

Field	Example
Committee	Facilities / Campus Operations (fictional training scenario)
Representative	Example Executive Officer
Meeting date	October 20, 2026
Chair / location	Sample chair / Campus meeting room

2. Brief summary

The committee discussed a proposed improvement to the availability of study areas. Members reviewed student feedback and asked for additional usage information before recommending any changes. No final decision was made at this meeting.

3. Topics and student impact

Topic	Discussion	Student impact
Study spaces	Possible adjustments to evening access	Could affect working students and evening classes
Student input	More survey responses requested	Students can help identify actual demand

4. Outcomes and follow-up

Outcome	Owner	Deadline
More information requested; no approval granted	Committee staff contact	Next meeting — date to confirm

5. What goes back to BCSGA

Report the open question: Do students need longer evening study-space access? Recommend gathering student feedback. Do not present a proposal as an adopted policy.

BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

EMP-001D – EXECUTIVE OFFICER REPORT TEMPLATE

Executive Leadership Operating System (ELOS)

Document ID	Version	Status	Effective Date
EMP-001D	1.0	Draft	July 2026

Purpose

This template provides a standard format for Executive Officers to submit written reports before Executive Board meetings. The report should summarize completed work, current projects, meetings attended, student concerns, challenges, upcoming priorities, and requests for support or direction.

Submission Standard

- Submit before each Executive Board meeting unless otherwise directed.
- Use concise, professional language.
- Identify student impact when applicable.
- Bring this report to the meeting and use the oral report to summarize major points.

Officer Information

Officer Name	
Position/Department	
Reporting Period	
Date Submitted	
Executive Meeting Date	
Prepared For	BCSGA Executive Board

1. Major Updates / Work Completed

List the most important work completed since the last report.

_____
_____
_____
_____
_____
_____
_____
_____

2. Meetings Attended

List meetings, committees, trainings, events, or institutional spaces attended in your official role.

_____
_____
_____
_____
_____
_____
_____

BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

3. Current Projects / Work in Progress

Identify active projects, their current status, and any next steps.

4. Student Concerns or Student Impact

Summarize student concerns received or institutional issues that may affect students. If none, write "No student impact identified."

5. Challenges / Barriers

Identify any obstacles, delays, unmet needs, or support required to complete your work.

6. Upcoming Priorities

List the most important items you plan to work on before the next Executive Board meeting.

7. Requests for Support or Direction

State what you need from the President, Executive Board, Senate, advisors, or campus partners.

BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

_____
_____
_____
_____
_____
_____
_____

8. Action Items

Use this section to track assignments connected to your officer duties.

Task / Action Item	Responsible Person	Due Date	Status	Notes

Oral Report Guide

When called for your oral report, summarize only the most important points. Recommended structure:

- One major completed item.
- One important current priority.
- One student-impact issue, if applicable.
- One request for support or direction, if needed.

BCSGA EXECUTIVE LEADERSHIP OPERATING SYSTEM

Completed example · Executive Officer Report EMP-001D

TRAINING EXAMPLE — ILLUSTRATIVE ONLY. These are practice entries, not claims about actual committee decisions or officer assignments.

Officer information

Field	Example
Officer / role	Khalfani Mackey / Office of the BCSGA President
Meeting date	October 28, 2026
Reporting period	October 2026

1. Work completed / 2. Meetings attended

Participated in the ACCT Leadership Congress in Chicago, October 21–24, 2026. Recorded selected sessions and organized notes on accreditation, governance representation, and student success discussions.

3. Current projects

Developing a repeatable ELOS reporting example for Executive Officers and improving follow-up documentation.

4. Possible student impact

National discussions can help student leaders ask informed questions about college planning. Specific policy impacts at Bakersfield College have not been established by the conference recordings.

5. Challenges / 6. Upcoming priorities

Challenge: translating lengthy discussions into usable, accurate summaries. Priority: demonstrate concise reporting and student-impact questions at an Executive Meeting.

7. Support requested

Ask officers to practice completing one sample report and identify where the instructions need improvement.

8. Action items

Task	Owner	Target date	Status
Prepare one annotated example	Office of President	October 28	Draft
Collect feedback on templates	Executive Board	Next meeting	Proposed

Oral report in one sentence

“I attended ACCT, recorded several important conversations, identified three themes, and turned my notes into this written ELOS report so officers can see the process.”

BCSGA EXECUTIVE LEADERSHIP OPERATING SYSTEM (ELOS)

EMP-001E – COMMITTEE MEETING NOTES TEMPLATE

July 8, 2026 Executive Meeting Packet | Draft Template

Purpose: Use this template during committee meetings to capture discussion, decisions, student impact, action items, responsible parties, and deadlines. After the meeting, use these notes to complete the Committee Report Template.

1. Meeting Information

Committee Name:		**Meeting Date:**	
Meeting Time:		**Location/Zoom:**	
Committee Chair/Lead:		**BCSGA Representative:**	
Agenda Reviewed:	Yes / No	**Supporting Docs Reviewed:**	Yes / No
Prepared Student-Impact Question:		**Urgent Item Identified:**	Yes / No

2. Five-Part Note Standard

Discussion	Decision	Action Item	Responsible Person	Deadline
What was talked about?	What was decided or recommended?	What needs to happen next?	Who owns the follow-up?	When is it due?

3. Major Discussion Topics

Agenda Item / Topic	Key Discussion Notes	Student Impact	Questions / Concerns

4. Decisions, Recommendations, or Votes

Decision / Recommendation	Who Made It	Student Impact	Follow-Up Needed

EMP-001E – COMMITTEE MEETING NOTES TEMPLATE

5. Student-Impact Questions Asked

Question Asked	Response / Clarification Provided	Follow-Up Needed

6. Action Items

Action Item	Responsible Person	Due Date	Status	Notes

7. Items to Report Back

Audience	What Needs to Be Reported	Urgency
Executive Board		Low / Medium / High
Senate		Low / Medium / High
Advisor / Office of Student Life		Low / Medium / High
Students / Campus Community		Low / Medium / High

8. After-Meeting Checklist

☐ Complete the Committee Report Template.
☐ Submit the report by the required deadline.
☐ Flag urgent student-impact items to the President or Executive Board.
☐ Add action items to the Action Item Tracker.
☐ Save or upload notes to the appropriate ELOS folder.
☐ Prepare a brief oral summary for the next Executive Board meeting if needed.

BCSGA EXECUTIVE LEADERSHIP OPERATING SYSTEM

Completed example · Committee Notes EMP-001E

TRAINING EXAMPLE — ILLUSTRATIVE ONLY. These are practice entries, not claims about actual committee decisions or officer assignments.

Before meeting

Committee: Sample Facilities Committee | Date: October 20, 2026 | Agenda reviewed: Yes | Prepared question: “How do current study-space hours affect students attending evening classes?”

Five-part note standard

Discussion	Decision	Action item	Responsible	Deadline
Evening access to study space	No decision; seek data	Request use and access data	Committee staff	Next meeting

Student-impact questions

Question asked	Response / clarification	Follow-up
Could extended access support working students?	Need usage data and student feedback	Ask BCSGA officers to collect comments

How notes become a report

Notes are rough evidence captured during a meeting. The Committee Report summarizes what was discussed, what was or was not decided, why students may care, and what happens next.

Remember

A proposal is not a decision. A question is not an assignment until an owner agrees or the body assigns it through appropriate procedure.

BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

Executive Leadership Operating System (ELOS)

EMP-001F - ACTION ITEM TRACKER

Document ID	Version	Status	Meeting Packet
EMP-001F	1.0	Draft	July 8, 2026 Executive Meeting

Purpose

This tracker is used to record assignments, deadlines, responsible parties, progress updates, and follow-up needs from Executive Board meetings, committee reports, and official BCSGA responsibilities. The purpose is to prevent assignments from being lost and to create a clear record of follow-through.

How to Use This Tracker

- Add each action item immediately after it is assigned.
- Identify one responsible person or office for every task.
- Assign a due date whenever possible.
- Update the status before each Executive Board meeting.
- Bring overdue or blocked items back to the Executive Board for direction.
- Archive completed trackers with the meeting packet or monthly records.

Action Item Tracker

#	Action Item / Task	Source	Responsible Person / Office	Date Assigned	Due Date	Status	Priority	Next Step / Support Needed
1						Not Started / In Progress / Completed / Blocked	High / Med / Low	
2						Not Started / In Progress / Completed / Blocked	High / Med / Low	
3						Not Started / In Progress / Completed / Blocked	High / Med / Low	
4						Not Started / In Progress /	High / Med / Low	

						Completed / Blocked		
5						Not Started / In Progress / Completed / Blocked	High / Med / Low	
6						Not Started / In Progress / Completed / Blocked	High / Med / Low	
7						Not Started / In Progress / Completed / Blocked	High / Med / Low	
8						Not Started / In Progress / Completed / Blocked	High / Med / Low	
9						Not Started / In Progress / Completed / Blocked	High / Med / Low	
10						Not Started / In Progress / Completed / Blocked	High / Med / Low	

Review Standard

At the end of each Executive Board meeting, the Chair or designee should review open action items, identify completed tasks, update overdue items, and confirm next steps. Action items should remain on the tracker until completed, revised, or formally closed.

BCSGA EXECUTIVE LEADERSHIP OPERATING SYSTEM

Completed example · Action Item Tracker EMP-001F

TRAINING EXAMPLE — ILLUSTRATIVE ONLY. These are practice entries, not claims about actual committee decisions or officer assignments.

The tracker is the follow-through step

Use this after drafting the Officer or Committee Report. The example below is hypothetical except that it uses known conference dates as context.

Task	Source	Owner	Due	Status
Prepare ELOS example from ACCT notes	Officer report	President	Oct 28	In progress
Practice committee-report form	Training discussion	Officer volunteers	Set at meeting	Proposed
Collect feedback on report form	ELOS training	Designated officer	Next meeting	Proposed

Follow-up rule

On the next meeting agenda, the chair asks: What was completed? What is blocked? What help is needed? The owner updates the status and the organization archives the record.

Common mistakes to avoid

Do not leave the responsible person blank. Do not use “soon” as a deadline. Do not mark work completed until the deliverable exists. Do not invent decisions, votes, or deadlines.

Try it yourself

During the training, ask officers to enter one realistic assignment, assign a responsible person, propose a due date, and identify the next check-in.

BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

EXECUTIVE LEADERSHIP OPERATING SYSTEM (ELOS)

EMP-001G - ELOS TRAINING ROLLOUT TIMELINE

July 8, 2026 Executive Meeting Packet

Document ID	Version	Status	Placement
EMP-001G	1.0	Draft for Rollout	03 Executive Meeting Packets

Purpose

This timeline explains how ELOS will be introduced quickly on July 8 and then trained in manageable pieces throughout upcoming Executive Board meetings. The goal is to make the rollout clear, practical, and sustainable without overloading the first meeting.

Immediate Implementation - July 8, 2026

- **ELOS Launch:** Introduce ELOS as the Executive Board leadership system for preparation, representation, reporting, documentation, and continuity.
- **Written Reports Expected:** Begin establishing written/read reports as the standard for Executive Officers and committee representatives.
- **Committee Reports Expected:** Explain that committee service is not complete until the representative reports back to BCSGA.
- **Basic Note-Taking Standard:** Introduce the five-part notes structure: discussion, decision, action item, responsible person, and deadline.
- **Templates Introduced:** Present the Committee Report, Executive Officer Report, Committee Notes, and Action Item Tracker as rollout tools.

Phased Training Timeline

Timing	Training Focus	What Will Be Covered	Expected Outcome
July 8, 2026	ELOS Rollout and Expectations	Launch ELOS, explain why the system exists, introduce written/read reports, committee reporting, basic notes, and phased implementation.	All Executive Officers understand the new operating direction.
July 15, 2026	Senate Awareness and Alignment	Use the Senate meeting to reinforce that written reports, committee updates, and student-impact communication will become regular expectations.	Senate is aware that Executive operations are becoming more structured.
By July 15, 2026	Schedule Submission for Committee Appointments	Executive Officers submit Summer/Fall schedules so participatory committee appointments can be made accurately.	Committee assignments can be completed without avoidable scheduling conflicts.
August 5, 2026	Shared Governance, Academic Senate 9+1, and Committee Representation	Train officers on shared governance, Academic Senate 9+1 rights, participatory	Officers understand where decisions are discussed and how students can influence

Timing	Training Focus	What Will Be Covered	Expected Outcome
		governance committees, and how to leverage student voice.	them.
September 2026	Committee Note-Taking and Committee Reports	Practice using the Committee Meeting Notes Template and Committee Report Template with sample committee scenarios.	Officers can document meetings and submit useful reports.
October 2026	Executive Officer Reports and Action Item Tracking	Train officers on written/read Executive Officer Reports and using the Action Item Tracker to follow up on assignments.	Reports and assignments become easier to track across meetings.
November 2026	Parliamentary Procedure and Meeting Participation	Review basic meeting procedure, motions, discussion standards, and effective participation in Executive Board and Senate meetings.	Officers participate with more confidence and consistency.
December 2026	Mid-Year Review and Goals Check	Review progress, reporting habits, committee participation, challenges, and support needs before the spring term.	Executive Board identifies what is working and what needs correction.
Spring 2027	Transition Planning and Institutional Memory	Prepare end-of-year reports, update ELOS documents, organize archives, and prepare transition materials for the next administration.	Future leaders inherit a clearer record and stronger system.

Rollout Rule

July 8 is the launch, not the full training. The first meeting should establish expectations and introduce tools. Future Executive Board meetings should train each skill in smaller, practical pieces so officers can retain the information and use it immediately.

President's Reminder

The purpose of ELOS is to make leadership easier to execute, not harder. Each module should produce one practical improvement: better preparation, better notes, better reports, clearer action items, stronger committee participation, or cleaner transition records.