

OPERATIONS COUNCIL MEETING MINUTES

Date: September 27, 2024 | Time: 1 p.m. - 2:30 p.m. | Location: RR111AB/Hybrid/Zoom | Recorder: Jessi



Members in Attendance	<p>Council Co-Chairs:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Jeff Shaffer <input checked="" type="checkbox"/> Jim Wentworth-Plato <p>Recorder:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Jessi Alley-Snell 	<p>Members:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Bob Cochran <input checked="" type="checkbox"/> Saby Waraich <input checked="" type="checkbox"/> Ashley Sears <input checked="" type="checkbox"/> Erin Gravelle <input checked="" type="checkbox"/> Delbert Dulle <input checked="" type="checkbox"/> Dejuan Tanner <input checked="" type="checkbox"/> Stephen Brouwers <input checked="" type="checkbox"/> Wesley Buchholz <input checked="" type="checkbox"/> Sunny Olsen <input checked="" type="checkbox"/> Breck Young 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Dennis Marks <input checked="" type="checkbox"/> Hillary Abbott <input checked="" type="checkbox"/> Felicia Arce <input checked="" type="checkbox"/> SD DeWaay <input checked="" type="checkbox"/> Nora Brodnicki <input checked="" type="checkbox"/> Keoni McHone <input checked="" type="checkbox"/> Jenny Miller <input checked="" type="checkbox"/> Bethany Day (ASG Rep Added 10-03-24) <input checked="" type="checkbox"/> Randi Hurt (ASG Rep Added 10-03-24) <input checked="" type="checkbox"/> Ron Prince (Bob Cochran Replacement)
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Topic/Items

- Welcome new members and re-introductions
- Review Shared Governance Charter and meeting structure
- Review our 'typical' meeting agenda
- Plan for Prioritization Retreat
- Begin Identifying Existing Committees/Group that Report to Finance Council
- Review commitments and deadlines

Meeting Summary for Finance Council In-Service Work Session Meeting

Quick Recap

The meeting focused on the development of shared governance groups, the potential dissolution of the CUDC (Campus Use and Development Committee), and the process of sharing information and conducting meetings. The team also discussed the process of submitting and organizing topics for meetings, the planning

for a retreat, and the need for a more structured approach to topics and committees. The conversation ended with plans for an upcoming retreat to define their scope and prioritize potential initiatives, with the aim of establishing a clear structure and process for the council by the end of the academic year.

Summary

The group discussed the ongoing development of shared governance groups, including the operations council, finance council, people and culture, student support, teaching and learning, and process support group. The focus was on defining the roles and responsibilities of these groups, with the oversight group providing direction and consistency. We discussed the need for more training and materials and the ongoing work on the Handbook. The discussion also touched on the future of committees, with some potentially being absorbed into the councils and others maintaining their own existence. The need for a team site for communication and logistics was also raised for future discussion. A Microsoft Teams site was created, and the group members were added. The team also discussed the creation of inboxes which the co-chairs have access to.

The operations council discussed the potential dissolution of the CUDC with some members expressing concerns about redundancy. They also discussed the idea of task forces for specific projects and the possibility of embedding certain groups within others. The operations council also explored the concept of "public meetings" and how to manage them effectively, considering different options such as webinars or chat forms. The operations council agreed to further discuss these issues during a retreat, with the aim of streamlining their structure and prioritizing projects for the year. The operations council team concluded public to us means Clackamas Community College and direct partners. The idea of categorizing public feedback before formulating the agenda was also brought up. The team acknowledged the need for consistency in the process but also recognized that it may take time to figure out what that consistency should be. The conversation ended with the understanding that the process is still being worked out and that adjustments will be made as necessary.

The team discussed the process of submitting and organizing topics for meetings, with a focus on setting a deadline for submissions to allow for agenda organization and posting. They also considered the decision-making process within different departments and the potential impact of certain decisions on other groups. The importance of considering safety and accessibility issues when making decisions was emphasized. Concerns about the lack of funding for strategic priorities, and the potential for more unfunded projects. The need for a consistent approval process for resources and the possibility of each council having a budget was discussed. The importance of respecting departmental domains and having oversight to manage projects was also highlighted. The concept of an equity tool for prioritizing projects based on their impact was introduced. We discussed a need for council representation in the decision-making process of funding and that would be best fitted to confirm who has cross-membership in the Budget Advisory Group. The operations council group discussed the creation of a matrix to track the origin of ideas and their alignment with strategic priorities. We also discussed creating a tree-like structure for a more organized approach to topics and committees. The idea of quarterly all-staff report-outs from each council was proposed to ensure everyone is informed and involved.

Next Steps

The team discussed the upcoming prioritization retreat, initially planned for October. However, due to scheduling conflicts and the importance of the Board meeting on the 16th, they decided to extend an existing workgroup meeting time. They considered two potential dates: November 6th and November 16th. The team agreed to send out a poll to determine the most available time slot. They also discussed the first official council meetings, which would start on October 16th.

- Jessi to send out a Doodle Poll to determine the best potential date for an Operations Council retreat.
- Determine the agenda for the Operations Council retreat based on the outcome of this meeting conversation.
 - Define scope and prioritize potential initiatives.
 - What sub-committees or task forces may report to us.

Upcoming Meeting Date	Start Time	End Time	Location
October 16, 2024	Noon	1:30 p.m.	Virtual via Zoom