OPERATIONS COUNCIL MEETING AGENDA

**Date**: September 27, 2024 | **Time**: 1 p.m. **-** 2:30 p.m. | **Location**: RR111/ Zoom Recorded | **Recorder**: Jessi

|  |  |
| --- | --- |
| **Purpose** | **Guiding Principles** |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic/Items** | **Category** | **Facilitator** | **Allotted Time** | **Key Points: Provide 50 words or less on expected outcome** |
| *If using AI notetaking or recording, remind participants that recording/AI notetaking will be used before enabling this feature.* |
| Reading of Land and Labor Acknowledgement |  |  | 5 min |  |
| 1. **Welcome new members and re-Introductions**
 | [ ]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information | Jim/Jeff | 20 min | Meet and greet, introductions and role at the college and where you think your role will fit in most to the Operations Council. |
| **2. Review Shared Governance Charter and meeting structure** | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information | Jeff | 10 min | High level reminder of what our shared governance structure looks like, how Finance Council fits into the larger scheme, and what our structure will look like moving forward this year.[Handbook](https://www.clackamas.edu/docs/default-source/shared-governance-templates/shared-goverenance-handbook_2024-2025.pdf?sfvrsn=d6a7606b_1%20) |
| **3.**  **Review our ‘typical’ meeting agenda** | [ ]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |  Jim/Jeff/Jessi | 15 min | Share the teams files siteWhat do our meetings look like (public, then with closed work sessions?)What does public mean? Recorded and video posted online, Zoom with attendees comments muted, allow comments, etc.?  |
| **4. Plan for Prioritization Retreat** | [x]  Discussion[x]  Decision[ ]  Advocacy[ ]  Information |  Jim/Jeff | 15 min | Plan the agenda, date, time for our annual prioritization retreat. This will be the time (at the beginning of the year, so SOON) when we will determine what major topics, task force/sub-groups we’d like to focus on for 2024-25, and discuss other implementation topics.  |
| **5.** **Begin Identifying Existing Committees/Group that Report to Finance Council**  | [x]  Discussion[x]  Decision[x]  Advocacy[ ]  Information |  All | 25 min | This will be our first main order of business, to begin to identify what existing committees, sub-committees, task forces, workgroups or advisory group would report up to this council (e.g. CUDC, Signage, etc.) |
| **6. Review commitments and deadlines** | [x]  Discussion[ ]  Decision[ ]  Advocacy[ ]  Information |  Jim | 5 min | Confirm recorder has it all down |

|  |
| --- |
| **Future Agenda Items for Meetings** |
|  **Topic/Item** | **Category** | **Key Points: Provide 50 words or less on expected outcome** | **Facilitator** |
| **1.**  | [ ]  Discussion[ ]  Decision[ ]  Advocacy[ ]  Information |  |  |
| **2.**  | [ ]  Discussion[ ]  Decision[ ]  Advocacy[ ]  Information |  |  |
| **3.**  | [ ]  Discussion[ ]  Decision[ ]  Advocacy[ ]  Information |  |  |
| **4.**  | [ ]  Discussion[ ]  Decision[ ]  Advocacy[ ]  Information |  |  |
| **Upcoming Meeting Date** | **Start Time** | **End Time** | **Location** |
| October 16, 2024 | 12 p.m.  | 1:30 p.m. | Virtual via Zoom |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Members in Attendance** | **Council Co-Chairs:**[ ]  Jim Wentworth-Plato[ ]  Jeff Shaffer**Recorder:**[ ]  Jessi Snell | **Members:**[ ]  Bob Cochran[ ]  Saby Waraich[ ]  Ashley Sears[ ]  Erin Gravelle[ ]  Delbert Dulley[ ]  Dejuan Tanner[ ]  Stephen Brouwers[ ]  Dennis Marks[ ]  Hillary Abbott | [ ]  Felicia Arce[ ]  SD DeWaay[ ]  Nora Brodnicki [ ]  Keoni McHone[ ]  Sunny Olsen [ ]  Breck Young [ ]  Jenny Miller[ ]  Wesley Buchholz |