

# OPERATIONS COUNCIL MEETING MINUTES

Date: October 16, 2024 | Time: 1 p.m. - 2:30 p.m. | Location: RR110/Hybrid/Zoom | Recorder: Jessi



<b>Members in Attendance</b>	<b>Council Co-Chairs:</b> <input checked="" type="checkbox"/> Jeff Shaffer <input checked="" type="checkbox"/> Jim Wentworth-Plato	<b>Members:</b> <input type="checkbox"/> Bob Cochran <input 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 type="checkbox"/> Sunny Olsen <input type="checkbox"/> Breck Young	<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 type="checkbox"/> Keoni Mchone <input checked="" type="checkbox"/> Jenny Miller <input checked="" type="checkbox"/> Hannah Legasse (ASG Rep) <input checked="" type="checkbox"/> Randi Hurt (ASG Rep) <input checked="" type="checkbox"/> Ron Prince (Bob Cochran Replacement)
	<b>Recorder:</b> <input checked="" type="checkbox"/> Jessi Alley-Snell		

## Topic/Items

- Welcome brief recap and opportunity for questions
- Retreat Update
- Committee List Review
- Committee Share Out
- Review commitments and deadlines. Closing Comments

## Quick Recap

The meeting focused on the structure and function of various committees and councils within the organization, with discussions on the need for a more streamlined and efficient approach to shared governance. The team also discussed the potential dissolution of certain committees and the reassignment of their subcommittees to the Operations Council, with a focus on the role of committees and the need for updates on their activities. Lastly, the conversation ended with discussions on the structure and content of future committee and workgroup share-outs, and the logistics of their meetings.

## Summary

The participants discussed their agenda and went over new information from the oversight committee. The focus of the meeting was clarifying the process for work sessions versus public sessions, which are internal discussions and work which will have a slightly different format than the public sessions which will be more decision-making and report-out-focused. Much of this work session went over the committee list to decide which groups will report to us and if we have membership and who will be responsible for reporting out updates from those committees. The conversation ended with introductions from two new representatives from the ASG department and welcoming our DEI committee member.

It was decided that the Campus Use and Development Committee (CUDC) has been integrated into our Operations Council. Other groups that fall under our scope and will report to us are:

- Food Service Committee (used to be part of the CUDC subcommittee) -this is to become a task force or work group when needed
- Grounds Committee (used to be part of the CUDC subcommittee)
- Signage Committee (used to be part of the CUDC subcommittee)
- Arts Acquisition (used to be part of the CUDC subcommittee)
- Environmental Health and Safety Committee (used to be part of the CUDC subcommittee)
- DIG - data integrity group
  - DAG – Data Advisory Group
  - D-Bug
- Colleague Users Group – testing updates and patches
- CCCTV Steering Group – might be operations – uncertain – community TV programming
- CCC Ready (this is going to get repurposed for current needs, Dennis is thinking something along the lines of an Emergency Response Group)
- All-staff Event Planning Committees (This group may report to multiple councils, but it involves many operational functions, and it would be helpful for updates)
  - Inservice (Fall, Winter Spring)
  - Spring Retiree
  - All-Staff Recognition
  - Graduation Planning
  - Grand Openings

The idea of having a formal sub-committee/task force report-out session at the end of each meeting was discussed, with the aim of providing a forum for updates on operational and campus-level projects. It was decided best to do these during our public meetings, allowing easy access to information for the college community. Hannah is going to give us ASG updates so that we can see if there is any way we can help and support them. We also determined that we would like Bond updates, and this will have operational impacts. Jim gave an example from his lens with grounds. Their last meeting reported that they are focusing on improving tree diversity to align with course

material. They are also planning on moving the large compost pile to its new location behind the greenhouses. Jim also discussed that ELC has stewardship Saturdays.

We are still discussing the best method for receiving this information to report to the group. The current idea of a shared document to capture updates and a point person responsible from our group who is on these committees.

The meeting also touched on the strategic planning groups, with Jenny confirming that two of them were still meeting. The group also the idea of a centralized contact list for community members. The conversation ended with the suggestion of discussing the importance of various college-wide issues during a retreat.

### Next Steps

The team discussed the upcoming prioritization retreat, planned for November 20<sup>th</sup>, 12 pm -3 pm. An agenda based on the results from this meeting will be created. 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.
  - Council members to identify any missing committees that may not be on the list that we reviewed.
  - Jim and Jeff to finalize the agenda for the retreat and send out any pre-work that may need to be reviewed.
  - Create a thorough charter: <https://webappsrv.clackamas.edu/committees/SSC/meetings/AdditionalDocuments/Student-Support-Council-Charter.pdf>

Upcoming Meeting Date	Start Time	End Time	Location
November 20, 2024 (Retreat)	Noon	3:00 p.m.	Virtual