

OPERATIONS COUNCIL MEETING MINUTES

Date: March 19, 2025, | **Time:** 12 p.m. - 1:30 p.m. | **Location:** RR110/Hybrid | **Recorder:** Jessi



Topic/Items

- Collecting FTE for Internal Events
- Feedback on IT Policies
- Updated Emergency Management Plan
- College Safety Uniform Update
- Drone Policy Conversation

Quick Recap

The team discussed the implementation of a new process for collecting Full-Time Equivalent (FTE) data, which aims to make FTE collection easier and more effective. They also discussed the process of organizing and tracking training events, and the need to streamline data collection for internal and external trainings to capture FTE data. The group discussed and reviewed a portion of the proposed IT policies. Also reviewed the updated Emergency Management Plan for the college, and discussed the need for effective communication of the plan to the college community. The director of College Safety proposed the development of a drone policy for the college.

Summary

FTE Data Collection Process Update

In the meeting, the team discussed the implementation of a new process for collecting Full-Time Equivalent (FTE) data. This process, developed in collaboration with events and conference services and community education, aims to make FTE collection easier and more effective. The new process eliminates the need for staff and faculty to understand or determine what may or may not qualify for FTE, as it will be handled by community education. The team also discussed the importance of collecting FTE data for funding purposes, particularly in high school programs and community ed programs. The new process will be demonstrated using the updated event form in 25 live.

The team discussed the process of organizing and tracking training events. They introduced a new feature in the 25 Live form that asks three additional questions for training events, including the training description, trainer's name, and whether Continuing Education Units (CEUs) are being awarded. These details are then automatically pulled into a custom report, which is sent to Adrienne's team to create the QR code and registration links for these events. The team emphasized that this process is designed to be easy for users and that most of the work will be done by the Events and Conference Services and Community Education teams. They also clarified that the new questions only apply to training events and not to other types of events.

In the meeting, the group discussed the challenges of managing large groups and the need for a more streamlined process. They also mentioned the need to collect FTE data for external groups and the potential for using QR codes for registration. Stephen

shared his ongoing work on a project to enhance data entry into Colleague, which could save time in the long run. The team agreed to continue the discussion in future meetings and to share information with department chairs and directors

Committee Liaison Update

Nora announced the donation of the Joe Meek sculpture to the Hillsborough Historical Society, which was well-received by the family of the sculpture's creator present at the event. She also mentioned that Caitlin Karsh is working on the student study space in the training center, with four new pieces of artwork approved for the space

It was brought up that there is an ongoing issue with non-service animals being brought into certain buildings, leading to discussions about signage and labeling. The Signage Committee is considering this issue and plans to meet in February to discuss it further.

- DRC has flyers about what is ok and not ok about Service animals on campus. The rule is that no animals other than service animals in buildings.

Dennis is engaging in a study for access control and security cameras on campus. He asked for anyone with specific concerns to email him and he will see if he can align those concerns with his study. The College Safety team is working with facilities to get updated evacuation maps out and standardize AEDs, First Aid kits, etc.

- They talked about the AED's robbery and alarming them and also giving instructions as well what to do if someone hears the alarm.
- This goes along with another project Ron is working with college services on locking down buildings when staff and students are not present.

Concern was expressed about the difficulty in finding and using the incident report form, particularly when it involved a student incident. The group agreed that the form was more staff-focused and suggested that we should research this more and see if any updates/changes are needed. Nora will email Ron and Brian to discuss the issue further. Jim agreed on the need for standardization in reporting incidents and injuries.

ASG is moving forward with its food survey for staff and students. The food committee is not actively functioning and was only operational when reviewing RFPs.

Concerns were brought up given the current governmental environment. Jeff discussed the challenges of not reacting quickly to executive orders and the importance of verifying their validity. He emphasized that most things are funded through acts of Congress, and no single branch of government can override another. It was asked to clarify the protocol for responding to law enforcement on campus, emphasizing the need to verify the legal validity of any requests. Sunny raised concerns about potential campus visits by law enforcement, and what to do at Harmony and Wilsonville not just the Oregon City Campus. Jeff let the group know there is ongoing work on communication plans. The college is making sure we handle each situation appropriately.