

**IN ATTENDANCE:** Jackie Lasch (Co-chair), Roger Corriveau (Co-chair), Kari Makepeace (Council Coordinator), Jos Accapadi, Beverlee Andrews, Marie Brady, Daniel Charriez, Sherri Dixon, Kathleen Hauser, Chili Heredia, Sonya Joseph, Amy Kleeman, Carmine LaPietra, Alex Larzabal, Mike Lergier, Joe Livingston, Jennifer Page, Paul Rooney, Jamie Rost, Michelle Sever, Darla Sharpe, Renee Simpson, Undria Stalling

## **MEETING SUMMARY**

### **I. PROGRESS AND/OR INFORMATIONAL REPORTS REVIEWED**

- A. New additions to the membership list were announced: Carl Creasman, Leslie Golden, Michael Lergier, and Undria Stalling.
- B. The proposed Operations Leadership Team Charge was shared and approved pending follow-up with Allen Bottorff regarding oversight of facility master planning. This charge will be shared with the Executive Council in December. The approved OLT Charge is as follows:
  - Enhance communication of future development and planned changes in the management of operational systems college-wide
  - Review technology master planning
  - Review calendar, commencement and campus-to-campus issues and communicate our findings to the Executive Council and our constituents
  - Assist each other with the development and implementation of corrective action related to audit findings
  - Review and assist in planning and training of emergency and disaster preparedness
  - When appropriate, coordinate cross-functional teams (including staff, faculty and students) to address new campus initiatives and provide solutions to existing college-wide challenges
  - Regularly inform our constituents of the work of the committee
  - Regularly report to the Executive Council the current work and seek counsel on possible future Work Teams
- C. The OLT reviewed the definitions of operations that were submitted by members via email after the last meeting and narrowed them down to the following working definition:
  - Operations is the administration of business practices to create the highest level of efficiency possible through the contribution and collaboration from various organizational units.

This definition will be sent out for feedback from the OLT via email by Kari Makepeace. Feedback will be due back by no later than Monday, November 10, 2014. Once feedback is received, modifications will be made to the working definition and resent to the OLT for approval. The approved definition will be shared with the Executive Council in December.
- D. The 2015-2016 College Calendar and calendar features were shared (*Attachment 1*). The OLT was asked to provide feedback on the calendar by no later than Tuesday, November 18, 2014 in order to allow time to incorporate any revisions and present to the Executive Council in December for final approval.
- E. The 2015-16 Budget timeline was reviewed (*Attachment 2*). The OLT was asked to provide feedback on the timeline by no later than Thursday, November 6, 2014 in order to allow time to incorporate any revisions prior to college-wide distribution scheduled for the week of November 10, 2014.

**II. OTHER TASKS ACCOMPLISHED AND/OR DECISIONS MADE DURING THE MEETING**

- A. The OLT reviewed the suggested topics for January, 2015 that came out of the small group brainstorming session in October and determined that the following topics should be discussed:
  - Safety/Security Innovations and future plans
  - College ID’s
  - Disaster/emergency preparedness plan
  - Super-circular update (February, 2015)

**III. FOLLOW-UP ACTION NEEDED AND PERSON RESPONSIBLE**

- A. Jackie Lasch and/or Roger Corriveau will follow-up with Allen Bottorff to inquire about including or excluding facility master planning in the OLT charge.
- B. The working definition of operations will be sent out for feedback from the OLT via email by Kari Makepeace. Feedback will be due back by no later than Monday, November 10, 2014.
- C. All OLT members were asked to provide feedback on the 2015-2016 College Calendar to Renee Simpson by no later than Tuesday, November 18, 2014.
- D. All OLT members were asked to provide feedback on the 2015-2016 Budget timeline to Sherri Dixon by no later than Thursday, November 6, 2014.

**IV. SUMMARY OF MEETING EVALUATION**

The Operations Leadership Team utilized the + / Δ evaluation method. Feedback was as follows:

+	Δ
Hearing the expertise coming from different branches of the college.	Take a formal vote “Yea, Nay, & Abstain” versus just “Yea & Nay”
Reviewing the college calendar.	Have minutes of previous meeting on screen.
Clarifying and finalizing the charge.	All members’ participation or send a designee.
Less people is good.	Possibly go around the room and discuss any “hot topics” that the members are currently dealing with. This has to be done rather quickly.
Efficient and to the point.	
Roger did a great job reviewing our charge.	
To determine what the charge of this group & where certain things (i.e. actions, questions) should be directed – what group.	Maybe I missed it or I didn’t get it because I am new, but if we were given points to review before the meeting it would help me be more prepared.
Everyone appeared to be on top of their game and contributing.	
Info sharing is very beneficial in knowing what is occurring at other parts of the college.	
We are already addressing important issues.	

**V. NEXT MEETING SCHEDULED**

The Operations Leadership Team will be meeting again on January 6, 2015 from 2:00-5:00pm at the District Office in Room 502.