



Operational Assembly Report September 2019

Meeting Notes

Attendees

Michael Garrity, Paul Jensen(Provided report), Jessica Rubalcaba, Mark Jason, Kurian Tharakunnel, Gail Krahenbuhl, Jodi Koslow Martin.

Committee Updates

Academic Affairs (P. Jensen): Seven Dean and Coordinator positions have been filled.

Dean of Business and Technology – Jennifer Davidson

Interim Dean of Health Career and Public Service – Pam Harmon

Coordinator of the Automotive Program – Robert Jaimes

Coordinator of the Honda Program – Mohsin (Moe) Habeeb

Coordinator for Visual Communications Program – Jill Lobianco-Bartalis

Coordinator for Radiologic Technology – Mary Elkins

Coordinator for the Computer Information Systems Program – Michael Henson

Guided pathways initiatives engage the entire campus – Nominations for the Steering committee have been solicited.

Student Affairs Rep (TBD): As the new Dean positions are filled, a new permanent Student Affairs representative will be selected. Ken Smith has started as the new Director of Admissions.

Business and Facilities (G. Abezetian): N/A

Human Resources (J. Klinger): N/A

Technology Rep (M. Jason): No technology update, but the department in general is working to fill a number of open vacancies.

Diversity Committee (G. Krahenbuhl / J. Koslow Martin): The committee is working to set their first meeting date of the year, hoping to have the first meeting later this month. They are looking to engage with outside consultants this year to help guide efforts on the campus.

Action Champion Member (K. Tharakunnel): All compliance reporting is on time for FY 2019, Program Review is done and their new hire for Sr. Data Analyst will be going to the

September board meeting for approval.

Old Business

- Performance Standards – Update from H.R.
 - We are waiting to hear the latest update on the review and adoption of modified performance standards.

New Business

- Membership Discussion
 - Open discussion about vacant positions and plans for filling them. Discussion of possibly placing a Guided Pathways position in place of the S.E.M position.
- Purpose Review
 - To build consensus on issues related to institutional operations such as campus operations, facilities, and student services, as well as assist in coordinating work of represented areas by ensuring cross communication at monthly meetings and to monitor and provide support for strategic plan and Higher Learning Commission matters as they relate to the represented areas in the Operational Assembly.
- FY 2020 Goals
 - Goal related to the completion of the Online Process and Procedure page.
 - Have further discussion with Purva around institutional advancement
- Annual Assessments

Announcements

The 6th annual Foundation glow golf outing was the largest event and turnout yet, with all of the proceeds going towards student scholarships.

Adjourn: Meeting adjourned at 3:10 pm