



**Date:** 12/16/2022

**Room Number:** Knight Campus 0028 & Zoom

**Start Time:** 11:00AM

**End Time:** 11:46AM

**Meeting Secretary:** Jo-Ann Albro

**Meeting Agenda**

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**Agenda Item 1:** Elect a Chair for the Operations and Safety Committee

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- Jo-Ann Albro questioned, is anyone interested or nomination in running as Chair of the Operations and Safety Committee. Michael Archetto nominated John Vota due to his experience.

**Representative** Michael Archetto

- Seconded: Jo-Ann Albro
- Discussion: John Vota accepted the position of Chair of the Operations and Safety Committee.
- Vote:

<b>YES</b>	2	<b>NO</b>	0	<b>ABSTAIN</b>	0
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**Agenda Item 2:** Elect a Secretary for the Operation and Safety Committee

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- John Vota questioned, is anyone interested or nomination in running as Secretary of the Operations and Safety Committee. Michael Archetto nominated Jo-Ann Albro due to her experience.

**Representative** Michael Archetto

- Seconded: John Vota
- Discussion: Jo-Ann Albro accepted the position of Chair of the Operations and Safety Committee.
- Vote:

<b>YES</b>	2	<b>NO</b>	0	<b>ABSTAIN</b>	0
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**Agenda Item 3:** Determine when and how the Operation Committee will meet month

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- Chair John Vota stated under the GCC committees were required to meet once quarterly. We need to have a set schedule and if needed the Chair can call additional meetings. John Vota was unsure when the other committees would be meeting and there may be some members serving on more than one committee. Chair John Vota purposed that the Operations and Safety Committee meet the 2<sup>nd</sup> Friday of every month at 11:00AM at the Knight Campus and via zoom. That would be January 13<sup>th</sup>, February 10<sup>th</sup>, March 10<sup>th</sup>, an April 14<sup>th</sup>. Jo-Ann Albro mentioned that she would be out of the office on January 13<sup>th</sup>.

**Representative** Michael Archetto

- Seconded: Jo-Ann Albro



- Discussion: Chair Vota was unsure if the meetings would be an hour or an hour and ½. The January meeting would be held January 20<sup>th</sup>.
- Vote:

<b>YES</b>	3	<b>NO</b>	0	<b>ABSTAIN</b>	0
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**Agenda Item 4:** Discuss who the committee would like to attend the Operation Committee as guest or experts

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- Chair John Vota was unsure how the sub-committee would be structured. John Vota was also concerned with violating the ESPA contract and felt like a meeting would be needed with ESPA President Michael McNally. Should the Health and Safety Committee be a sub-committee of the Operations & Safety Committee or should HSC merge into Operations & Safety Committee. Jo-Ann Albro stated she would schedule a meeting with Michael McNally regarding this matter.
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**Assembly adjourned at 11:46AM**

**Rollcall**

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**Total Representatives: 4    Present Representatives: 3    Quorum: Yes**

<b>Voting Members</b>				
<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Division</b>	<b>Attendance</b>
Jo-Ann Albro	Interim Office Manager	Biology, Chemistry, and Mathematics	BSTM	Yes
Michael Archetto	Building & Grounds Officer	Physical Plant		Yes
Helen Ducharme	Coordinator	Disability Service for Students		No
John Vota	Senior Information Technologist	Information Technology		Yes
<b>Non-Voting / Ex-Officio</b>				