



Staff Assembly

Operations and Safety Committee

Date: 02/15/2023

Room Number: Knight Campus 3076 & Zoom

Start Time: 11:01AM

End Time: 11:57PM

Meeting Secretary: Jo-Ann Albro

Agenda: Approval of minutes

ITEM 1: Approval of minutes for meeting date: 01-20-2023

Motion: Michael Archetto

Second: Helen Ducharme

Discussion: None

Yes 4 No 0 Abstain 0

ITEM 2: Approval of minutes for meeting date: 02-01-2023

Motion: Michael Archetto

Second: Jo-Ann Albro

Discussion: None

Yes 3 No 0 Abstain 1

Agenda Item #3: Review and identify Policies and Procedures on Policy Stat, related to the scope of the Operations Committee, that need to be revised.

- The **Operations Committee** is charged with policies, procedures, and other recommendations related to the use and scheduling of CCRI offices, conference rooms, and public spaces, along with appropriate furniture, equipment, and other fittings designed to maximize the flexibility, safety, and efficiency of CCRI facilities. It shall further concern itself with issues related to the safety and physical well-being of all members of the college community.
- To navigate to Policy Stat:
<https://www.ccri.edu/policies/>
<https://ccri.policystat.com/>



Agenda Item #4: Operations Committee Roster Proposal

- Chair John Vota went over the Staff Assembly written Bylaws regarding members/subject experts on a sub-committee. Chair Vota suggested, according to the ByLaws we do not need a long rosters of ex-officio members, we could invite members as subject matters experts as needed.
- Jo-Ann Albro asked who was previously on the Educational Space previous Governance committee. We may want to include those individuals as ex-officio members that way we get updates monthly and can learn/help from one another. All Operations committees agreed this would be a good idea however, many staff are serving on several committees or have limited time. John Vota expressed concern about having the Operation roster be to long and wasting peoples time. The Operation committee decided to move forward with the below roster based on agenda items. Michael Archetto mentioned it could be a different subject matter expert based depending which campus the agenda item was referring to.

The committee's list of college staff that could be ex-officio members:

- Director of Physical Plant or designee
- Director of Disability Services or designee

The committee's list of college staff that could be potential subject matter experts:

- Facilities Representative
- Campus Police Representative
- Finance Representative
- Human Resources Representative
- Enrollment Representative
- Director of Workforce Partnerships Representative
- Director of Records
- Office of Academic Affairs Representative
- Information Technology Representative
- Office of Student Services Representative
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- Vice President for Student Affairs or designee
- Faculty Senate Representative
- Student representative

Recommendation: The committee discussed including the subject matter experts on all meeting agenda emails and clarifying if the meeting is optional for those not necessarily needed at a particular meeting.



- Helen

Ducharme questioned how often will the Operations Committee meet? Chair John Vota stated the committee will be meeting monthly. We can meet more if needed

Agenda Item #5: Health & Safety Standing Sub-Committee

- John Vota stated that the Health and Safety Standing Sub-Committee will need to be reconvened. John Vota stated he would reach out to the previous Health and Safety Chair Julie Galleshaw and Health and previous Health and Safety Secretary, Jo-Ann Albro to make them and their previous committee members aware that the Health & Safety committee will be reestablished under the Operations committee as a standing sub-committee. Julie and Jo-Ann could be reappointed Chair/Secretary till the end of this year. If they did not want to, the Health and Safety Committee would have to vote for a new Chair/Secretary.
- The mission of Health & Safety will not change. The purpose of Health and Safety to make a recommendation towards providing a safe and healthy environment for all campuses, faculty staff students, and visitors, by supporting policies, changes, and oral procedures for deal with dangerous and potential harmful conditions.
- Faculty on the Health and Safety Committee would have to be subject matter experts.
- Jo-Ann Albro mentioned that that Health and Safety Committee met monthly during the academic calendar year, would the meeting structure be the same. Chair John Vota said that would be up to the Health and Safety Committee.

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- **Agenda Item #6: Reschedule April's Operation and Safety Meeting**

- John Vota stated the next Operations meeting is Friday, March 10th. The April Operations Committee meeting is scheduled for Friday, April 21st, which is Professional Developmental Day. The Operations Committee April meeting was moved to Wednesday, April 5th at 11:57AM.

Assembly adjourned at 11:57AM

Rollcall

Total Representatives: 4 Present Representatives: 4 Quorum: Yes

Voting Members				
Name	Title	Department	Division	Attendance
Jo-Ann Albro	Interim Office Manager	Biology,	BSTM	Yes



Staff Assembly

Operations and Safety Committee

		Chemistry, and Mathematics		
Michael Archetto	Building & Grounds Officer	Physical Plant		Yes
Helen Ducharme	Coordinator	Disability Service for Students		Yes
John Vota	Senior Information Technologist	Information Technology		Yes
Non-Voting / Ex-Officio				