Operational Affairs Committee
Agenda – Friday, October 28
9:00 am, Dryer Hall, 3ʳᵈ Floor, Room 300

Voting Committee Members:

Anderson, Terri; Blum, Amanda; Ellis, Carolyn; Forbes, Audrey; Knox, Laura; Malloy, Denise; Robbins, Nickey; Smith, April; Swanson, Paul

I.   Call to order

II.   Discuss membership of Institutional Technology Workgroup

III.   New business –

1.   Two proposals from Laura Y. regarding Procedures and Policies for departments under committee's purview; and signage on the walking trail for leashed dogs. Documents are attached (Attachment 2 & 3)

2.   Discuss ways we can work with the new workgroup that is tasked with updating the written policy and procedures (Attachment 4).

Policy & Procedure manual is attached (Attachment 1). All of the HR Policies that are listed on the portal have been processed into the new template already by the workgroup so those won't need to be assigned out.

Tina B. is handling the library policies so those are covered as well. New templates are attached that the workgroup created and are using (Attachments 5 & 6).

IV.   Next scheduled meeting – November 25. This is during the Fall Break. Discussion on whether to meet the 3ʳᵈ week of November. The December meeting will fall during the Christmas Break so do we need to reschedule or wait until January 2023.

VI.   Adjourn

Committee purview: To address and advise on all matters related to the operational interests of ASUMH including but not limited to the following activities:
a. Maintenance and Groundskeeping
b. Budgeting and Finance
c. Human Resources
d. Institutional Assessment and Planning
e. Public Relations and Development

f.   Institutional Technology Workgroup

Attachments:

1. Policy and Procedures Manual

    [Procedures.Policies Review Req. 10202022 - Google Docs](#) Attachment 1

2. Changing Policy & Procedures manual (written in 2014 and older)

    [Operational Affairs Committee Agenda Attachment 2 - Google Docs](#)

3. Signage for Walking Trail regarding leashed animals

    [Operational Affairs Committee Agenda Attachment 3 - Google Docs](#)

4. Policy and Procedures Workgroup

    [Policy & Procedure WorkGroup Attachment 4 - Google Docs](#)

5. Procedure Template

    [Procedure Template Attachment 5.docx - Google Docs](#)

6. Policy Template

    [Policy Template Attachment 6.docx - Google Docs](#)