

Operational Affairs Committee

Meeting Agenda

November 26, 2023

12:00 pm - Cafeteria

Members:

| | |
|-------------------|-------------------------|
| Anderson, Terri | Faculty Chair - Present |
| Forbes, Audrey | Staff - Present |
| Knox, Laura | Faculty - Present |
| Swanson, Paul | Faculty - Present |
| Malloy, Denise | Faculty - Present |
| Ellis, Carolyn | Staff - Present |
| Robbins, Nickey | Staff - |
| Crunkleton, Kenny | Staff - Present |
| TBD | Student |

Guests:

Tamara Daniel
Tamyia
Eddit Dry
Waynna Dockins

I. Chair called the meeting to order.

II. New Business

A. Laura Yarbrough submitted a proposal to create a WorkGroup to seek efficiencies and generate ideas for the OwlCove. The workgroup is to be active beginning November 26, 2023 to March 31, 2024. After committee discussion Chair Anderson ask for a motion to approve the WorkGroup and A. Forbes made a motion to approve the WorkGroup and C Ellis seconded the motion. A motion by L Knox to create a Workgroup committee was made and K Crunkleton seconded Knox's motion.

B. Laura Knox had questions on where to get supplies for the copiers. Laura Yarbrough said supplies are automatically shipped when the machine's supplies are getting low. Tamara Daniels informed the group the administrative assistant for each faculty division is responsible for addressing the needs of the copier in her area for faculty's ease of use.

III. Tamyia Stallings had no update on the Institutional Technology workgroup since it was going to be classified.

IV. Meeting adjourned approximately 1:15pm