

Operational Affairs Committee

Meeting Agenda

Minutes-January 23, 2026

9:00 AM

Dr. Robert L. Myers Technical Education Campus

Voting Members-Sara Anderson, Eddie Dry (chair), Laura Knox, Nickey Robbins, Christy Schaufler (secretary), Paul Swanson, Ty Tilton (student rep)

Non-Voting Members: Brian Bigelow, Sandra Massey, Tamyia Stallings

Additional Attendees: Nathan Lueck, Jessica Clanton, Kristina Radivojevich

1) Call to order: 9:03

2) Welcome-Eddie Dry

3) Declaring a quorum-A quorum was established

4) Review minutes of October 2025 & November 2025-Minutes were approved

5) Old Business

a. Report/update from Assessment Workgroup

Kristina stated the Academic Assessment Workgroup has changed academic leads to Brandy Proctor and Melanie Lueck. Kristina will no longer be reporting to the Operational Affairs committee.

b. Report/update from IT Workgroup

Tamyia stated the IT Workgroup has not met in about two years. The AI Workgroup consists mostly of the same people and has been handling the work of the IT Workgroup.

6) New Business

a. Astronomy Night – Jessica Clanton

Jessica presented a detailed overview of the Astronomy Night event and invited suggestions for additions or improvements. Attendees expressed enthusiasm for the event and agreed that the plans are well developed. Jessica also requested volunteers to assist with the event; a link to the volunteer sign-up form is included in the meeting minutes.

Combined Volunteer Form Link: [Campus Events - Volunteer Opportunities – Fill out form](#)

b. Discussion on moving the AI Workgroup from Academic Affairs to Operational Affairs

Jessica Clanton presented on behalf of the AI Workgroup, requesting that the AI Workgroup be moved from the Academic Affairs Committee to the Operational Affairs Committee, as the scope of the workgroup extends beyond academics and encompasses all areas of the college.

Following discussion, Paul made a motion to move the AI Workgroup under Operational Affairs, pending approval by Academic Affairs. The Operational Affairs committee did agree that the AI Workgroup can update its mission to include the following:

Maintain and support technology infrastructure related to AI tools and platforms

Develop and deliver ongoing professional development for faculty, staff, and students on emerging technologies and AI applications

Collaborate with IT and academic units to ensure technology resources remain current, secure, and aligned with institutional goals

The motion was seconded by Sara and was approved.

c. Discussion on whether IT Workgroup duties should merge with AI Workgroup and dissolve the IT Workgroup, or keep IT Workgroup intact and separate from AI Workgroup

After discussion, it was decided that the IT Workgroup would not be dissolved but would instead be convened on an as-needed basis.

d. Laptop replacements for faculty

Tamya reported that IT has completed an inventory of over 1,000 computers and laptops across campus. Devices that are unable to update to Windows 11 pose a security risk and will be prioritized for replacement. She explained that groups will then be established for rotating computer and laptop replacements on a three-year cycle. Tamya noted that she hopes some devices can be replaced this spring. Additionally, Dr. Massey and Tamya have submitted a grant proposal to secure additional funding for computer replacements, and Title III funds may also be available to support the purchase of a few new computers and laptops.

e. Other new business or updates

Sara asked whether drink machines could be brought back to the Owl Cove area, noting that when the Owl Cove is closed there is no location on campus where individuals can purchase a beverage. Eddie will form an ad hoc group to explore possible options.

7) Next meeting date

The next meeting will be February 27th at 9:00a.m. at the Tech Center.

8) Adjourn

The meeting was adjourned at 9:40a.m.