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## NOTES

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### Operations Committee (OPCOM) Meeting

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Monday ~ April 28, 2014  
Boardroom

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#### In Attendance

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- Jim Hills
- Stuart Trippel
- Mary Kelemen
- Ann Garnsey-Harter
- Bob Francis
- Kathie Hunt
- Dan Fey
- Kim Thompson
- Susan Hoyne
- David Pinter
- Bayta Maring
- Kerry Fondren
- Lori Yonemitsu
- Julie Bathke
- Karen Ehnat
- Veronica Zura
- Claire Murata
- Bob Roehl
- Darlene Bakes
- Jennifer Fenske
- Larry Fuell
- Chris Melton
- Mariko Kakiuchi
- Gary Kalbfleisch
- Yvonne Terrell-Powell
- Amy Rovner
- Livia Sa
- Juliet Scarpa
- Satoko Prigmore

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#### Announcements

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Stuart Trippel opened the meeting.

Juliet Scarpa, Livia Sa, and Amy Rovner were introduced. Juliet is the new Assistant Director of Institutional Management and Assessment. Amy and Livia are eLearning Instructional Designers.

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#### Governor Inslee's Campus Visit on April 29, 2014

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Jim Hills announced that Governor Inslee is scheduled to visit campus on Tuesday, April 29<sup>th</sup>. He distributed and reviewed an agenda for the visit. Everyone was encouraged to attend the press conference at 10:15am.

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#### Human Resources Updates

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Veronica Zura encouraged the group to stay current with yearly evaluations for administrative and classified staff. These should be completed on a 12-month cycle.

Veronica also showed a list of current and pending recruitments. She encouraged the group to keep in contact with HR regarding any hiring needs. Feedback about the NEOGOV system can be shared with HR, as there is the ability to make minor changes to the system.

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## Training Opportunities

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College employees now have access to the lynda.com training materials. Supervisors were encouraged to look for training modules that might be useful for their staff. In the future, it may be possible to assign trainings and then track completion.

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## aSAP Process

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All aSAP proposals have been rated and reviewed. Bayta Maring has completed a summary that will be presented to the president. At this time it is not clear how much money will be available, but there will be a better idea of that amount after an upcoming budget meeting.

Everyone will have a chance to see feedback for the individual submissions.

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## Additional Comments

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There is an All-Campus Meeting coming up. There are plans to record it for those who cannot attend.

Kim Thompson announced that a Shoreline CIEP student won his division in the Boston Marathon. She added that the Lake Forest Park Rotary donated \$13,000 for the Veterans Assistance Fund.

Darlene Bakes received national recognition as an Ambassador of the National Coalition of Campus Children's Centers.

Ann Garnsey-Harter informed the group that the campus would be moving from Tegrity to Panopto. This will be in place by Summer Quarter. All recordings done by May 8<sup>th</sup> will be automatically moved to the new system.

Darlene shared that the Annual PCC Auction was the most successful to date.

Claire Murata announced that the library has added 75,000 eBooks. The first phase of the collaborative classroom, 4214, has been completed; whiteboards will be coming soon.

Kim Thompson received recognition as Member of the Year for WAPED, Washington Association on Postsecondary Education and Disability.

Bayta announced that the Student Voice Project currently has a low response rate; this could be due to survey length or the use of go.shoreline.edu emails. The survey will remain open for a few more weeks.

Commencement planning is coming along nicely. This year there will be four Student Service Award recipients. The event will also be streamed online this year.

The group was reminded that May 1, May Day, is Emergency Preparedness Kit Day. Information about emergency preparedness will be available in the PUB lobby.

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## Adjourn

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Meeting adjourned 10:00 am

Submitted by Julie Bathke