

MEETING AGENDA



Name of Council/Team: OPERATIONS COUNCIL		
Objective of meeting: FIRST MEETING: INTRODUCE MEMBERS, REVIEW CHARTER, AND SET GOALS		
Date: JANUARY 23, 2018	Location/Room #: ADMINISTRATIVE CONFERENCE ROOM	
Time: 1:30 – 3:30 P.M.	Call-In Number:	
	Call-In Code:	
Facilitator(s): KULDEEP KAUR AND OLGA PRIZHBILOV – CO CHAIRS		
Timekeeper:		
Note Taker: BETH MADIGAN		
Attendees: KULDEEP KAUR, OLGA PRIZHBILOV, ADAM KARP, CHERYL SEARS, STEPHANIE SMITH, JEFF BUCHER, CHIRS DAY, PARRISH GEARY, FRANK MALARET, DERRICK BOOTH, FRANK KOBAYASHI, SARAH MATTSON, DAVID MCCUSKER, MICHELLE ARNOTT, PAMELA BIMBI, DANIEL AVEGALIO, BETH MADIGAN		
PREPARATION FOR MEETING: YES		
PLEASE READ: DRAFT CHARTER, GOVERNOR’S BUDGET PROPOSAL, FUNCTION STATEMENTS AND FINAL REPORTS FROM 3 STANDING COMMITTEES: BUDGET, TECHNOLOGY AND BUILDING, GROUNDS & SAFETY		PLEASE BRING: CALENDARS
REPORT ON ACTION ITEMS FROM PREVIOUS MEETING: NONE		
NAME	ITEM	STATUS
DISCUSSION ITEMS:		
NAME	ITEM	TIME ALLOTTED
KULDEEP KAUR	INTRODUCTIONS	CO CHAIR OF OPERATIONS COUNCIL
KULDEEP KAUR	REVIEW DRAFT CHARTER	CO CHAIR OF OPERATIONS COUNCIL
KULDEEP KAUR	REVIEW FINAL REPORT AND FUNCTION STATEMENT & GOVERNOR’S BUDGET PROPOSAL	BUDGET COMMITTEE CHAIR
CHERYL SEARS	REVIEW FINAL REPORT AND FUNCTION STATEMENT	BUILDING, GROUNDS & SAFTEY COMMITTEE CHAIR
JEFF BUCHER	REVIEW FINAL REPORT AND FUNCTION STATEMENT	TECHNOLOGY COMMITTEE REP
KULDEEP & OLGA	LEAD DISCUSSION: FUTURE PROJECTS, PD \$, SUBTEAMS	CO CHAIR OF OPERATIONS COUNCIL

OPERATIONS COUNCIL

MEETING AGENDA

Name of Council/Team: OPERATIONS COUNCIL		
Date: FEBRUARY 27, 2018 Time: 1:30 - 3:30P	Location/Room #: ADMINISTRATIVE CONFERENCE ROOM Call-In Number: Call-In Code:	
Please Read:		Please Bring:
1-23-18 MEETING MINUTES UPDATED OPERATIONS COUNCIL CHARTER SUSTAINABILITY PROJECT TEAM DRAFT CHARTER MANAGED PRINTER PROJECT		
REPORT ON ACTION ITEMS FROM PREVIOUS MEETING: Identify items that have been previously discussed and about which a decision was made that require updates as to status.		
Topic/Question	Person Responsible and Time Allotted	Status/Updates
UPDATED OPERATIONS COUNCIL CHARTER	OLGA PRIZHBILOV	REVISED OPERATIONS COUNCIL CHARTER
DECISION/ACTION ITEMS: List items that have been previously discussed and now require action to be taken / a decision to be made.		
Topic/Question	Responsible Party and Time Allotted	
UPDATED OPERATIONS COUNCIL CHARTER - FINALIZE	OLGA PRIZHBILOV - 5 MINUTES	
NEW DISCUSSION ITEMS: Items that have not been previously discussed or about which further discussion is required.		
Topic/Question	Responsible Party and Time Allotted	
MANAGED PRINT SERVICES: PLANS A, B & C	KULDEEP KAUR - 15 MINUTES	
SUSTAINABILITY PROJECT TEAM DRAFT CHARTER	KULDEEP KAUR - 15 MINUTES	
STANDING REPORTS: Discussion of items may relate to information sharing or items upon which action will be taken at a future meeting.	Responsible Party and Time Allotted (5 MINUTES EACH)	
FACILITIES & MAINTENANCE UPDATE	CHERYL SEARS (MATTHEW BLEVIS)	
SAFETY UPDATE	CAPTAIN CHRIS DAY	
TECHNOLOGY UPDATE & WEB TEAM UPDATE	JEFF BUCHER & SCOTT CROW	
WAYFINDING UPDATE	DON REID	
NEXT MEETING: Date: MARCH 28, 2018 Time: 1:30 - 3:30P	Location/Room #: ADMINISTRATIVE CONFERENCE ROOM Call-In Number: Call-In Code:	

OPERATIONS COUNCIL

MEETING AGENDA

Name of Council/Team: OPERATIONS COUNCIL	
Date: APRIL 24, 2018 Time: 1:30 - 3:30P	Location/Room #: SUBMARINE CONFERENCE ROOM Call-In Number: Call-In Code:
Please Read:	Please Bring:
2-27-18 MEETING MINUTES MANAGED PRINTER PROJECT	
COUNCIL MEMBERS: Kuldeep Kaur and Olga Prizhbilov (Co-Chairs), Adam Karp, Cheryl Sears, Stephanie Smith, Jeff Bucher, Chris Day, Parrish Geary, Frank Malaret, Derrick Booth, Frank Kobayashi, Sarah Mattson, David McCusker, Michelle Arnott, Pamela Bimbi, Daniel Avegalio, Sandra Guzman, Bonnyjean Bowman, Beth Madigan (notetaker)	
PREVIOUS BUSINESS: List items that have been previously discussed and now require action to be taken / a decision to be made.	
Topic/Question	Responsible Party and Time Allotted
NONE	
NEW DISCUSSION ITEMS: Items that have not been previously discussed or about which further discussion is required.	
Topic/Question	Responsible Party and Time Allotted
MANAGED PRINTER SERVICES	JEFF BUCHER – 20 MINUTES
FACILITIES MASTER PLAN	KULDEEP KAUR – 15 MINUTES
STANDING REPORTS: Discussion of items may relate to information sharing or items upon which action will be taken at a future meeting.	Responsible Party and Time Allotted (5 MINUTES EACH)
FACILITIES & MAINTENANCE UPDATE	CHERYL SEARS
SAFETY UPDATE	CAPTAIN CHRIS DAY
TECHNOLOGY UPDATE & WEB TEAM UPDATE	JEFF BUCHER & SCOTT CROW
WAYFINDING UPDATE	DON REID
NEXT MEETING: Date: MAY 20, 2018 Time: 1:30 - 3:30P	Location/Room #: ADMINISTRATIVE CONFERENCE ROOM Call-In Number: Call-In Code: