



Collaborative Oversight Forum Agenda & Minutes

October 10, 2025

Members Present			
Aaron Vaughn	Ellen Bruex	Julie Fitch	Sandra Colbert
Adamari Hernandez		Magali Olguin Ramos	Saxon Spillman
Cheryl Adkins	Jennifer Hadersberger	Marcine Miller	Shea Morgan
Edwardo Alcantar		Sai Ramaswamy	Wendy Glenn

Not present: Greg Jourdan and Jocelyn Vincent Ramsey

Notes taken by Anna Fransk

Time	Topic	Supporting Documents	Minutes	Action Items/Next Steps
9:00 am	Welcome & Agenda Review 1. Review Members – meetings set for the year <ol style="list-style-type: none"> Introduce Anna Fransk Website update Cabinet Members absent - thoughts 	25-26 Meeting Schedule COF Membership List	<p>The meeting convened at 9:04 AM. The group reviewed membership and the meeting schedule for 2025-2026. Discussion centered on whether Cabinet members should attend future meetings. Members agreed Cabinet should not be standing participants but should be invited as needed when topics are relevant to their areas. Some suggested Cabinet join for the final portion of select meetings to maintain transparency and communication.</p> <p>The committee confirmed the meeting schedule and locations for the year. The</p>	<ul style="list-style-type: none"> Invite Cabinet members selectively for agenda-relevant discussions. Recruit two part-time faculty (Wenatchee, Omak) and one exempt representative. Update and distribute membership list.

			membership list was reviewed, noting the committee currently lacks two part-time faculty and one exempt representative. The group agreed to add members to ensure four representatives from each employee group, aiming for one part-time faculty from Wenatchee and one full-time faculty from Omak.	
9:10 am	Develop a charge letter for our work 1. Co-Chair model 2. Membership process and term limits		<p><u>Charge Letter</u></p> <p>Members discussed the need for a formal charge letter to meet accreditation standards. The letter will define the committee's purpose, scope, and annual goals. Discussion emphasized the COF's role as the voice of staff and faculty, focusing on bridging disconnects between employees and administration. Several members expressed concern that including students in regular meetings may inhibit candid discussion; the group agreed to invite students only for topic-specific discussions.</p> <p>Gaps identified included fostering community, ensuring employees feel valued, and improving internal communication. The committee agreed to refine the charge letter in the next meeting</p>	<ul style="list-style-type: none"> • Continue charge letter development at next meeting. • Submit bios and photos to Lisa Turner for website publication. • Add final charge letter and meeting materials to the COF webpage once complete. • Develop clear membership process for website publication. • Announce open call for interested members.

			<p>after reviewing past PACE task force outcomes and Great Idea Box themes.</p> <p><u>Membership Process, Co-Chair, Term Limits</u></p> <p>The group discussed membership selection and continuity. Members agreed that new participants should express interest via email, with open recruitment to encourage broad representation. Formal interviews were deemed unnecessary. Opinions were mixed on term limits: some favored two-year terms to bring in new voices, while others cautioned against constant turnover.</p> <p>The group supported establishing a co-chair model, rotating annually among employee groups. Ellen Bruex volunteered to serve as co-chair for the current year, and the committee approved the nomination.</p>	<ul style="list-style-type: none"> Confirm co-chair rotation plan by employee group.
9:45 am	<p>Review great idea box</p> <p>1. Establish process for review</p>	<p>Great Idea Box Sept 2025</p>	<p>The committee reviewed the September 2025 Great Idea Box submissions. Members agreed that PIO will share results monthly, and COF members will review submissions independently before meetings. A response process will be established to acknowledge contributors and refer each idea to the appropriate committee or department.</p>	<ul style="list-style-type: none"> PIO to include Great Idea Box highlights in monthly newsletter. Viktor to add “category” drop-down to submission form (Instruction,

			<p>Ideas were discussed and assigned as follows:</p> <ul style="list-style-type: none"> • Flashing crosswalk lights: Refer to Safety & Security (both committee and department) and City of Wenatchee for discussion. • Guided workshops for “hidden curriculum”: Refer to Organizational Culture & Engagement (Lisa) and Instruction. • STEM open house: PIO will coordinate with faculty and Instruction to support a spring event. • Pedagogical training & best practices: Refer to Professional Development (Lisa, Maria Morales Sánchez, Student Development faculty). • Health District representative: Refer to Safety Committee. • Concert T-Shirt Fridays (renamed “T-Shirt Tuesdays”): Approved; COF to promote districtwide. <p>Members agreed that each submission should receive a follow-up email acknowledging the idea, indicating referral,</p>	<p>Student Services, Admin, etc.).</p> <ul style="list-style-type: none"> • Anna to draft acknowledgment email template for idea submissions. • COF to launch and announce “T-Shirt Tuesdays.” • Include a public “Completed Ideas” section on the COF webpage.
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			and requesting updates by the next meeting. Completed items will be posted publicly on the COF webpage to demonstrate progress.	
10:30 AM	<p>PACE Results – how does it inform our work</p> <ol style="list-style-type: none"> Review Summary of PACE training Review Summary of PACE taskforce recommendations 	PACE Task Force Recommendations by priority	<p>The group reviewed the 2025 PACE survey results and the 2023 task force recommendations. Key findings showed minimal improvement since 2022, with continued challenges in institutional structure, supervisor relationships, and employee trust. The committee discussed developing measurable actions to address these systemic issues and ensuring transparency through clear timelines and communication plans.</p> <p>Members will review the existing 2023 PACE Task Force spreadsheet before the next meeting, prioritizing items by relevance to COF’s mission and identifying which should be referred to other bodies. Members will rank each task 1-5 (high priority to low), note whether actions have been completed, and identify if referral is appropriate.</p>	<ul style="list-style-type: none"> Members to review and rank PACE task list before next meeting (add comments or “refer” notes in Teams). Add “status” column (completed / in progress / unknown) to spreadsheet. Revisit findings at November meeting to align with COF charge letter development.
10:50 AM	<p>Closing thoughts</p> <ol style="list-style-type: none"> Next meeting November 14, 2025 		The group briefly discussed the recent organizational restructuring and the creation of the Organizational Culture &	<ul style="list-style-type: none"> Distribute updated organizational chart (Lisa).

			Engagement division, clarifying its focus on improving employee experience, professional development, and institutional effectiveness. The next meeting will be held November 14, 2025, in the boardroom.	<ul style="list-style-type: none">• Include visual summary of reporting structure on COF Teams site.• Prepare draft charge letter and updated task list for November meeting.
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