



Collaborative Oversight Forum Agenda & Minutes

November 14, 2025

Members Present

Aaron Vaughn, Adamari Hernandez, Eduardo Alcantar, Ellen Bruex, Jocelyn Vincent Ramsey, Julie Fitch, Lisa Turner, Sai Ramaswamy, Sandra Colbert, Shea Morgan, Wendy Glenn

Not present: Marcine Miller, Magali Olguin Ramos, Jennifer Hadersberger, Greg Jourdan, Saxon Spillman

Notes taken by Anna Fransk

| Topic | Supporting Documents | Minutes | Action Items/Next Steps |
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| Welcome <ol style="list-style-type: none">1. Follow up on pics/bios2. Review volunteers for membership | 25-26 Meeting Schedule COF Membership List | The Forum reviewed the ongoing process of collecting photos and bios for the COF webpage. A few members still need to submit their materials. It was announced that one member has resigned from the committee. The group reviewed volunteer interest for open positions: one volunteer was identified for the part-time faculty seat, and five volunteers expressed interest in the exempt employee seat. The Forum agreed to move forward with the part-time faculty volunteer and to create a fair selection approach for the exempt seat. After reviewing representation gaps, the group agreed to add an exempt | <ul style="list-style-type: none">• Members who have not submitted photos/bios will send them to PIO/Lisa Turner.• Add Nursing exempt representative to the committee roster. |

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| | | representative from the Nursing program to ensure broad coverage across all divisions. | |
| Develop a charge letter for our work <ol style="list-style-type: none"> 1. Small Group develop charge letter 2. Membership process review at December meeting | Draft Charge Letter | Members broke into small groups to refine the draft charge letter. Discussions emphasized the committee's central purpose: strengthening communication across the college, fostering transparency, and supporting healing conversations in an environment where all voices are acknowledged. The Forum reiterated that the charge letter must outline clear expectations, membership structure, and representative responsibilities. Sections requiring additional clarity will be reviewed again at the December meeting. | <ul style="list-style-type: none"> • Anna will draft a list of departmental areas and contact information for membership and communication structure. • Charge letter edits will continue at the December meeting. • Include membership process in the December review. |
| Review great idea box <ol style="list-style-type: none"> 1. Review status of last month suggestions 2. How do we encourage deeper participation <ol style="list-style-type: none"> a. QR Code in breakrooms | Great Idea Box Oct 2025 | The Forum reviewed the October Great Idea Box submissions and the status of last month's follow-ups. Members discussed how to encourage deeper and more substantive participation. Ideas included adding QR codes in breakrooms and simplifying the submission format. The group agreed that the existing form feels too broad and should be reframed to invite concerns, ideas, and feedback in a more intentional and accessible way. | <ul style="list-style-type: none"> • Lisa and Adamari will redesign the Great Idea Box structure and submission form. • Add QR codes in breakrooms to increase participation. |

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| <p>PACE Results – how does it inform our work</p> <ol style="list-style-type: none"> 1. Feedback from PACE training 2. What do we want to do with this information | <p>PACE Task Force Recommendations by priority</p> | <p>The Forum reflected on recent PACE training and discussed how PACE results should inform committee work going forward. Members agreed the PACE recommendations should be organized in a simplified numerical format to make prioritization easier. The committee expressed interest in identifying which recommendations fall within COF’s scope versus those that should be referred to other groups. A worksheet and priority-based review will occur in December.</p> | <ul style="list-style-type: none"> • Ellen will prepare a “numbers-only” version of the PACE Task Force recommendations document for review. • Members will review PACE recommendations before the December meeting. |
| <p>Closing thoughts</p> <ol style="list-style-type: none"> 1. Discuss next meeting options – Dec 5th 2. Follow-up on Org Chart | | <p>The group reviewed upcoming meeting dates and agreed to schedule the next meeting on December 4 from 1:00–3:00 PM.</p> | <ul style="list-style-type: none"> • Confirm December 4 meeting details in Teams and calendar. • Follow up on distribution of updated organizational chart. |