



Operations Planning Committee (OPC) Meeting

MINUTES

OCTOBER 9, 2012

2:00 – 3:00 P.M.

LOCATION: PRESIDENT'S
CONFERENCE ROOM

MEETING CALLED BY	Shirley Treanor
TYPE OF MEETING	Advisory Committee Meeting
NOTE TAKER	Wesley Alexander
ATTENDEES	Shirley Treanor, Karen Smith, Elaine Kuo, Pam Wilkes, Phuong Tran, Meredith Heiser, Ion Georgiou, and Wesley Alexander

Agenda Topics

REVIEW	First Homework, Accreditation Site Visit, Methodology Reconsideration, Approval of Minutes
	<ul style="list-style-type: none">First homework for OPC is due October 17th, i.e. to give presentation to PaRC about the objectives of the year.Everyone is welcome to attend the Accreditation Site Visit (October 24th, 1.30pm).<ul style="list-style-type: none">OPC is working on the draft for the response to the Accreditation Site Visitors.OPC is to reconsider the methodology for sending out the governance survey and to recommend it to PaRC.Motion to approve the minutes (June 21,2012) (Tran, Smith). Approved by general consent Motion Passed.
REVIEW	President's Decisions on Resource Requests 2012-13.
	<ul style="list-style-type: none">President agreed with most of OPC's suggestions in the President's Decisions (information only).
REVIEW	Action Plan to revise rubric
	<ul style="list-style-type: none">Report to PaRC regarding rubric is due Dec 5th.On the future agenda OPC will be addressing the budget allocations.Objectives for the year:<ul style="list-style-type: none">OPC needs to develop a flow chart to explain what types of request should be sent forward for consideration in the resource allocation process.Suggestion to put a minimum amount on requests, so as to prevent tendencies to overspend. If under minimum amount, then it is recommended to use the existing budget instead of requesting for more funds.
REVIEW	OPC Next Meeting
	<ul style="list-style-type: none">OPC is scheduled to meet on Oct. 22, 2012. We will continue to make improvement on our rubric.