



## Collaborative Oversight Forum Agenda & Minutes

January 09, 2026

### Teams Meeting

**Members Present:** Adamari Hernandez, Barbara Oldham, Robert Acklin, Courtney Waller, Ellen Bruex, Jennifer Freese, Jennifer Hadersberger, Jocelyn Vincent-Ramsey, Julie Fitch, Kim Charlton, Lisa Harger, Magalie Olguin-Ramos, Maggie Segesser, Marcine Miller, Sandra Colbert, Saxon Spillman, Wendy Glenn

*Not present:* Aaron Vaughn, Sai Ramaswamy

*Notes taken by* Adamari Hernandez

Topic	Supporting Documents	Minutes	Action Items/Next Steps
<b>Welcome</b> 1. Introduce New Members	<a href="#">25-26 Meeting Schedule</a> <a href="#">COF Membership List</a>	The forum began with making introductions of our three new members including a full-time faculty, part-time faculty, and exempt employee.	
<b>Confirm representative groups and finalize</b> 1. identify represented groups for each member 2. Define role and responsibility of the member representative		<p>The committee reviewed outcomes from the previous meeting, during which members were split into groups to discuss focus areas for the forum.</p> <p>It was noted some areas of the college are not currently represented, including (but not limited to): Mathematics, science, etc.</p> <p>The group discussed methods that would welcome the campus</p>	



		<p>community to contact specific persons most representative of their areas in which that representative would be able to report back to the forum.</p> <p>The forum felt that it would be beneficial to send out agenda and minutes from COF meetings to the campus community or have them publicly available on the COF webpage. The forum agreed they would bring it up at the All-District meeting on 1/9/26 to hear from our campus community what they would prefer.</p>	
<b>Finalize charge letter</b>	<a href="#">Draft Charge Letter</a>	The forum reviewed the latest draft of the charge letter, and no further changes were required. The final draft of the Charge Letter has been approved as its final form.	
Great Idea Box Evolution  1. Create action steps for this communication tool  a. Ideas, Concerns, Feedback	<a href="#">November Great Ideas.xlsx</a> <a href="#">December Great Idea Box.xlsx</a>	<p>The forum reviewed the purpose of the Great Idea Box and noted that it had similar priorities to the Responsive to Local Needs (RLN) committee. The forum agreed that if any submission aligned with the RLN committee, that it would be forwarded to them.</p> <p>The forum discussed changing the name for clarity and to welcome the campus community to submit thoughts, questions, suggestions, ideas,</p>	



		or general concerns. They agreed that they would want to use this as a tool to promote vertical communication and transparency.	
Start draft/outline of Strategic communication plan  1. Review progress from last meeting 2. Create a timeline 3. Define the purpose of the plan 4. Who will we present it to			
Presentation for district wide meeting  1. Create agenda a. Introduce members, who they represent b. Discuss Idea box, what works and what doesn't c. Discuss communication plan, solicit ideas			
Final thoughts and Next Meeting			