



Collaborative Oversight Forum Agenda & Minutes

December 04, 2025

Members Present

Aaron Vaughn, Adamari Hernandez, Courtney Waller, Ellen Bruex, Jenny Freese, Jocelyn Vincent Ramsey, Julie Fitch, Lisa Harger, Marcine Miller, Magali Olguin Ramos, Sandra Colbert, Saxon Spillman, Shea Morgan

Not present: Jennifer Hadersberger, Sai Ramaswamy, Wendy Glenn

Notes taken by Anna Fransk

Topic	Supporting Documents	Minutes	Action Items/Next Steps
Welcome <ol style="list-style-type: none">1. New members: Jenny Freese (Exempt) and Courtney Waller (PT Faculty)2. Member update3. Holiday Party Update	25-26 Meeting Schedule COF Membership List	The Forum opened the meeting by welcoming two new representatives, one in the exempt category and one in the part-time faculty category. Members reviewed attendance and acknowledged individuals who were unable to join. The committee reconfirmed its role as a communication and governance body rather than an event planning group.	New members will submit photos and bios to PIO for posting
Confirm representative groups and finalize		The committee revisited open positions from prior meetings and reviewed recent volunteer submissions. The Forum confirmed the addition of new representatives and discussed ongoing needs for adequate coverage across employee groups. Several potential candidates were identified for future	<ul style="list-style-type: none">• Update the membership list to include newly confirmed representatives Maintain a short list of prospective members for future openings

		<p>vacancies, including individuals from Omak, Nursing, and Welding. The group agreed to keep a short list of interested candidates to support timely appointment when seats open.</p> <p>Members affirmed the importance of broad and balanced representation that reflects the full scope of college operations and student support functions.</p>	
Finalize charge letter	Draft Charge Letter	<p>The committee reviewed the most recent draft of the charge letter and discussed the need for clarity and consistent messaging. Key points included the importance of feedback loops, transparency in communication structures, and clear definitions of representative roles. Members emphasized that the charge letter should align with Strategic Plan Priority Two and clearly describe expectations for communication and follow up.</p> <p>The Forum agreed that the revised charge letter will be finalized and published in January when all members are present to endorse it.</p>	<ul style="list-style-type: none"> • Saxon will revise and finalize the charge letter draft • Publish the final version in January
Great Idea Box Evolution		Deferred	

PACE Results Next Steps	PACE Task Force Recommendations by priority	Deferred	
<p>Start draft/outline of Strategic communication plan</p> <ol style="list-style-type: none"> 1. Sub groups? 		<p>The Forum began outlining a district wide strategic communication plan. Members divided into two working groups to draft components of an improved communication framework that supports transparent information flow and consistent expectations across the district.</p> <p>The first group discussed expectations for leadership visibility during district wide meetings and emphasized the importance of consistent participation from directors, managers, and the executive leadership team. Members noted that roaming office hours and increased accessibility should be modeled by the executive team, including vice presidents, the president, and cabinet level leadership. The group also clarified that part-time faculty are paid for attending all district meetings and required trainings, noting that communication about this concern should be clearer.</p> <p>The second group focused on communication systems and practices. Topics included equitable access to</p>	<ul style="list-style-type: none"> • Develop a shared district wide calendar for institutional events • Subgroups will continue refining the communication plan in January

		office hours, timely email responses, accountability measures for communication lapses, and involving employees earlier in decision making processes. The group also discussed strengthening the Faculty Senate and adding a Staff Senate structure to support two-way communication. The committee proposed creating a shared institutional calendar and renaming Dean's Day to improve clarity.	
Closing thoughts & Next Meeting		<p>The group confirmed the next meeting on January 9 2026.</p> <p>The district wide meeting on 1/9/26 will be hosted by the COF. We will discuss our charge letter, membership, and communication plan. Most of the session will be to solicit ideas from the group and answer questions.</p>	<ul style="list-style-type: none"> • Add new members to calendar invite and Team channel • The full group will present at the district wide meeting on the 9th of January.