



TERMS OF REFERENCE – OPERATIONS TEAM

Purpose

The Operations (OT) is a cross-divisional decision-making body that furthers the progress of College-wide services to staff, faculty and learners. It provides leadership, direction and strategic advice to identify operational needs, opportunities and future directions through the President and Leadership Team.

Responsibilities

The Operations Team has the following responsibilities:

1. Serve as the key planning and advisory body to the Leadership Team on matters that impact the operations in support of staff, faculty and learners;
2. Develop policy and procedures relating to College services and supports, in collaboration with related designated authorities, including the Leadership Team;
3. Develop operational processes that align with College strategic priorities and directions;
4. Lead the development of support mechanisms for new or changed College programming and services;
5. Collaborate internally to effectively integrate planning processes and improvement strategies to maximize operational efficiencies and distribution of resources towards strategic goals.

Decision Making

The Operations Team works collaboratively to problem solve and undertake initiatives that are in the best interests of students and the college. Discussions take place in an open or roundtable format, with an opportunity for each member to provide their discipline perspective and professional input.

Communication/Reporting

1. Action items resulting from the regular business meetings are distributed to the Leadership and Education Teams for information, once approved;
2. Following business meetings, action items are circulated separately to members to facilitate follow-up in between sessions;
3. The VPF communicates relevant decisions to the broader campus community on a regular basis.

Operations

The VPF, or designate, chairs the meetings and provides administrative support. Agendas are established in consultation with OT members. Prior to the meetings, an established coversheet is used by members to provide the background and context only to agenda items that require a decision.

Meetings generally occur once per month with additions or cancellations as required. Delegates should be appointed and attend as necessary.

The primary meeting location is the Comox Valley, with meetings at other campuses arranged when scheduling and facilities allow, both in person and via digital format.

The Operations Team will action, assign and review status of meeting outcomes at each OT meeting and review OT Terms of Reference on an annual basis.

Primary Contact

For more information, including meeting schedule, agenda submission or minutes, contact the Executive Assistant President, VPF and AVP, PEI.

Membership

Kathleen Kuhnert - Vice President, Students & Community Engagement;

Ken Crewe - Associate Vice President, People, Equity & Inclusion;

Colin Fowler - Vice President, Finance and College Services;

Tony Bellavia - Vice President, Academic;

Bryan Yells - Manager, Facilities Operations;

Sue Fleck - Director, Finance;

Casey Black - Director, IT;

Executive Assistant