

**Operational Review Committee**

**September 23<sup>th</sup>, 2019- Meeting Minutes**

**Time: 3:30 pm**

**Location: SGA Senate Chambers**

**Invitation sent to:** Zackrey Powers(Chair), Jonathan Soufia(Vice), Karla Perez(Business), Janelle Fraga(CASE), Gabriela Ponce(Business), Molly Schantz(Housing), Michelle Castro(SGA).

For this meeting we will be addressing the following points:

- I. Current Status of CSO Audit
  - A. We have contacted CSO president Tuesday (9/17) and have not received a response.
  - B. Discussed next plan of action regarding contacting Graduate Assistant and Advisor of CSO.
- II. Status of SOP Draft.
  - A. Janelle is in the process of developing ORC's Standard Operating Procedure draft
- III. Next Course of Action.
  - A. Send out an email to CSO Graduate Assistant and Faculty
  - B. Continue working on SOP

Next Meeting: Monday, October 7th, 2019