

Operational Review Committee

September 9th, 2019- Minutes of the Meeting

Time: 3:30 pm

Location: SGA Chambers

Present: Jonathan Soufia(Chair), Zackrey Powers(Vice), Karla Sofia Perez(Business), Gabriela Ponce(Business), Janelle Fraga(CASE), and Molly Schantz(Housing)

- I. Fall semester biweekly meeting schedule
 - A. Every other Monday starting on September 9th, at 3:30.

- II. Explanation of new roles/responsibilities
 - A. Two investigator positions
 1. These person(s) will contact organisations, solicit, and disseminate findings to all other committee members.
 - B. One trend analyst position
 1. This person will receive the findings of the investigators, generate visual aids via excel, and identify/report significant trends.
 - C. One SOP writer position
 1. This person will draft a working Standard Operating Procedure based on the formatting for GPSC's SOP
 2. This person will contact other committee members and use MMC Mandates to establish a consistent system for conducting ORC operations

- III. Explanation of ORC fact-finding resources
 - A. Use of SGA-MMC A&S budget allocations spreadsheet
 - B. Use of Pantherconnect to find e-board members to contact per organisation

- IV. Assignment of roles
 - A. Senator Perez: Trend analyst



- B. Senator Fraga: SOP writer
- C. Senators Ponce and Schantz: Investigator
- V. Individual task to be completed by next meeting
 - A. Notification of audit sent to relevant e-board members of CSO
 - B. Investigators follow up with CSO by the end of next week
 - C. SOP writer reviews GPSC's SOP and starts to draft ORC SOP

Next Meeting: Monday, September 23rd, 3:30 pm in SGA Chambers.

Convene: 3:58 pm