

Operational Review Committee

June 28th, 2019- Minutes of the Meeting

Time: 3:09 pm

Location: SGA Conference Room

**Present: Jonathan Soufia(Chair), Zackrey Powers(Vice), Karla Sofia Perez(Business),
Gabriela Ponce(Business),**

- I. ORC positions
 1. Chair: Jon Soufia
 2. Vice: Zack Powers
- II. ORC monthly meetings in summer
 - a) Impromptu Summer Meetings
 - b) Fall/Spring 2nd/last Wednesday at 2pm
- III. SOP creation
 - a) Creating SOP after procedure has been established mid-fall.
 - b) Meeting with Sylvana for ORC workshop TENTATIVE: One week
before fall semester.
- IV. ORC auditing responsibilities, procedure, and implementation.
 - Contact departments for upcoming events calendar
 - U-wide Budget, 2 hearings = 2nd week of Spring Semester. Deliberations = 2nd week of February
 - MMC Budget, 2 hearings/Deliberations = in between U-wide hearings.

Next Meeting: Workshop with Sylvana. Acquire Spring 2019 Audits.

Convene: 3:31 pm