

INFRASTRUCTURE COUNCIL MINUTES

Thursday, December 12, 2024

2:00 PM - 3:30 PM

[via Zoom](#)

Attendees: Rick Glover, Brent Munoz, Robin Geyer, Carrie Young, Ellen Osterkamp, Jennifer Hayward, Josh Manders, Luis Maggiori, Ian Coronado, Meggie Wright, Anne McGrail, Kyle Schmidt

Guests: Adam Epp, Kris Stenson

Minutes: Amy Skehan

ADDITIONS TO AGENDA/ UPDATE FROM COLLEGE COUNCIL

MEETING/ANNOUNCEMENTS:

Updates from the College Council meeting on 12/11:

- Luis presented, may contact BDS for collaboration on paper policy, and they approved some changes to the operations manual.

APPROVE [November 14, 2024 Minutes](#)

Discussion: none

Motion: Ellen motions to approve

Second: Kyle

No objections

Motion carries with no objections.

[AGENDA APPROVAL](#)

Motion - Meggie motions to approve

Second - Josh

No objections

Motion carries with no objections.

BUSINESS

Visit from OR State Records Management Kris Stenson	<ol style="list-style-type: none">1. Clarity on best practices for storing electronic materials.2. How long should electronic materials be retained?3. What are state requirements on materials that need to be archived? Are there areas we should look at that go beyond this <p>Shared Records Management for Community Colleges</p>
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	<p>Presentation -</p> <p>ORSOS -</p> <ul style="list-style-type: none"> • Retention and Disposition • Guidance on records management best practices • Provides Training <p>ORS 192.005(5) Public Record (retention) review</p> <p>ORS192.11(f)(a)</p> <p>Exclusions: Extra copies, Stock of publications, library collections, or museum materials, Spoken communication, including video conferences, that is not recorded - DOJ has a broader definition.</p> <p>Records Retention Schedules</p> <p>Welcomes comments for suggestions</p> <p>OAR 166-450: Community Colleges</p> <p>https://sos.oregon.gov/archives/Pages/records_retention_schedule.aspx</p> <p>Discussion and review of the presentation.</p> <p>https://sos.oregon.gov/archives/Documents/recordsmgmt/rc/social-media-guidance-infographic.pdf</p>
Discussion about Questions for Tom Goodhew (Bond Manager)	<p>Review any questions to forward to Tom about the bond project. Already requested to discuss bond projects, cost overruns, and specific ask on deferred maintenance. process of finalizing a Grant for the first electric car</p> <p>Discussion on deferred maintenance What projects are left, how much is left in the budget</p>
Future meeting topics	Discuss future council topics

Updates - Ellen will be out on leave for the Winter term. Jennifer Tavernier will temporarily fill Ellen's position on Infrastructure, Ian Coronado will be acting Dean of the Arts while Ellen is on leave.

Discussion of meeting at Public House later today.

Meeting ended 3:27

Current Work Groups/Subcommittees

Technology Acquisition	
Wayfinding	
Sustainability	

Membership

- Brent Munoz -- Vice President Information Technology (vice chair)
- Jennifer Hayward -- Facilities Management and Planning Director
- Ian Coronado -- Division Dean of Academic Technology
- Robin Geyer -- Member by Position
- Luis Maggiori -- Member by Position
- Jordan Meyers-- ASLCC appointed
- Aman Nurmukhanbetov – ASLCC appointed
- Richard Glover -- Faculty Council appointed (acting chair)
- Anne McGrail -- LCCEA appointed
- Meggie Wright -- LCCEA appointed (college council chair)
- Josh Manders - Classified LCCEF appointed
- Kyle Schmidt -- Classified LCCEF appointed
- Carrie Young -- Classified LCCEF appointed
- Ellen Osterkamp -- MSC appointed

Resources

- [Official Infrastructure Council Work Plan 24-25](#)
- [Unofficial work plan with priority ranking](#)