



PROCEDURAL SUBCOMMITTEE MINUTES

Wednesday, July 18, 2018

8:30-11:30am

Conference Call: (877)336-1828, public access code 8478084 (*listen only*)

Meeting Outcomes

- *Review member edits/comments*
- *Determine next steps*
- *Establish next meeting*

Subcommittee Members Present by Phone: Chair Scruggs, Zoe Larmer (Colt Gill surrogate), Michele Oakes, Anthony Rosilez, Jenna Schadler, Jessica Ventura (Colt Gill surrogate), Cheryl Myers (Lindsey Capps surrogate)

Subcommittee Members Not Present: None

Administrative Agent Staff Present by Phone: Debbie Green, Executive Support

1.0 Preliminary Business

1.1 Welcome Remarks, Agenda Review/Outcomes

Subcommittee Chair Scruggs opened the meeting at 8:30am and welcomed the Subcommittee members.

1.2 Roll Call

Debbie Green reviewed those in attendance by phone; a quorum was established.

2.0 Public Comment

Public testimony should be submitted in writing to debbie.green@state.or.us

No public comment received.

3.0 Draft Policies and Procedures Discussion

Discussion: review member edits/comments

The Subcommittee previously provided individual edits to Cheryl Myers. Subcommittee Chair Scruggs led the Subcommittee through each comment provided on the Policies and Procedures Manual draft. Policy language was reviewed and edited.

3.1 Revise timeline

Cheryl will provide the Subcommittee with a preview of Version 2 of the draft; the full Educator Advancement Council (EAC) will receive Version 2 on July 25, 2018 for a first read and feedback.

4.0 Meeting Logistics

4.1 Calendar, meeting mode

Unanticipated agenda items may or may not be included. All Educator Advancement Council meetings are open to the public and conform to Oregon public meetings laws. Accommodations requests should be submitted to [Debbie Green](mailto:Debbie.Green) (503)373-1283 at least 48 hours in advance. To subscribe to meeting notices please register [here](#) or www.education.oregon.gov to also find upcoming meetings and prior meeting materials.

The next Procedural Subcommittee meeting will be August 16, 2018, 1-4 p.m. via phone conference. The Subcommittee will review feedback from the full EAC and prepare a recommended draft Policies and Procedures manual for potential presentation at the August 23, 2018, EAC meeting.

5.0 Wrap Up

5.1 Requests of staff

Cheryl to complete version 2 of Policy & Procedures Manual and return to Subcommittee members.

5.2 Other

Subcommittee members to read over Document 5.2 (the EAC Director Travel/Expense Reimbursement Template) embedded in today's calendar invite and provide edits/comments to Cheryl by July 31, 2018. The Subcommittee will also review this item at the August 16, 2018 meeting.

Adjourned at 10:50 a.m.