

Operations Council

Action Charter

This Charter is established between the Executive Leadership Team (ELT, the Sponsor) and the Operations Council to identify the purpose and scope, planned outcomes, and membership for the Council during the three-year of the 2018-2021 academic years.

- Purpose and Scope:** The Operations Council provides a forum for participatory governance and makes recommendations to ELT for strategic directions, initiatives, and operations consistent with the ARC Strategic Plan.
- The Operations Council is responsible for
- leading efforts to ensure effective and efficient day-to-day functioning of various college operational systems, processes and procedures, and
 - addressing and communicating (to ELT as well as constituency groups) major operational changes that impact how the college manages its day-to-day functions, and planning/training for operational changes.

- Deliverables:** Specific duties and/or outcomes assigned to the Operations Council include:
- Review funded priorities associated with college planning and resource allocation.
 - Provide leadership and coordination for college's facilities, capital improvements, technology, public safety, maintenance, and sustainability.
 - Provide leadership and direction in college's efforts for making and communicating improvements to operational processes.
 - Provide leadership in the overseeing of resources for various professional development activities (Faculty, Classified, and Management).
 - Sponsor operations project teams chartered by the ELT, including annual review (In the Spring) of the work of the team to assess and determine recommendations to the ELT for the continuation of teams into the next academic year.

Membership:

The Operations Council is currently comprised of 24 members (as specified by the ELT) inclusive of representatives of all four primary ARC constituency groups and assigned or appointed by their respective representative bodies (Management Team, Academic Senate, Classified Senate, and Associated Student Body). The term assigned to each appointed position (noted as "representative") indicates the initial end of term for the person appointed to serve: Term 1 ends Spring 2025, Term 2 ends Spring 2023, and Term 3 ends Spring 2024.

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| Vice President, Administration (Chair) or designee | Management | |
| Classified (Co-Chair) | Classified | Term 3 |
| Dean of Planning Research and Technology or designee | Management | |
| Director of Administrative Services or designee | Management | |
| Business Office Supervisor | Classified | |
| Information Technology Supervisor | Classified | |
| Police Captain or designee | Management | |
| Student Services Dean Representative or designee | Management | Term 3 |

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| Dean of Natomas Education Center or designee | Management | |
| Dean of Kinesiology and Athletics or designee | Management | |
| Associate Vice President, Workforce Development or designee | Management | |
| Faculty Representative | Faculty | Term 3 |
| Faculty Representative | Faculty | Term 2 |
| College Nurse | Faculty | |
| Distance Education Coordinator | Faculty | |
| Classified Instruction Representative | Classified | Term 3 |
| Classified Student Services Representative | Classified | Term 2 |
| Classified Administrative Services Representative | Classified | Term 1 |
| Safety Representative - Los Rios Supervisors Association (LRSA) | Classified | Term 3 |
| Safety Representative - Los Rios Classified Employees Association (LRCEA) | Classified | Term 2 |
| Safety Representative - Service Employee International Union (SEIU) | Classified | Term 1 |
| Safety Representative - Los Rios College Federation of Teachers (LRCFT) | Faculty | Term 1 |
| Associated Student Body Representative | Student | Term 2 |
| Associated Student Body Representative | Student | Term 1 |