

Meeting Notes⁽¹⁾



NAME OF COUNCIL/TEAM: Operations Council

OBJECTIVE OF MEETING:

DATE OF MEETING: 09/23/2025

TIME: 1:00pm

LOCATION/ROOM #: Meeting ID: 853 4652 1360

CALL-IN NUMBER: Passcode: 817540

CALL-IN CODE: One tap mobile

+16694449171,,85346521360#,,,,*817540# US

+16699006833,,85346521360#,,,,*817540# US (San Jose)

FACILITATOR(S): Koue Vang, Mary Goodall

ASSISTANT: Stephanie Saucedo

MEMBERS PRESENT:

INVITED GUEST(S): Kaitlyn Collignon

SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):

Attached Files:

[Operations Council Meeting Notes 4-23-24 \(/Agenda/DownloadFile?fileId=3310\)](#)

[Location Safety Committee Meeting Minutes 9-19-25 \(/Agenda/DownloadFile?fileId=3311\)](#)

UPDATES AND BRIEF REPORTS:


Topic	Person(s) Responsible	Notes
Campus Safety Updates	Captain Kelly Benitez	It was reported that non-employees and non-students have been using or tampering with car charging cables. At present, there is no enforcement mechanism in place, and the issue is not classified as a crime. LRPD is coordinating with the Operations Team on possible deterrents, such as signage. A suggestion was made to consider installing physical barriers.
Information Technology Updates	Minh La	No updates. Minh on vacation.

<p>Facilities Update</p>	<p>Margaret Lednicky</p>	<p>ARC 2024 PE Locker room HVAC Upgrade – Construction started this week. New split units are being provided. The units won't be able to cool the entire space but will provide relief during hot days. The project budget was just under the DSA (Division of the State Architect) threshold. Costs over the DSA threshold would have triggered major upgrades to the building, including restroom upgrades, path of travel, and structural.</p> <p>ARC 2025 BSO Office Remodel – The project was awarded Pro Builders Contractors for the sum of \$188k. A Pre-Construction Meeting was conducted on Tuesday, 9/16/25. Contractors are mobilizing this week.</p> <p>ARC Tech Ed Modernization – The project is considered approximately 99.9% complete. Phase 2 parking paving is complete and landscape punch list issued. Commissioning and minor punch list work continues.</p> <p>ARC NEC Phase II & III – Building is considered 85% complete. Current activities: Exterior envelope is nearly complete. Brick and stucco is complete. Glazing is ongoing and approximately 98% complete. Interior: Mechanical Electrical Plumbing trim and lighting installation is underway. Casework (lab and Architectural) installation is underway. Kone has completed elevator installation and will return for start-up and inspections. Team is anticipating energizing building sub-panels mid to late September. The Contractor will need to complete rooftop equipment work (catwalk, LV controls wiring, electrical) to allow start-up of building system equipment in October. Furniture installation is anticipated in November.</p> <p>ARC Veterans Resource Center – Plans approved by DSA. Third (final) in-house plan review complete and comments sent to architect on April 11. FM was working to coordinate with campus and FM HVAC team for controls work preceding this remodel which is now complete. Awaiting DSA approved addenda so project can bid. Final estimate came in at just under \$1.4M. DSA returned package for comments and the design team is addressing. No response regarding anticipated approval date.</p> <p>ARC 2025 Child Development Center Shade Structure - DSA Submittal was 8/28/25 for an 'Over-the-Counter' review on 9/5/25. The contractor and college are working on DSA comments. One of the 3 shade structures has to be smaller due to requirements for a Safe Dispersal Area. A portion of existing fencing needs to be moved to the north to meet DSA requirements for this Safe Dispersal Area. Another small concrete walkway has to be added as well.</p>
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ARC 2025 Natomas Key and Card Access Upgrade – Facilities Management is in the process of upgrading key and card access at Natomas existing Phase 1 building and providing new Key and Card Access for Phase II & III. I/M Electrical/Structural teams will be performing the labor.

ARC Portable Village 1 & 2 Refresh – Rocket Luxury Toilet Trailers were delivered to PV1 and have received more use than anticipated. PV1 more permanent restroom project is still at DSA. Architect resubmitted plans 09/11. Finish up grades to PV1 and PV2 project scope was sent to HGA for new design proposal. A site walk was conducted on 09/15 to review scope. Issued estimate at approx. \$1.3M. New furniture for most of the portables has been ordered. We will install upon arrival.

ARC Davies Hall Modernization – A kick-off meeting was scheduled last Friday, 9/19/2025, and was held both on-ground and online. The architects had anticipated more faculty attending in person. While the Zoom breakout groups were somewhat difficult to navigate, the design team was still able to gather valuable input. The meeting ended before all three breakout groups could share their findings. Instruction has been asked to determine whether faculty would prefer future meetings to be held primarily on-ground.

Budget Update	Koue Vang	Budget Update – Impact of Enrollment & Pell Growth on Student Centered Funding Formula (SCFF) 	
		<p>Credit FTES Growth</p> <ul style="list-style-type: none"> Increased from 43,882 (2019–20) to 45,935 (2024–25). Under the SCFF, higher FTES directly increases the base allocation (enrollment is the largest driver of funding). This growth reflects stability and slight expansion in student demand, which strengthens our funding baseline going into 2025–26. <p>Pell Grant Student Growth</p> <ul style="list-style-type: none"> Increased from 22,613 (2019–20) to 26,593 (2024–25). Pell-eligible students generate additional supplemental allocation dollars in SCFF. Growth here is significant—over 3,900 more Pell students—and provides higher revenue tied to serving low-income students. This also supports the equity focus of SCFF by rewarding institutions that enroll and support traditionally underrepresented students. <p>Overall Impact</p> <ul style="list-style-type: none"> Both FTES and Pell growth position the District to receive higher overall funding under SCFF. Increased revenue has directly enabled investment in new classified staffing positions districtwide for the first time in nearly a decade. For 2025–26, the plan allocates 10 new classified positions across the district, with American River College receiving 2 positions. While this is an important step, future growth will depend on continued state investment in enrollment growth and our ability to serve more students. 	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps

<p>Sustainability Plan - https://inside.arc.losrios.edu/arc/inside/doc/ARC-04-Governance/ARC-Governance/ARC-Sustainability-Project-Team-Final-Report.pdf (page 18)</p>	<p>Koue Vang</p>	<ul style="list-style-type: none"> • The Sustainability Plan requires an update and redevelopment. • Operations Council has identified some members to serve on the project team; additional members are still needed. • Operations Council will serve as the sponsoring council for this plan. • The charge of the project team is to develop the updated Sustainability Plan and present a draft and related deliverables to Operations Council for review and recommendation to ELT. • When appropriate, constituency groups or other stakeholders may be consulted prior to Operations Council's recommendation. 	<ul style="list-style-type: none"> • Operations Council will continue to identify additional members for the project team. • The Council will reach out to the Academic Senate President to appoint additional faculty members. • If all project team members are identified before October 6, the full team will be presented at the ELT meeting for confirmation. • Once confirmed, the project team will begin work on updating the Sustainability Plan.
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Technology Master Plan- https://inside.arc.losrios.edu/arc/inside/doc/ARC-04-Governance/ARC-Governance/ARC-	Koue Vang	<ul style="list-style-type: none"> • The Technology Master Plan has not yet been developed and will need to be created. 	<ul style="list-style-type: none"> • Operations Council will continue to identify additional members
Integrated-Planning-Guide.pdf (page 19)		<ul style="list-style-type: none"> • Operations Council has begun identifying members to serve on the project team; additional members are still needed. • Operations Council will serve as the sponsoring council for this plan. • The charge of the project team is to develop the Technology Master Plan, which will assess ARC's current technology, identify future needs, and ensure alignment with the College's mission and strategic direction. • Drafts and related deliverables will be presented to Operations Council for consideration and recommendation to ELT. • When appropriate, constituency groups or other stakeholders may be consulted prior to Operations Council's recommendation. 	<ul style="list-style-type: none"> for the project team. • The Council will reach out to the Academic Senate President to appoint additional faculty members. • If all project team members are identified before October 6, the full team will be presented at the ELT meeting for confirmation. • Once confirmed, the project team will begin work on developing the Technology Master Plan.
Operations Council Meeting Notes 4-23-24	Koue Vang	Dr. Derrick Booth motioned to approve and Don Reid second the motion.	
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
Davies Hall Replacement Committee	Koue Vang	See Facilities Update Section	

<p>Bookstore RFP</p>	<p>Koue Vang</p>	<p>Bookstore RFP Status</p> <ul style="list-style-type: none"> • LRCCD is transitioning from a traditional outsourced college store model to a Hybrid Business Model to modernize operations and expand service options. • An Evaluation Committee has been formed; participation begins September 2025. Committee responsibilities include reviewing proposals, evaluating financial analysis (via CBC), interviewing shortlisted vendors, and recommending a contractor. <p>Hybrid Model – Required Services (Campus vs. Online Only)</p> <ul style="list-style-type: none"> • Campus Stores: American River College (ARC) and Sacramento City College (SCC) — both will retain physical campus stores with Course Materials Service Centers. • Online Only Services: Cosumnes River College (CRC) and Folsom Lake College (FLC) will operate primarily through online platforms (OCMS + Merchandise Websites). • Districtwide Services: <ul style="list-style-type: none"> • Online Course Materials Store (OCMS) for each college • Merchandise Website for each college • Course Materials Services for all academic programs • Supplies Vending Machines at CRC and FLC • Regalia available at all four colleges (CRC and FLC distribution TBD) • Satellite Locations/Centers – service model TBD <p>RFP Timeline:</p> <ul style="list-style-type: none"> • Issued: August 26, 2025 • Bidders Conference: September 8, 2025 • Proposals Due: October 9, 2025 • Review of Proposals by LRCCD: November / December 2025 • Contractor Presentations: November 2025 • Contract Negotiations / Preparation of Contract: January / February 2026 • Begin Transition / Sign Contract: April 2026 • Contract Commencement: July 1, 2026 <hr/>
<p>Building Name Reconciliation</p>	<p>Kaitlyn Collignon</p>	<p>Name reconciliation for campus buildings is underway to support digital renaming efforts. Discrepancies have been identified, and Kaitlyn is coordinating updates across all systems, including the Wayfind app. Physical signage updates will be implemented as part of a long-term facilities project.</p> <p>https://docs.google.com/spreadsheets/d/1K1cxonb7_CpQ-lrLMABYTK1jCI-U6nQKCqHuGPWCB-o/edit?usp=sharing</p>

Classified Staffing Allocation 2025-26	Koue Vang	<ul style="list-style-type: none"> ARC will be starting the Classified Hiring Prioritization Process (CHPP) to review and prioritize new classified staffing requests.
		<ul style="list-style-type: none"> This is tied to the district's 2025–26 allocation of 10 new classified positions, of which ARC will receive 2. The process is facilitated by the Classified Senate and applies only to ARC classified positions (not Records & Admissions, Financial Aid, or Health Services). Managers and supervisors will be notified This process supports shared governance by ensuring staffing needs are evaluated collaboratively and transparently.
Classified Professional Development Committee	Brenda Valles	<p>Classified Professional Development (PD) Governance</p> <ul style="list-style-type: none"> The council discussed whether Classified PD should remain under Operations Council governance or be moved to another governing body, such as the Classified Senate. It was noted that there is a need to fill vacant committee positions, and recruitment of willing participants has been challenging. The Vice President of Administrative Services (VPA) will meet with the Classified Senate President and the current Classified PD Committee to discuss potential solutions.
Homecoming	Amanda Lewis	An update was shared on the different events planned for Homecoming Week (Oct. 25 – Nov. 1), with encouragement for students and staff to participate fully in celebrating ARC's 70th Anniversary.
Location Safety Committee Meeting 9/15/25	Koue Vang	A brief summary of the Location Safety Committee meeting held on September 15, 2025 was shared with the Operations Council.
Location Safety Committe Meeting 9/15/25	Koue Vang	
ITEMS FOR FUTURE CONSIDERATION:		
Topic	Contact Person	
NA		