



PROPOSED COMPOSITION CHANGE

Council: Operations Council

Proposed Effective Date: August 28, 2018 (first regular meeting of fall semester)

Rationale: There is an interest in modifying the composition of Operations Council to include safety representatives from each classified union. It is proposed that two existing roles on the Operations Council would also serve as the safety perspective and that one additional role would be added. This would increase the overall composition by one classified representative.

The proposed changes are designated in red below. If adopted, these changes would be updated to the Operations Council Action Charter as shown on the following pages.

Proposed Composition (current composition is specified on page 14 of the ARC Governance Framework):

Operations Council	
Function	Composition
Operates Under a 3-Year Charter Sponsored by the ELT; Conducts Planning, Problem Solving, and Oversight for Essential ARC Operations and Facilities Functions Including Budget, Capital Improvements, Technology, Public Safety, Maintenance and Similar; Responds to Support Requests from the Student Success Council; Sponsors Project Teams Under the Direction of the PES Based on Emergent Needs and/or Strategic Plan Priorities; Scope is One-Year Objectives with 3-Year Outcomes as Assigned	Membership: (7 Management; 4 Faculty; 7 Classified; 2 Students) <ul style="list-style-type: none"> Vice President, Administration (Chair) <ul style="list-style-type: none"> staff support designee Classified (Co-Chair) Dean of Planning, Research, and Technology Director of Administrative Services Business Office Supervisor/Safety Representative (LRSA) Information Technology Supervisor Police Captain Student Services Dean Representative Dean of Natomas Education Center Dean of Kinesiology and Athletics Associate Vice President, Workforce Development Faculty Representatives (2) College Nurse Distance Education Coordinator Classified Instruction Representative/Safety Representative (LRCEA) Classified Student Services Representative Student Representatives (2) Classified Administrative Services Representative/Safety Representative (SEIU)

Operations Council

Action Charter

This Charter is established between the Executive Leadership Team (ELT, the Sponsor) and the Operations Council to structure the process and planned outcomes for the Operations Council during the three-year period during AY2017-20.

Purpose: The Operations Council (OCC) is responsible for leading efforts to ensure effective and efficient day-to-day functioning of various college systems, processes and procedures; to address and communicate (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.

Strategic Charge: The Operations Council bears chief responsibility for coordinating the planning, problem solving, and oversight of essential college operations and facilities functions including budget, capital improvements, technology, public safety and maintenance.

Scope/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 improvements to operational processes.
- Provide leadership in the overseeing of resources for various professional development activities (Faculty, Classified, and Management).

Membership: The Operations Council is currently comprised of ~~19~~20 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 Council, 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 S2018, Term 2 ends S2019, and Term 3 ends S2020.

• Vice President, Administration (Chair)	Management	
• Classified (Co-Chair)	Classified	Term 3
• Dean of Planning, Research, and Technology	Management	
• Director of Administrative Services	Management	
• Business Office Supervisor (LRSA)	Classified and Safety Representative	
• Information Technology Supervisor	Classified	
• Police Captain	Management	
• Student Services Dean Representative	Management	Term 3
• Dean of Natomas Education Center	Management	
• Dean of Kinesiology and Athletics	Management	
• Associate Vice President, Workforce Development	Management	
• Faculty Representative	Faculty	Term 3
• Faculty Representative	Faculty	Term 2
• College Nurse	Faculty	
• Distance Education Coordinator	Faculty	
• Classified Instruction Representative (LRCEA)	Classified and Safety Representative	Term 2
• Classified Student Services Representative	Classified	Term 1
• Associated Student Body Representative	Student	Term 2
• Associated Student Body Representative	Student	Term 1

- [Classified Administrative Services Representative \(SEIU\) Term 1](#) [Classified and Safety Representative](#)