

## Meeting Notes

**NAME OF COUNCIL/TEAM:** Operations Council

**OBJECTIVE OF MEETING:** Hear updates from Facilities, Wayfinders, Safety, Technology, and Professional Development.

**DATE OF MEETING:** 03/26/2019  
**TIME:** 1:30pm

**LOCATION/ROOM #:** Administrative Conference Room  
**CALL-IN NUMBER:**  
**CALL-IN CODE:**

**FACILITATOR(S):** Kuldeep Kaur, Olga Prizhbilov

**NOTE TAKER:** Beth Madigan

**MEMBERS PRESENT:** Olga Prizhbilov, Hironobu Kobayashi, Roger Davidson, Matthew Blevis (for Cheryl Sears), Michele Arnott, Pamela Bimbi, Sarah Mattson, BonnyJean Bowman, David Austin, Keri Jumelet, David McCusker.

**INVITED GUEST(S):**

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

Attached Files:

[ARC Permanent Art Collection Bylaws \(/Agenda/DownloadFile?fileId=365\)](/Agenda/DownloadFile?fileId=365).

[Sustainability Project Team Initiation \(/Agenda/DownloadFile?fileId=367\)](/Agenda/DownloadFile?fileId=367).

[Sustainability Project Team Draft Charter \(/Agenda/DownloadFile?fileId=368\)](/Agenda/DownloadFile?fileId=368).

[ARC Indigenous Land Statement \(/Agenda/DownloadFile?fileId=370\)](/Agenda/DownloadFile?fileId=370).

[Operations Council Notes 02-26-2019 \(/Agenda/DownloadFile?fileId=371\)](/Agenda/DownloadFile?fileId=371).

[Project Sequencing \(/Agenda/DownloadFile?fileId=372\)](/Agenda/DownloadFile?fileId=372).

**UPDATES AND BRIEF REPORTS:**

Topic	Person(s) Responsible	Notes
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<p>What are the facilities &amp; maintenance updates since the last meeting?</p>	<p>Matthew Blevis</p>	<ul style="list-style-type: none"> <li>* Administration Building will get walk-off mats installed at the entrances to prevent slip-and-falls (similar to Davies Hall)</li> <li>* More fire drills are on schedule for 3/28, weather permitting. See Scott Crow's email to campus for details.</li> <li>* Wellness Center - architect is completing their work; once done, it will go to the Board of Trustees, with projected project start date in the summer.</li> <li>* Admissions/Records will get a new counter installed during Spring Break, in preparation for the Business Office move.</li> <li>* Hutchinson Gymnasium (main gym) will get new floors installed, starting on May 22nd.</li> <li>* Davies Hall - adjunct faculty "offices" moved from 4th floor to 3rd floor (room 396) for safety purposes.</li> <li>* Library new break room for staff is about 80% complete.</li> <li>* 2nd week of April, Workforce Development is scheduled to move into Library lower level.</li> <li>* South Well will be demolished, because North Well was built to replace it.</li> <li>* STEM construction: - Hydronics line will be put in starting 4/24, going into summer; weather permitting, should be done in the summer; areas affected will be the boiler room area (by Davies Hall) blocked off again; - Weather permitting, STEM building will start building upward on 3/29.</li> <li>* Pathway between ITC and Library will open as soon as weather permits for the work to be done by that area. Hopefully around 4/19.</li> </ul>	
<p>What is the progress on the Wayfinders work?</p>	<p>Matthew Blevis</p>	<p>The work is coming along. Signage printing machines will be ordered soon. Machines will likely be able to print metal signs. Sarah Mattson shared that QR codes will also exist for all the art on campus (as not part of this project).</p>	
<p>What are the safety updates since the last meeting?</p>	<p>Captain Chris Day</p>	<p>no report.</p>	
<p>What are the technology updates since the last meeting?</p>	<p>Jeff Bucher</p>	<p>no report.</p>	
<p>What are the updates on the professional development work since the last meeting?</p>	<p>Olga Prizhbilov</p>	<p>no report.</p>	
<p>What is the progress on the Wellness Center Project Team's recommendations?</p>	<p>Parrish Geary</p>	<p>no report.</p>	
<p><b>ACTION ITEMS:</b></p>			
<p><b>Question</b></p>	<p><b>Person(s) Responsible</b></p>	<p><b>Notes and Decision(s)</b></p>	<p><b>Next Steps</b></p>

Do the meeting notes from the last council meeting (February 26th) reflect the discussion accurately?	All		Consensus
Does the Operations Council support the Indigenous Land Statement?	All		<p>Consensus.</p> <p>The word "we" needs to be added in the first sentence between "which" and "occupy". Comma to be added before the word "federally". "Federally" doesn't need to be capitalized.</p> <p>David McCusker's wife is part of the Patron's Club. He'll see if she can find out about where the mining equipment display in front of Davis Hall comes from.</p>

**DISCUSSION ITEMS:**

Question	Person(s) Responsible	Notes and Next Steps
All Gender Restrooms	Cheryl Sears	no report. move to next month's meeting.
Creation of forms/processes (e.g. Admissions Forms)	Olga Prizhbilov	<p>Olga talked with Parrish Geary, Dean of Admissions. Most forms are created based on various legislature and procedures. If anyone would like to make changes to any forms, they can reach out to Parrish directly.</p> <p>Suggestion to have Parrish attend Operations Council to have a more detailed discussion.</p>
Sustainability Project Team Initiation and Charter - 1st reading	Kuldeep Kaur/Olga Prizhbilov	<p>Council reviewed the project initiation and charter documents. Will email Kuldeep, Olga, and Beth any feedback. The group knows that will need approve at next meeting.</p> <p>On page 3, 3rd bullet point from the end, need to define what ECOS club is.</p>
ARC Permanent Art Collection Bylaws Discussion	Sarah Mattson	<p>Reviewed bylaws. The Permanent Art Collection Committee is currently revising bylaws, so any suggestions may be sent to them.</p> <p>Olga will look at Facilities Master Plan and see how equity is worded there, to potentially include same/similar wording in the bylaws. Current bylaws do have equity language in them.</p>

**ITEMS FOR FUTURE CONSIDERATION:**

Topic	Contact Person
Rave Guardian app - how to select satellite locations (e.g. Natomas) as primary location.	Chris Day