

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:

- Provide leadership and coordination in resource allocation for various professional development activities (Faculty, Classified, and Management).
- 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

Membership: The Operations Council is currently comprised of 19 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	Classified	
• 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	Classified	Term 2
• Classified Student Services Representative	Classified	Term 1
• Associated Student Body Representative	Student	Term 2
• Associated Student Body Representative	Student	Term 1