

Operations Council

Meeting Notes

NAME OF COUNCIL/TEAM: Operations Council	
OBJECTIVE OF MEETING: Review updates from Facilities & Maintenance, Safety, Technology, Way Finding, and Wellness Center Implementation.	
DATE: 09/24/2019 TIME: 1:30pm	LOCATION/ROOM #: Administrative Conference Room CALL-IN NUMBER: CALL-IN CODE:
FACILITATOR(S): Kuldeep Kaur, Olga Prizhbilov	
TIMEKEEPER:	
NOTE TAKER: Beth Madigan	
MEMBERS PRESENT: Michele Arnott, Pamela Bimbi, Derrick Booth, BonnyJean Bowman, Jeff Bucher, Adam Karp, Sarah Mattson, Cheryl Sears, Craig Weckman, BonnyJean Bowman, Parrish Geary, Kuldeep Kaur, Hironobu Kobayashi, Beth Madigan, Olga Prizhbilov, Ramses Galvez, Chris Day	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
What are the facilities and maintenance updates?	Cheryl Sears	<p>STEM has a roof</p> <ul style="list-style-type: none"> - Started trenching for the hydronic line - that's why fencing has been extended. Week of October 4th, some of the fencing will go away and more areas will be open. Need fencing as hydronic line will be above ground to support Welcome and Support Center, Fine Arts and Admin/Counseling. -PE Fence - contractor out for quoting - Wellness center completion deadline - end of the first week of January -New Corp Yard - is in design; will be at the College Oak/Winding way of the Stadium Lot. -New sign shop is in the old CDC - up and fully operational. - Tennis Courts For now we are approved for 8 courts (instead of 12 that we have now). If the District prevails in the litigation, we will have 4 additional courts. RFP will have 4 add alternate options. - IMS moving to bottom level of Raef Hall - CDC is getting a new playground - construction starts October 3rd. -Tech Ed and Natomas phase 2 and 3 - design work will start in December of this year. In the process of reviewing statement of qualifications to select architectural firms. -Fashion - redesigned the fashion lab - 95% complete - Camera project - replaced analog cameras with digital - complete. This was a district project to update the system. Now, as a campus, we can add other cameras. -Gym floor project is complete.
What is the progress on the implementation of "wayfinding"?	Cheryl Sears	<ul style="list-style-type: none"> -Cheryl showed new campus map. - Will have new kiosks around the campus with the new campus maps. -Will start with replacing the parking signs with the new names. Kiosks and Signs will be re-done at the same time. - Changed layout of the signs - the emblem and QR code smaller - so that there is more room for the lettering of the building names,etc. - QR codes show you where you are and then you select your destination and it will take you to your destination (directions to). - Will include a map of each area as well. - Kiosks will be 8 feet wide, 4 feet tall. with solar powered lighting for these signs. Metal signs (easier to fix now that we have the printing office) - Room numbering will be changed in the future. For example STEM 101 (for first floor), STEM 201 (2nd floor). - Bowman pointed out that when purchasing happens in PeopleSoft, we have to choose our location. Therefore, when the numbering will be changed, it will be an extensive project to include all the aspects. - Will be asking for student feedback on the wayfinding signage-Ramses will follow up with Cheryl on how to get students involved. - Also working with the County to help with signage as someone gets closer to campus from the freeways and surrounding areas. - Regena shared that the Wayfinding group created a master plan and all the details. Therefore, if someone needs to take over the project, they will be able to do so.

What are the safety updates?	Captain Day	<ul style="list-style-type: none"> -Started fire drills today. Have more fire drills this week. Will go to Ethan Way and Public Safety Center later this week. -DUI Training tricycles training happened last week. -October 24th - will be coffee with a cop at Student Center. - Had a few catalytic converters stolen from cars at our campus and other campuses throughout the district and in the region. - Still working through the camera security update - Busy semester with student discipline issues. Working with Parrish, Kate, and CAST. - Project Truth was at a few other campuses. - Will do field trip out to Mather - Chief Salvidge wants to see it. - Other than that, campus has been safe. - Campus Police appreciates getting a heads up early - so we should all continue reaching out when we something out of place.
What are the technology updates?	Jeff Bucher	<p>Windows 10 migration - down to 65 machines (will not touch them until the break)</p> <p>350-400 classified computers still need to updated. Will do it for one area at a time, probably on Fridays.</p> <p>No one should have to buy new computers because there are enough computers to cascade that will be able to handle Windows 10. January is when our deadline to do this is.</p>
What is the progress on the implementation of the "wellness center" project team recommendations?	Parrish Geary	<p>Started addressing the recommendations:</p> <p>Spring 2020 the space will be available for the Wellness Center</p> <ul style="list-style-type: none"> - Health Wellness Day - Student Health 101 has been purchased. - Hired the Health Center Director - will be stating in October (will start out in current health center until new area is ready) - Started a student survey to make sure that we are meeting the needs of every student population - Hiring: want to bring on adjunct counselor, hopefully another clerk. - Finishing up design of what furniture/colors of what the space will look like - WEAVE will be putting on some events - Medical system will be transferred to MEDICAT
What is the progress on the Sustainability Improvement Project Team work?	Cheryl Sears	<p>Met for the first time this morning. Reviewed the charter. Initial step is to assess what we are currently doing on our campus (not only the recycling).</p> <p>Climate change was a big part of the conversation - will include a climate change mini-vision statement.</p> <p>Timeline: 1st reading at OC Feb 25, 2nd reading March 24th and then goes to ELT for first and second reading in the following months. Charter is attached to agenda/notes here. Kuldeep went over objectives/deliverables.</p> <p>Will collaborate with district because there are district-wide contracts that we would need to revisit.</p> <p>All project/team charters will now be included in IGOR under the project charters tab (instead of trying to search for the latest Word version)</p>

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Review and consider approval of notes from 3/26/2019 and 4/23/2019	Kuldeep Kaur, Olga Prizhbilov	<p>4/23 - health services at outreach facilities will be explored rather than will be available</p> <p>all other notes approved by consensus.</p>	Approved

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
Review Operations Council Charter	Operations Council	Went over charter and the purpose of the council.
District Budget Committee Update: FY2019-20 Adopted Budget	Kuldeep Kaur	<p>Sept 11 the Board of Trustees adopted the 2019-20 budget. Set of attachments in IGOR.</p> <p>Kuldeep went over attached powerpoint presentation:</p> <ul style="list-style-type: none"> - Higher level of accountability between the State Budget and community colleges. - we are in the second year of the new student funding formula (started in 2018-19) Hold harmless provision for 3 years. Extended to 2021-22 - Oversight committee of 12 members to look at the funding formula and there are reps from community college system so that recommendations for modifications can be made. - We are receiving the same amount of money, but our accountability is increased. - Student Success Metrics have been a moving target - ARC has been working toward the goal of meeting the Student Success Metrics so we should be in a good space (council members are optimistic). - CRC has an opt out options. Students right out of high school are required to take 15 units unless they opt out. ARC is looking into the idea, but not sure if we are

able to scale that as fast at our campus because we are a bigger college.
 -Districts are limited to no more that 10% growth. If districts do grow, they are not "held harmless" but will get funding for their growth.
 - Natomas phase 2 and 3, as well as tech ed - were approved by State Facilities funding. will get approximately 50% funding by state. The rest is from previous local general obligation funding.

Introductions	Operations Council	.
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ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person

OTHER INFORMATION: Need to make sure that students are included in updates on locations/meeting dates/times.