

Meeting Notes

NAME OF COUNCIL/TEAM: Operations Council		
OBJECTIVE OF MEETING: Review updates from Facilities & Maintenance, Safety, Technology, Way Finding, Wellness Center Implementation, Sustainability Team Update.		
DATE OF MEETING: 02/25/2020 TIME: 1:30pm		LOCATION/ROOM #: Administrative Conference Room CALL-IN NUMBER: CALL-IN CODE:
FACILITATOR(S): Kuldeep Kaur, Olga Prizhbilov		
ASSISTANT: Beth Madigan		
MEMBERS PRESENT: Michele Arnott, Pamela Bimbi, BonnyJean Bowman, Jeff Bucher, Roger Davidson, Christopher Day, Keri Jumelet, Adam Karp, Beth Madigan, Sarah Mattson, Cheryl Sears, David Shrope-Austin, Jan DeLapp, Kennedy Galvez, Parrish Geary, Kathleen Jaques, Kuldeep Kaur, Beth Madigan, Olga Prizhbilov, Regena Tiner,		
INVITED GUEST(S): Scott Crow, Brenna Howell		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
Attached Files: 2020_01_28 OC Notes (/Agenda/DownloadFile?fileId=624) . EOC Roster (/Agenda/DownloadFile?fileId=625) . Draft Everyone of Exchange Email Guidelines (/Agenda/DownloadFile?fileId=626) . Draft ARC Emergency Operations Plan (/Agenda/DownloadFile?fileId=628) . ARC Emergency Preparedness Plan Presentation (/Agenda/DownloadFile?fileId=637) . Sustainability Plan Presentation (/Agenda/DownloadFile?fileId=642) . Draft ARC Sustainability Plan (/Agenda/DownloadFile?fileId=643) .		
UPDATES AND BRIEF REPORTS:		
Topic	Person(s) Responsible	Notes

What are the facilities and maintenance and access updates?	Cheryl Sears	<p>1) Tech Ed/Natomas: have architectural rendering (plot plan) with no real detail, just blocks but we can see what it will look like</p> <p>2) Keys/Access Cards: moving to Operations</p> <p>3) Stadium Lighting: bids are coming in</p> <p>4) Mather: rekeying</p> <p>5) Boiler Room (Central Plant) – offline now so no air conditioning</p> <p>6) Bus Stop: in between pool and soccer stadium – concrete is poured and now the structure will go up</p>
What is the progress on the implementation of "wayfinding"?	Cheryl Sears	1) Banners are printed; waiting for hardware to hang them up
What is the progress on the implementation of the Health and Wellness Center?	Cheryl Sears	1) Up and running; nurses are moved over; Grand Opening
What are the safety updates?	Captain Day	<p>1) Fire Drills: 13 buildings done last week; other half of campus will do fire drills in Fall. Natomas is next.</p> <p>2) Two Safety Officers hired</p> <p>3) Rotation of police officers – to rotate every January to new location. Sergeants already rotating.</p>
What are the technology updates?	Jeff Bucher	<p>Office 2019 will be installed during summer</p> <p>Technology Plan:</p> <p>1) Operations Council to sponsor Team to write plan next year</p>

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of meeting minutes from 01/28/2020	Kuldeep Kaur, Olga Prizhbilov	Approved by Consensus	

What is the Operations Council's feedback on the first reading of the Sustainability Plan by Sustainability Improvement Project Team?	Kuldeep Kaur, Cheryl Sears	1) 1st Reading to Operations Council on 2/25; 2nd reading at March meeting 2) ELT – 1st reading at April meeting; 2nd reading in April 3) Presented to Classified Senate; will present to Academic Senate on 3/12	
What is the Operations Council's feedback on the American River College's Emergency Operations Plan?	Chief Savidge and Consultant Brenna Howell	1) EOC Phase I: Consultant Brenna Howell presented the draft EOC plan which will go to all Los Rios colleges for feedback. We have 2-3 weeks to read the plan and respond. 2) EOC Phase 2: Consultant will update current plan with documents starting in March/April. 3) EOC Phase 3: Consultant will provide training and practice by the end of this calendar year. ARC EOC should be operational by Fall 2021.	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
EOC Roster	Kuldeep Kaur	postponed until March meeting so we can give feedback to draft EOC plan
How does campus art (e.g. murals) get approved at ARC?	Kuldeep Kaur	Need approval process and vetting – Cheryl will research other higher educational institutions
Review draft "everyone on exchange guidelines" and provide feedback	Scott Crow/Kuldeep Kaur	Scott is getting feedback from OPS; Action Item for March and implement in April

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
NA	