

Operations Council

Action Charter

This Charter is established between the Executive Leadership Team (ELT, the Sponsor) and the Operations Council to identify the purpose and scope, planned outcomes, and membership for the Council during the three-year of the 2018-2021 academic years.

Purpose and Scope: The Operations Council provides a forum for participatory governance and makes recommendations to ELT for strategic directions, initiatives, and operations consistent with the ARC Strategic Plan.

The Operations Council is responsible for

- leading efforts to ensure effective and efficient day-to-day functioning of various college operational systems, processes and procedures, and
- addressing and communicating (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.

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 and communicating improvements to operational processes.
- Provide leadership in the overseeing of resources for various professional development activities (Faculty, Classified, and Management).
- Sponsor operations project teams chartered by the ELT, including annual review (In the Spring) of the work of the team to assess and determine recommendations to the ELT for the continuation of teams into the next academic year.

Membership:

The Operations Council is currently comprised of 24 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 Team, 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 Spring 2019, Term 2 ends Spring 2020, and Term 3 ends Spring 2021.

Vice President, Administration (Chair) or designee	Management	
Classified (Co-Chair)	Classified	Term 3
Dean of Planning Research and Technology or designee	Management	
Director of Administrative Services or designee	Management	
Business Office Supervisor	Classified	
Information Technology Supervisor	Classified	
Police Captain or designee	Management	
Student Services Dean Representative or designee	Management	Term 3

Dean of Natomas Education Center or designee	Management	
Dean of Kinesiology and Athletics or designee	Management	
Associate Vice President, Workforce Development or designee	Management	
Faculty Representative	Faculty	Term 3
Faculty Representative	Faculty	Term 2
College Nurse	Faculty	
Distance Education Coordinator	Faculty	
Classified Instruction Representative	Classified	Term 3
Classified Student Services Representative	Classified	Term 2
Classified Administrative Services Representative	Classified	Term 1
Safety Representative - Los Rios Supervisors Association (LRSA)	Classified	Term 3
Safety Representative - Los Rios Classified Employees Association (LRCEA)	Classified	Term 2
Safety Representative - Service Employee International Union (SEIU)	Classified	Term 1
Safety Representative - Los Rios College Federation of Teachers (LRCFT)	Faculty	Term 1
Associated Student Body Representative	Student	Term 2
Associated Student Body Representative	Student	Term 1