Operations Council

Meeting Notes

NAME OF COUNCIL/TEAM: Operations Council	
OBJECTIVE OF MEETING: Review new charters for the year. Report on updates.	
DATE: 09/04/2018 **TIME:** 3:00pm	**LOCATION/ROOM #:** Administrative Conference Room **CALL-IN NUMBER:** **CALL-IN CODE:**
FACILITATOR(S): Kuldeep Kaur, Olga Prizhbilov	
TIMEKEEPER:	
ASSISTANT: Beth Hartline Madigan	
MEMBERS PRESENT: Michele Arnott, Pamela Bimbi, BonnyJean Bowman, Jeff Bucher, Adam Karp, Kuldeep Kaur, Frank Kobayashi, Sandra Guzman, Beth Madigan, Sarah Mattson, Cheryl Sears, Daniel Avegalio, Parrish Geary, Beth Madigan, Olga Prizhbilov, Craig Weckman, Derrick Booth, Isolina San Juan.	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Facilities & Maintenance Update	Cheryl Sears	Matthew Blevis, Interim Operations Supervisor, reported on the following facilities status: 1) Liberal Arts building was prepared to be demolished on September 24, 2018, and demolition is expected to be completed in 15 days; 2) permanent signage is up for the next 2 years; 3) Scott Crow will be communicating to campus about facility changes; 4) Arcade Creek Bridge will be completed on September 18, 2018 which will be used for student crossing the creek; 5) Proposition 39 Lighting Project consists of the Library 4 ft fluorescent and LED lighting (completed by December 14, 2018) and Parking Structure (completed on September 28, 2018); 6) Boiler Room remodel was completed on September 7, 2018 and has been tested; 7) Monument Signs completion date moved to mid-October, 2018; 8) Learning Resource Center (RAD, Room 104) remodel; 9) Wellness Center preliminary feasibility study is completed with the Feasibility Report due by September 15, 2018; 10) English labs in Davies and the portables will be remodeled under AB 705.
Safety Update	Chris Day	Olga Prizhbilov, Co-Chair, presented for Captain Day: 1) Safety talk with new district staffing on August 20, 2018; 2) Active Shooter Training for Learning Resource Center held on August 22, 2018; 3) Active Shooter Training for FLEX training held on August 23, 2018; 4) two arrested for physical altercation on the first day of school this semester; 5) monitoring parking and pickup/drop off concerns in Lot E, X, and Administration due to construction. Kuldeep Kaur reported that Emergency Operations Center (EOC) group will receive role-specific training and Captain will provide status on this training. LRPD is interested in having a standard training across the district and therefore LRPD is coordinting this training. Operations has conducted ACES Training and fire alarm drills for many departments and divisions.
Technology Update	Jeff Bucher	IT Supervisor Jeff Bucher reported on two large projects: 1) Under the lead of James Pantel in IT, Office 365 which will migrate all mailboxes to a cloud environment and increase capacity from 1 GB to 100 GB for mailboxes. IT and Administration will go first, and the process will be completed by department; 2) Windows 10 will be required on all computers by January 1, 2019, as Windows 7 will no longer be supported by Microsoft.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
		Operations Co-Chair Olga Prizhbilov reviewed the Operations Charter for 2018-19 which included slight revisions in verbiage which was adopted by consensus. This Charter is established between the Executive Leadership Team (sponsor) and the Operations Council to identify the purpose, scope, planned outcomes, and membership for the Council during the three-years (2019-2021 academic years). The purpose of the Operations Council is to provide a forum for participatory governance and make recommendations to the Executive Leadership Team for strategic directions, initiatives, and operations

Review Operations Council Charter	Olga Prizhbilov	consistent with the ARC's Strategic Plan. The council's objectives include: 1) review funded priorities associated with college planning and resource allocation; 2) provide leadership for facilities, capital improvements, technology, public safety, maintenance and sustainability; 3) provide leadership in improving communications of operational processes; 4) provide leadership of resources for professional development; 5) sponsor operations project teams. There was an interest expressed by the management representatives to update the charter to have a designee option when management is not available. This interest will be brought forward to the Executive Leadership Team for review and consideration.
WayFinding Project	Kuldeep Kaur	Chair Kuldeep Kaur reported that the Wayfinding Project initially researched and proposed by Printing Services Supervisor Don Reid will serve as a prototype for the next phase. Kuldeep proposed two options as to how to move this project forward: 1) create a specific "project team" which would need to include all constituency representative, a charter, and timelines with the downside being that it would be Spring 2020 before the Team would begin their work; or 2) create a "sub team" of volunteer members from Operations Council and others for their expertise with an aggressive timeline of Summer/Fall 2019. The timeline proposed by the Executive Staff is that a plan for wayfinding is developed in Fall 2018, vendor procured in Spring 2019, and plan implemented in Fall 2019. An Equity Team is also working to provide an Institutional Equity Plan which would need to inform the Wayfinding Project. By consensus, the second option of creating a "sub team" was approved which includes the following members: Operations Director Cheryl Sears, IT Supervisor Jeff Bucher, and Printing Supervisor Don Reid. Expertise from IT Research area and the Equity Team (Joshua Johnson/Pam Chao co-chairs) will be asked for input. There will be other constituents who will work on this project development including representatives from information services.
Facilities Master Planning Project Team Charter to be reviewed	Kuldeep Kaur	The Facilities Master Planning Project Team is chaired by Vice President, Administration Kuldeep Kaur with IT Supervisor Jeff Bucher serving as Co-Chair. The Charter was reviewed by Kuldeep indicating that the purpose is to enable ARC to participate in the cyclical districtwide process for facilities master planning. The Campus Master Plan is to provide the framework to guide facilities planning and construction into future years. This Project Team is only charged with planning, not implementation of the plan. The three objectives include: 1) gathering resources to inform the planning process; 2) review and assess those resources to determine needs and prioritize according to criteria; and 3) develop an updated Campus Master Plan and campus graphic by December 2018. The facilities planning being considered are only for the ARC Main Campus, not our outreach centers. Already in the queue are Technical Education and Davies Hall. This Project Team will meet twice monthly starting on September 19, 2018. Kuldeep will provide a copy of the existing Campus Master Plan. ARC's Facilities Master Plan will be submitted to Los Rios' District by March 4, 2019 along with our sister colleges' Facilities Master Plans to be included for district-wide facilities planning and resource allocation. Therefore, the Campus Master Plan will be vetted through the college governance process. Operations Council will receive regular updates from the project team and will have the Campus Master Plan for 1st reading in December and 2nd reading in January. The Campus Master Plan will then be forwarded to the Executive Leadership Team (ELT) for its' February agenda for 1st reading and March agenda for its' 2nd reading. After the governance review, the Campus Master Plan will be submitted to the District Facilities Planning by March 2019.
Wellness Center Project Team Charter to be reviewed	Kuldeep Kaur	Admissions and Transition Services Dean Parrish Geary reported on the Wellness Center Project Team Charter. The purpose of this project is to plan the design and initial offerings of a comprehensive college wellness center to serve ARC students. Opportunities to incorporate collaborative partnerships with medical physicians, nurse practitioners, and external agencies will be researched to be integrated with comprehensive counseling, existing health services and WEAVE advocacy. The Charter covers planning, but not implementation. Project objectives include: 1) assess potential services and prioritize them; 2) recommend services to be offered in Spring 2019; 3) recommend design for physical space; 4) outline timetable and planned deliverables for first semester opening; 5) develop service hours, staffing levels, web presence; 6) develop on boarding process; 7) determine how campus entities will engage with Center; and 8) create high-level road map for future growth. The physical design of the wellness center will be limited to the space and square footage previously occupied by the e-Services lab. Funding is from collection of student fees starting in Spring 2019. The Wellness Center Project Team will meet once per week on a rapid timeline to have their objectives met by January 2019. The Operations Council will receive regular updates from the Wellness Center Project Team. The Wellness center project team recommendations will be vetted through the college's governance process with Operations Council reviewing the project team recommendations in October and November, Executive Leadership reviewing the recommendations in December.

ITEMS FOR FUTURE CONSIDERATION:

Topic	**Contact Person**