

# Operations Council

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Operations Council		
<b>OBJECTIVE OF MEETING:</b> Standing Reports and Updates from Team Members: Facilities Master Planning Project Team; Wellness Center Project Team; Facilities & Maintenance Update; Professional Development Update; Safety Update; Technology Update; and Wayfinders Update		
<b>DATE:</b> 11/27/2018 <b>TIME:</b> 1:30pm	<b>LOCATION/ROOM #:</b> Administrative Conference Room <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Kuldeep Kaur/Olga Prizhbilov		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Beth Hartline Madigan		
<b>MEMBERS PRESENT:</b> Michele Arnott, Pamela Bimbi, Derrick Booth, BonnyJean Bowman, Christopher Day, Adam Karp, Kuldeep Kaur, Trish Caldwell for Frank Kobayashi, Jesus Malaret, Cheryl Sears Beth Madigan, Olga Prizhbilov, Craig Weckman		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
<b>UPDATES AND BRIEF REPORTS:</b>		
Topic	Person(s) Responsible	Notes
What is the progress on the Facilities Master Planning Project Team's chartered work? What feedback does the Council have on the Team's work?	Kuldeep Kaur/Jeff Bucher	<p>Deliverables from the Facilities Master Planning Project Team will be presented on December 11, 2018 in an updated draft of the Master Plan. A second read is scheduled for January, then it goes to the Executive Team in February/March 2019. The final Master Plan is due in March to District for the 2020 Bond Measure for the ballot. No growth in enrollment is projected by District, so there are no growth projects in the project matrix. Projects already in the queue will continue to move forward such as modernizing the Technical Education building, the corporate yard, Natomas Outreach Center's Phase 2 and 3, Davies Hall, Science and the STEM construction which is slated for 2020 with a move-in date in Fall 2020.</p> <p>Prominent changes include: a one-stop Welcome and Support Center, plus a new two-story Administration Building which will house Business Services Office on the first floor with the second floor dedicated to leadership offices for the campus president, vice-presidents and associate vice presidents and their assistants. The proposed site is the current Rose Marks square.</p>
What are the recommendations on the Wellness Center Project Team's chartered work including Wellness Center Start-UP Proposal and Expansion proposal? What feedback does the Council have on the Team's work?	Parrish Geary	<p>Wellness Center Recommendations on Deliverables: Parrish Geary and Breanne Holland, co-leads. Consensus from Operations Council to accept recommendations.</p> <p>Team member and ARC nurse Michelle Arnott represented the Wellness Center's recommendations on the four deliverables outlined in their Charter: 1) define the physical space; 2) first semester service offerings; 3) student survey about services needed; and 4) contracted agreements and on boarding of future partners.</p> <p>Recommendations on deliverable include the following success indicators: 1) a physical layout has been designed and agreed upon as the Floor Plan Option 2B with some modifications ;</p> <p>2) first semester services will continue to be provided by ARC nurses and WEAVE with a recommendation that ARC engages District on "baseline services" relating to sexual health services, other medical services and Mediat, an electronic records system to be shared with all colleges - other recommendations include use of Kognito, a free online service for interactive role-play of situations related to mental health and suicide prevention, use of Student Health 101/Campus Well and eCHECKUP To Go online programs, and a 2-year grant will support contracting WellSpace mental health services provided by one mental health provider (10 hours/week) and one health educator (10 hours/week); additionally, the Team supports the nurse faculty researching the use of Clinical Laboratory Improvement Amendments (CLIA) waived tests allowing ARC nurses to perform simple lab testing such as pregnancy testing, urine testing for certain infections throat swabs for certain infections and to initiate treatment. A space on the Health Center website for student health/wellness events and programs is encouraged. Finally, the Team recommends 3 new hires: a Center Coordinator, Adjunct Nurse, and front office Clerk.</p> <p>3) a student survey has been developed for the student body to provide information on needed health and wellness services; additionally, the team recommends the creation of a "Student Health Advisory Committee" to provide ongoing guidance through the implementation process. Waiting for the Research department to finalize the student survey.</p> <p>4) no allocations of funds have been made yet, so no contract agreements have been put</p>

		<p>forward yet. The Team recommends the use of cost-effective agreements rather than hiring permanent positions. Consideration of services to be provided, level of quality, time frames, ability to interview, hire and terminate agreements, insurance and expectations is recommended, including: consulting physicians, nurse practitioners, and mental health therapists.</p> <p>Timeline for Wellness Center Development:          Spring 2019: move eServices lab and repurpose lab for Wellness Center          Summer 2019: move Health Center into Wellness Center          Fall 2019: Open Wellness Center to campus; hiring of Wellness Staff</p>
What are the facilities & maintenance updates since the last meeting?	Cheryl Sears	<p>1) Alertus will test the system on December 4, 2018: Rave Alert Test by Scott Crow, Public Information Officer and one test audible from library roof. 2) Business Office &amp; Admissions Records move is waiting on Facilities Management (FM) to build front counter and furniture estimates 3) Learning Resource Center wall demolition over winter break 4) Fashion Lab completed over winter break 5) Math Lab PV 611 completed over winter break 6) Wellness Center in final planning stage with bid proposal in by mid Dec 2018 7) Library door framed 8) Howard Hall flooring completed over winter break 9) PE fence waiting on purchasing 10) Bus stops for Disabled Student Programs &amp; Services (DSPS) will arrive mid Dec 2018 11) Football Stadium lighting in final planning stage 12) Camera upgrade is FM/District project 13) The Hub/Student Center/Aquarian wall in soon. Joint projects include Arcade Creek Bridge, monument signs, STEM building, Staging South Street Lot and replacing fountain.</p>
What are the safety updates since the last meeting?	Captain Chris Day	<p>1) "It's OK to Be White" signage perpetrator not identified.          2) One Active Shooter Training completed.          3) CMC - Active Shooter Training next          4) Captain Day attending one day Behavioral Threat Assessment Training and a 3 day Law Enforcement Management Course. 5) Captain attended Diversity Training at Folsom          6) Vandalism of Arcade Creek Bridge by graffiti (Sheriff's department)          7) Still short staffed - discussion about hiring additional campus police, or extending hours from 28 to 40 hours/week (3 days/week)          8) No gaps in coverage</p>
What are the technology updates since the last meeting?	Jeff Bucher	<p>Adam Karp reported for Jeff Bucher. Microsoft Office 365 upgrade coming. ARC spends \$1 million annually to upgrade or replace our computers. This practice is not sustainable. Developing a plan for technology needs. Currently, we are reactive. We need a solid cascade process.</p>
What is the progress on the "Wayfinders" first reading to consider, recommend and adopt conceptual design? What feedback does the Council have for this work?	Cheryl Sears	<p>Wayfinders group is recommending 4 zones by color and symbols with parking lots color coordinated by zone. For example, the red zone could be represented by an apple. Promenade will run up Beaver Lane all the way to Technical Education. Will recommend signage. Need feedback from Operations Council, then the design goes to the Presidents Executive Staff (PES), and then out to the entire campus for feedback. Operations members liked the 4 zones by color rather than by name or by type of buildings in each zone, as those may change.</p>
What are the updates on the professional development work since the last meeting?	Olga Prizhbilov	<p>Olga reported that the PD Work Group met on October 30, 2018, and reviewed annual funding allocations for classified professional development (PD). LRCEA is willing to support Winter Luncheon and Spring Professional Development Day organized by the Classified Senate, as long as Senate submits application and continues to meet the criteria from the bargaining unit which is to invite all classified staff.</p> <p>The group discussed the following potential PD activities to develop:          1) On boarding training for new employees - potentially a sequence of training (e.g. customer service training, purchase orders, etc.)          2) Supervisor (LRSA) track of workshops/breakout sessions at the Spring PD event          3) Mini-NCORE at ARC          4) Some way to keep everyone informed about what resources are available on campus (e.g. list of who is willing to translate in different languages).</p>

**ACTION ITEMS:**

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Do the meeting notes from the last council meeting reflect the discussion accurately?	All	0	Consensus that the Notes from the last Council meeting reflect the discussion accurately.

**DISCUSSION ITEMS:**

Question	Person(s) Responsible	Notes and Next Steps

**ITEMS FOR FUTURE CONSIDERATION:**

Topic	Contact Person
Facilities Master Plan	Kuldeep Kaur

**OTHER INFORMATION:** Last meeting of the year for Operations Council is scheduled for Tuesday, December 11, 2018 in the Administrative Conference Room for the express purpose of reviewing the Facilities Master Plan.