

Operations Council

Meeting Notes

NAME OF COUNCIL/TEAM: Operations Council		
OBJECTIVE OF MEETING: Hear updates from Facilities, Wayfinders, Safety, Technology, and Professional Development. Approve Sustainability Project Team Initiation document and Charter. Discuss Indigenous Land Statement and its uses.		
DATE: 04/23/2019 TIME: 1:30pm	LOCATION/ROOM #: Administrative Conference Room CALL-IN NUMBER: CALL-IN CODE:	
FACILITATOR(S): Kuldeep Kaur, Olga Prizhbilov		
TIMEKEEPER:		
ASSISTANT: Beth Madigan		
MEMBERS PRESENT: Michele Arnott, Pamela Bimbi, Derrick Booth, BonnyJean Bowman, Roger Davidson, Christopher Day, Keri Jumelet, Hironobu Kobayashi, Beth Madigan, Sarah Mattson, Isolina San Juan, Cheryl Sears, David Shrope-Austin, Craig Weckman, BonnyJean Bowman, Parrish Geary, Beth Madigan, Olga Prizhbilov		
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 & maintenance updates since the last meeting?	Cheryl Sears	<p>Operations Director Cheryl Sears reported the following:</p> <ol style="list-style-type: none"> 1) Workforce division has been moved into the Library basement so all employees and supervisors are together. 2) Paramedics have moved into Portable Village, Room 140 to make way for the new Sign Shop 3) Admissions/Records and Business Services: a new front counter is in; glass will be delivered withing the next 2 weeks; June 3 is the final installation so Admissions/Records employees and supervisors will move to the Informational Technology Center (ITC). 4) Wayfinders: a purchase order is in to District for equipment for signage and banners 5) Library breakroom is completed on the second floor of the Library 6) Davies Hall: an Adjunct Faculty workspace is almost completed on the fourth floor 7) A south well behind the small gym has been decommissioned and the well will be removed 8) Wellness Center: coming along 9) Gym: a final layout is approved; the gym will be closed on May 22, 2019 10) Annex: will be the future home of the food pantry; ready for a walk through with Facilities Management (FM), and the Division of State Architects (DSA) may need to approve as well. 11) STEM yard- the steel beams are up 12) Twin Rivers: we are moving out 13) Natomas Outreach Center: remodeling admissions counter 14) Counseling: adding new counselor 15) Lots of furniture to reappropriate
What is the progress on the Wayfinders work?	Cheryl Sears	Operations Director Cheryl Sears reported that the QR Codes are in progress and may be completed by the end of Fall 2019.
What are the safety updates since the last meeting?	Captain Chris Day	Captain Chris Day reported that all fire drills scheduled are completed; next on will be in Fall 2019. Staffing is still a challenge. Quad areas have groups participating in freedom of speech. A camera project with over 400 security cameras district-wide is underway; ARC has 2 temporary cameras in G Lot as oversight for bicycles on campus to avoid thefts. Earth Day is April 24, 2019, and ARC will be participating with leadership from Printing Services Supervisor Don Reid. Graduation requires Campus Police to plan to cover 4 campuses. Captain Day spoke at an all-day classified professional development conference in April on safety, and has given safety talks at TABIS, a brain trauma class for disabled students at EOP &S, Facilities Management, and Fine & Applied Arts. The Rave Guardian app can now be downloaded.
What are the technology updates since the last meeting?	Jeff Bucher	IT Supervisor Jeff Bucher could not attend; no report was given.

What are the updates on the professional development work since the last meeting?	Olga Prizhbilov	Operations Co-Chair Olga Prizhbilov reported that a new Professional Development Team will be starting up in the Fall 2019 under the Institutional Effectiveness Council.
What is the progress on the Wellness Center Project Team's recommendations?	Parrish Geary	Parrish Geary reported that there have been discussions on what the baseline services of the Wellness Center will look like. Services will be available to our outreach centers one day a week.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Do the meeting notes from the last council meeting (March 26th) reflect the discussion accurately?	All	Yes, consensus that the Notes accurately reflect the March 26, 2019 meeting.	
Does the Operations Council support the Sustainability Project Team Initiation Document and Charter?	Kuldeep Kaur & Olga Prizhbilov	Olga Prizhbilov reported on the Sustainability Improvement Charter which will go to the Executive Leadership Staff for approval. Operations Council voted unanimously to approve the Charter as read.	

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
All Gender Restrooms	Cheryl Sears	Cheryl Sears reported that there was discussion with personnel from Equity Programs & Pathways (Alejandra Garcia) about the difference between advertising/marketing versus signage protocol regarding the all gender bathrooms on campus. Cheryl will meet again with Ms. Garcia over the summer, and will bring back this issue to Operations Council in the Fall 2019.
Creation of forms/processes.	Parrish Geary	Olga spoke to the request to standardize forms which came up at a dean's meeting. Parrish talked about a substitution equivalency form or one universal form. He is researching TEASE, an online database that will track forms through the workflow and signature process. Would like to see "dynamic forms" in workflow process.
Convocation Input: 1) What are the Council members' thoughts on Convocation featuring an outside speaker? 2) What are the Council members' thoughts on how to feature student voices at Convocation? 3) What are some key messages that should be conveyed at Convocation?	Scott Crow	Scott Crow, Public Information Officer, addressed the Operations Council about getting feedback on Convocation. Does Convocation truly reflect the redesign process and strategic plan of the college? Ideas included inspirational guests, student panels, videos, a theme, and industry involvement (Career Technology Education).
Governance Review	Adam Karp	Adam Karp could not attend; No report.

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
1) All Gender Bathrooms	Cheryl Sears
2) Mining Equipment Exhibit on campus - donated by English faculty who asked that the cannon be pointed at his office in English department.	Cheryl Sears