# Operations Council

## Meeting Notes

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| **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:** 02/25/2020<br>**TIME:** 1:30pm | **LOCATION/ROOM #:** Administrative Conference Room<br>**CALL-IN NUMBER:**<br>**CALL-IN CODE:** |
| **FACILITATOR(S):** Kuldeep Kaur, Olga Prizhbilov | |
| **TIMEKEEPER:** | |
| **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, | |
| **SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):** | |
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**UPDATES AND BRIEF REPORTS:**

| Topic | Person(s) Responsible | Notes |
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| What are the facilities and maintenance and access updates? | Cheryl Sears | 1) Tech Ed/Natomas: have architectural rendering (plot plan) with no real detail, just blocks but we can see what it will look like<br><br>2) Keys/Access Cards: moving to Operations<br><br>3) Stadium Lighting: bids are coming in<br><br>4) Mather: rekeying<br><br>5) Boiler Room (Central Plant) – offline now so no air conditioning<br><br>6) Bus Stop: in between pool and soccer stadium – concrete is poured and now the structure will go up |
| 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 | 1) Fire Drills: 13 buildings done last week; other half of campus will do firedrills in Fall. Natomas is next.<br><br>2) Two Safety Officers hired<br><br>3) Rotation of police officers – to rotate every January to new location. Sargeants already rotating. |
| What are the technology updates? | Jeff Bucher | Office 2019 will be installed during summer<br><br>Technology Plan:<br><br>1) Operations Council to sponsor Team to write plan next year |

**ACTION ITEMS:**

| Question | Person(s) Responsible | Notes and Decision(s) | Next Steps |
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| 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<br><br>2) ELT – 1st reading at April meeting; 2nd reading in April | |

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| | | 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.<br><br>2) EOC Phase 2: Consultant will update current plan with documents starting in March/April.<br><br>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** |
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| 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** |
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