

# Operations Council

## Meeting Notes

NAME OF COUNCIL/TEAM: Operations Council			
OBJECTIVE OF MEETING: Review updates from Facilities & Maintenance, Safety, Technology, plan for the year.			
DATE: 08/25/2020 TIME: 1:30pm		LOCATION/ROOM #: https://cccconfer.zoom.us/j/92169020797; CALL-IN NUMBER:1 669 900 6833 (US Toll) CALL-IN CODE: Meeting ID: 921 6902 0797	
FACILITATOR(S): Koue Vang, Olga Prizhbilov			
TIMEKEEPER:			
ASSISTANT: Beth Madigan			
MEMBERS PRESENT: Michele Arnott, Pamela Bimbi, BonnyJean Bowman, Jeff Bucher, Roger Davidson, Adam Karp, Beth Madigan, Cheryl Sears, David Shrope-Austin, BonnyJean Bowman, Jan DeLapp, Parrish Geary, Beth Madigan, Olga Prizhbilov, Isolina San Juan, Koue Vang, Annaliese Pennell			
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):			
UPDATES AND BRIEF REPORTS:			
Topic	Person(s) Responsible	Notes	
What is the summary of the implementation of "Everyone on Exchange" Guidelines? What are the next steps?	Scott Crow	"Everyone on the Exchange" Guidelines was postponed to the next meeting in September.	
What are the safety updates?	Captain Day	No safety updates were given. Representative not present.	
What are the facilities and maintenance and access updates?	Cheryl Sears	As of August 3, 2020, on ground classes were attended: paramedics, nursing, respiratory care, EMT and public safety classes. STEM building will be open for access very soon. New pest control company, Clarke Pest Control, was hired for all of ARC facilities. PPE has been made available to Los Rios by the State including 1.6 million face masks and hand sanitizer. Classroom cleaning can be done in less than 10 minutes including sanitation misting. A seal is put on the door of classrooms that have been cleaned.	
What are the technology updates? (Technology needs for staff, chromebooks for students, etc.)	Jeff Bucher	Long term temporary hires and retirees must return equipment to the Ranch House and not transfer equipment to another person. IT will redeploy equipment once updates are completed. IT is on campus one day a week. In week three of distribution of Chromebooks to students; math is handing out Texas Instrument calculators and employee equipment is being distributed as needed.	
What are the updates on budget?	Koue Vang	There continues to be no set budget pending ongoing discussions. ARC set up 85% of the budget for departments for planning purposes. Some carryover and SEAP budgets are set up.  Updates on administrative changes were given: 1) new Office of Institutional Effectiveness and Innovation replaces the Planning, Research & Technology department; 2) IT supervisor and staff reports to the VPA Office; 3) new dean of Library and LRC replaces the Equity department; 4) Office of Equity and Inclusion is reconfigured. Employees were transferred from the Harris Center to ARC including the Harris Center Director, Ticket Office Supervisor and Lead Custodian. Seven of eight new HomeBase coaches have been identified and 9 additional positions will be internally advertised including: one Programmer I, 3 Outreach Specialists, 3 Counseling Clerks, one Admissions/Records Evaluator and one Clerk III.	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of meeting notes	Koue Vang, Olga	5	Consensus regarding approval of notes Request that no names be included.

from 4/28/2020	Prizhbilov		
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
Review of how Operations Council will use Zoom to run meetings. Review the Council charter. Review meeting dates for the year.	Koue Vang, Olga Prizhbilov	Standard Zoom protocol is being used to run meetings including raising a hand to be heard, muting unless speaking.  Council Charter will be reviewed at September meeting when faculty and student representatives are present.	
ITEMS FOR FUTURE CONSIDERATION:			
Topic		Contact Person	
Continue the conversation about religious inclusion guidelines.		Nick Daily, Bill Lester	
"Everyone on the Exchange" Guidelines to be reviewed.		Scott Crow	