

# Operations Council

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Operations Council		
<b>OBJECTIVE OF MEETING:</b> Welcome new members; consider adoption of Equitable Decision-Making Tool; Review updates on facilities, access, technology, and safety; Continue discussion on Religious Inclusion Guidelines.		
<b>DATE:</b> 09/22/2020 <b>TIME:</b> 1:30pm	<b>LOCATION/ROOM #:</b> <a href="https://cccconfer.zoom.us/j/92169020797">https://cccconfer.zoom.us/j/92169020797</a> <b>CALL-IN NUMBER:</b> +1 669 900 6833 (US Toll) <b>CALL-IN CODE:</b> 92169020797	
<b>FACILITATOR(S):</b> Koue Vang, Olga Prizhbilov		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Beth Madigan		
<b>MEMBERS PRESENT:</b> Pamela Bimbi, BonnyJean Bowman, Jeff Bucher, Roger Davidson, Keri Jumelet, Adam Karp, Beth Madigan, Michele Nolan, Isolina San Juan, Cheryl Sears, David Shrope-Austin, Jan Delapp, Parrish Geary, Bryon Gustafson, Olga Prizhbilov, Regena Tiner, Koue Vang		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
<b>UPDATES AND BRIEF REPORTS:</b>		
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Notes</b>
Introductions for new members	Koue Vang, Olga Prizhbilov	Introductions were made by Council members.
What is the summary of the implementation of "Everyone on Exchange" Guidelines? What are the next steps?	Scott Crow	ARC's Public Information Officer (PIO) reviewed the guidelines for sending emails to "Everyone on the Exchange." The PIO receives all requests from departments as well as individuals who wish to send out an email announcement, flyer or invitation. Some departments have created approved newsletters such as Fine Arts to reach their constituents and market events. Word of caution regarding emails that rely on embedded graphics: this is an ADA accessibility issue with screen readers and other assistive technology.
What are the safety updates?	Captain Day	ARC's Operations Director gave a Safety report on behalf of Captain. During the past 6 months of working remotely, the campus has been empty of faculty, staff and students. A number of break ins have occurred including minor vandalism, broken fences, gates and locks, and a shattered window of the Bookstore.
What are the facilities and maintenance and access updates?	Cheryl Sears	ARC's Operation Director reported on parking, STEM building completion, HomeBases, building issues, access cards, in-person classes, Print/Sign Shop and mail.  Parking can be accessed only from stadium parking lot and lots E & X along College Oak are blocked off. Do not park in red zones or handicapped spaces but there is no ticketing. HomeBase locations have been established on campus in STEM building, Davies Hall, Life Sciences, Tech Ed. Building issues include flooding in the Student Center kitchen and Starbucks, HVAC issues caused damage in the women's restroom in Athletics department, vines and weeds are growing rampant. Access card dates on the front of the card have expired, but access is still available. In-person classes resumed in Health & Education including EMTs, paramedics and nursing. Two COVID exposures were reported causing 47 students to quarantine for 14 days. Print/Sign Shop is open. Mail continues to be processed and once a week, District picks up their mail from campus. In addition, drones will be taking photos of campus using 360 degree video next week, and furniture for the new Technical Education and Natomas buildings is in discussion.
What are the technology updates? (Technology needs for staff, chromebooks for students, etc.)	Jeff Bucher	IT Supervisor reports that equipment is still available from the Ranch House on Mondays only from 9 - 11A, and arrangements can be made for faculty. IT has monitors and headsets on back order, but hotspots and webcams are available. Periodic outages have disabled VPN recently.
What is the status of implementation of the Sustainability Plan?	Koue Vang	VPA announced that the implementation of the Sustainability Plan has been approved by the Executive Leadership Team, and the recommendation to establish an "Office of Sustainability" resulted in renaming Operations the "Office of Operations and Sustainability." The implementation process will be overseen by the Operations Director with a classified employee assigned to assist with projects. Going green in office supplies has resulted in 85% of cleaning products having the green seal, and Maintenance has been making some cleaning products on-site for use in campus buildings. Microfiber mop heads and wipes are being used and rewashed. Trash & recycle bins were collected and housed in the corp yard until new bins and signage can replace the arbitrary use of dumpsters without sorting.

**ACTION ITEMS:**

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of meeting notes from 8/25	Koue Vang, Olga Prizhbilov	5	Meeting notes were published and members are encouraged to read them and report any feedback or changes to the Operations Council Co-Chair.

**DISCUSSION ITEMS:**

Question	Person(s) Responsible	Notes and Next Steps
Review of Operations Council Charter	Olga Prizhbilov	Operations Council Co-Chair illustrated the pathway to locate Charters in IGOR during the Council meeting, and reviewed the components of the Charter for members.
What is the role of Operations Council in Accreditation?	Koue Vang, Olga Prizhbilov	Chair discussed the role of Operations Council in the current Accreditation Self-Evaluation process. Standard III - Resources includes four components for which Operations Council is responsible for collecting evidence: Human Resources, Physical Resources, Technology Resources and Financial Resources. The past committee structure rolled these functions into Operations Council. A spreadsheet lists the individual tasks for Standard III, lists assignment leads, and suggests 3 due dates for completion: September 25, October 23 and December 4. District Office has a large role in providing policies, practices and evidence for Standard III. All evidence for Standard III is targeted to be provided by the end of 2020. Afterwards, the Accreditation college leads will assemble the information, and by October 2021, a report will go to the Board of Trustees for review and approval. By October 2022, a small team may visit the college. Specific assignments will be sent to those selected to assist with evidence collection by Chair and Co-Chair.
What are the opportunities and obstacles associated with an institution-wide adoption of the ARC Equitable Decision-making Tool (aka, ARC Budget Operationalization Principles), and what would be required in order to facilitate a scaled adoption over the fall term?	Koue Vang, Olga Prizhbilov	Dean of the Office of Equity and Inclusion introduced a draft document called the ARC Equitable Decision-making Tool with members to acquaint them with this new tool. The document is recommended for use by constituencies and stakeholders in their decision-making processes, and was informed by ARC's Institutional Equity Plan. The Executive Leadership Team is considering how to facilitate a scaled adoption over the Fall term. Input from the Operations Council as one of the constituencies is requested.

**ITEMS FOR FUTURE CONSIDERATION:**

Topic	Contact Person
Input from Operations Council on ARC's Equitable Decision-making Tool	