Operations Council

Meeting Notes

NAME OF COUNCIL/TEAM: Operations Council	
OBJECTIVE OF MEETING: Review updates on facilities, access, technology, and safety; Discuss status of Accreditation Report.	
DATE: 10/27/2020 **TIME:** 1:30pm	**LOCATION/ROOM #:** https://cccconfer.zoom.us/j/92169020797; **CALL-IN NUMBER:** +1 669 900 6833 (US Toll) **CALL-IN CODE:** 921 6902 0797
FACILITATOR(S): Koue Vang, Olga Prizhbilov	
TIMEKEEPER:	
ASSISTANT: Beth Madigan	
MEMBERS PRESENT: Pamela Bimbi, Jeff Bucher, Roger Davidson, Adam Karp, Beth Madigan, Michele Nolan, Cheryl Sears, David Shrope-Austin, Jan Delapp, Parrish Geary, Bryon Gustafson, Beth Madigan, Olga Prizhbilov, Regena Tiner, 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 are the safety updates?	Captain Day	Operations Director gave update on safety issues, including: homelessness, break ins to sheds, broken locks and chains, two stolen golf carts and chargers.
What are the facilities and maintenance and access updates?	Cheryl Sears	Operations Director updated Council on facilities: STEM building engineers are commissioning the building to approve occupancy; Tech Ed's new building is completing IT; Natomas' new building is completing furniture and has converted 101 classroom to a lab; Admissions Records' safety glass is installed so the Business Office may complete moving employees; Wayfinding will be ready for return to campus; Ranch House being used to hand out equipment to students and employees.
What are the technology updates? (Technology needs for staff, chromebooks for students, etc.)	Jeff Bucher	IT Supervisor is requesting that employees be allowed to return to campus to set up labs with new equipment. New document cameras are available to teachers and others. More chromebooks are needed - District has loaned out 1,000 and ARC has loaned out 400 of the 500 available, but students may continue to use chromebook as long as they are enrolled so more are needed.
What are the budget updates for ARC?	Koue Vang	Operations Chair and Vice President, Administration reviewed the declining enrollment trends and the three budget levels from Los Rios which assume worst case X Budget 10% enrollment decline, Y Budget 7.5 % decline and a Z Budget 5% decline. Los Rios will operate on X Budget level. 2020-21 Continue with 2020-21 Budget Reductions: (1) 10% reduction to fall and spring instructional schedule (2) 10% reduction in vacancy factor for classified and management positions (3) Significantly scaled back operational budgets (4) Utilize CARES Act and COVID Block Grant funding to mitigate costs
What is the status of the Accreditation report for Chapter III?	Koue Vang, Olga Prizhbilov	Standard III of the Accreditation process is under the purview of Operations Council. Much of the Human Resources and Fiscal information needed from District has been received and is being integrated.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Approval of meeting notes from 9/22	Koue Vang, Olga Prizhbilov	5	Consensus to approve meeting notes from 9-22-2020 meeting. No changes.

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps

What is the feedback on ARC's Equitable Decision-Making Tool?	Koue Vang, Olga Prizhbilov	Checked in with group if anyone had feedback regarding the tool. No feedback. Ok with moving forward.
Handshake - the job search platform available to all students across the district	Koue Vang	College divisions are required to post and advertise student help jobs in Handshake. Adoption of this new policy would not only benefit our students, it would also help departments find the best student help. Completed intent must must include Handshake job posting and student's application from Handshake to Business Services Office. Process will be implement January 1, 2021 for ARC. If re-hiring a student that was previously employed by the division, advertising on Handshake is not required. Breanne Holland is currently working on process and will be reaching out to area.

ITEMS FOR FUTURE CONSIDERATION:

Topic	**Contact Person**