

Operations Council

Meeting Notes

NAME OF COUNCIL/TEAM: Operations Council		
OBJECTIVE OF MEETING: Provide current information on the status of the campus: facilities, technology, safety and budget.		
DATE: 09/28/2021 TIME: 1:30 - 3:30 p.m.	LOCATION/ROOM #: https://us02web.zoom.us/j/85791741536?pwd=U0lreGIYcUNQc0w5b0Y3STFYYUdSQT09 CALL-IN NUMBER: Find your local number: https://us02web.zoom.us/u/ksXR2TnCo CALL-IN CODE: Meeting ID: 857 9174 1536	
FACILITATOR(S): Koue Vang, Matthew Blevis		
TIMEKEEPER:		
ASSISTANT: Beth Madigan		
MEMBERS PRESENT: Araceli Badilla, Pamela Bimbi, Matthew Blevis, BonnyJean Bowman, Jeff Bucher, Roger Davidson, Chris Day, Keri Jumelet, Adam Karp, Beth Madigan, Michele Nolan, Isolina San Juan, Cheryl Sears, BonnyJean Bowman, Jan Delapp, Joshua Johnson, Beth Madigan, Isolina San Juan, Koue Vang		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
UPDATES AND BRIEF REPORTS:		
Topic	Person(s) Responsible	Notes
What is the status of the college's budget?	Koue Vang	<p>SEAP 2020-21 SEAP \$9.4m budget, \$7.3m expenditures, \$2m balance and carryover to FY 2021-22. \$2 million is available for, one-time SEAP funding requests are being considered that meet the funding criteria for supplies, temps/student, travel, etc.</p> <p>HEERF 2020-21 HEERF \$6.5m budget, \$1.7m expenditures, \$4.8m balance and carryover to FY 2021-22. 2021-22 HEERF \$8.1m, \$673K expenditures, \$7.2m balance @ 9/18/21</p> <p>CDF & PFE College Discretionary Funds (CDF) are operational funds that comes from the 80/20% bucket, with 20% allocated to campus.</p> <p>Changes 2021-22 Budget: (1) zero funds for ARC's Institutional Printing budget as the PIO/ARC Foundation moved to District. The Child Development Center always runs a deficit (2019-20 was -\$144,000; 2020-21 was -\$55,000 because CDC was closed) which Los Rios subsidizes. (2) Departmental moves changed % allocation to CP & VPs. (3) 85 Budget 2021-22 2021-22 CDF \$2,511,186 2021-22 PFE \$573,250</p> <p>OPERATING BUDGET 2021-22 CDF & PFE Budget 2021-22 \$3,084,436 Adopted Budget \$1,477,168 10% Cut \$1,607,268 Shortfall</p> <p>Carryover 2020-21 - \$1,23,798 CDF - Department 60% split -375,470 Carryover Balance</p> <p>PET - Decision to use CDF Carryover to offset budget shortfall</p>
What is the status of COVID vaccine mandates, protocols and the impact on our employees?	Koue Vang	No report at this time
		Completed projects include: 1) 12 new tennis courts; 2) Welcome & Support Center opens 10/5/2021; 3) Learning Resource Center will host tutoring, WEAVE and ESL; 4)

What are the priority projects for Operations and Facilities?	Cheryl Sears	<p>IT has moved into the old Business Services offices in Administration; 5) STEM artwork is up; 6) WIFI in the parking structure.</p> <p>Projects in progress: 1) clearing IT building; 2) HUB is now the UNITE & Beavers Care Center; 3) CLD is reconfiguring furniture; 4) boiler room; 5) demolition of old Tech Ed building in April; 6) inventory database being established; 7) nurses station in Administration is now housing PIO and team; 8) track has significant water damage and will be replaced entirely by FM; 9) Landscape Plan to decrease water and grass; 10) all water fountains are being replaced with water bottle filler stations; 11) Food Pantry will use tent for pick ups and drop offs; 12) Food Drives will continue in afternoons; 13) STEM Express will repurpose for testing those with vaccine exemptions.</p> <p>Filtration systems have been installed in all buildings except PE.</p> <p>HomeBases are set up and will be ready for Spring. Bakery at Oak Cafe is open. Food Trucks will provide food on campus along with walk up canteens.</p>
What are the campus safety updates?	Captain Day	<p>Safety concerns are at a minimum- and campus as a whole is quite safe. Staffing is not sufficient and new hires are in progress. There will be no parking fees or fines through Spring 2022. Staff and student decals will not be updated at this time. Fingerprinting may resume at Campus Police one day a week, but office is still closed so appointments are required.</p>
What is the status of the Multi-Factor Authentication for ARC?	Jeff Bucher	<p>Multi-Factor Authentication is the future. This requires two forms of identification which is predominately using a phone as the second device. Duo Mobile app is used to authenticate on one's phone. The non-faculty group including classified will update on October 12 and all faculty will update October 19. This process requires updating every 30 days.</p>

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
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DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
The College Store is under Operations Council. Does the Operations Council support a Bookstore Advisory Committee? Sarah Lehmann, librarian, will present to the Council.	Koue Vang, Sarah Lehmann	<p>Sarah Lehmann presented on the Textbook Adoption Program. The problem is to get more faculty to turn in textbook orders on time. Solution proposed is to establish a Bookstore Advisory Committee. A request has moved on to ELT to approve.</p> <p>“Advisory committees exist outside of the official governance structure to offer counsel that informs the thinking of various groups including instructional programs. In general, the role of an advisory committee is to supply advice, external perspectives, coordination with partner organizations, and/or subject matter expertise on a narrowly defined topic. Decision-making, action, and resource allocation are outside the scope of advisory committees and occur through ARC’s established processes.”</p>

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
Do we need to add new roles/perspective to the Operations Council?	