

# Operations Council

## Meeting Notes

NAME OF COUNCIL/TEAM: Operations Council		
OBJECTIVE OF MEETING: Review Updates for Safety, Operations/Facilities, IT, and Budgets		
DATE: 11/23/2021 TIME: 1:30pm - 3:30pm	LOCATION/ROOM #: https://us02web.zoom.us/j/83045495548? pwd=NXZzY2dMZWQyNjIhFjU9rMzh5Z2NqUT09 CALL-IN NUMBER:Meeting ID: 830 4549 5548 CALL-IN CODE: Passcode: 522431	
FACILITATOR(S): Koue Vang, Matthew Blevis		
TIMEKEEPER:		
ASSISTANT: Beth Madigan		
MEMBERS PRESENT: Araceli Badilla, Pamela Bimbi, Matthew Blevis, BonnyJean Bowman, Roger Davidson, Keri Jumelet, Adam Karp, Beth Madigan, Michele Arnott, Stacey Burrows, Jan DeLapp, Vang, Angie Velarde-Burch, Isolina San Juan		
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	A reminder to areas to spend their HEERF allocations. The deadline for this funding is April 30, 2022.
What is the status of COVID vaccine mandates and protocols?	Koue Vang	District is currently looking into Cleared4 which is a Vaccine Mandate Support System. Application is supposed to interface with PeopleSoft and SARS. Will be switching from StemExpress to Biocept in January for testing.
What are the priority projects for Operations and Facilities?	Matthew Blevis	Project Status: 1) VR Flooring in STEM is complete; 2) Inventory project is completed; 3) ITC Redesign and space cleared; 4) UNITE in Center Redesign in progress; 5) CLD is cleared out; 6) Boiler is moving forward; 7) Tech Ed is moving over break and will be demolished in April 2022; 8) CMC is clearing out; 9) HomeBases will all be live this Spring; 10) Health Center is being repurposed; 11) Track around football field is being redone; 12) office for District personnel at ARC; 13) Tennis courts are completed; 14) Capital Projects are being compiled and prioritized for funding; 15) new carpet in Library all 3 floors, Welcome Center and Veteran's Resource Center; 16) second parking area in Natomas.
		Returning Employees  IT and OPS will not be duplicating chairs, sit-stands and other office furniture employee may have taken home. If employee expect sit stands and office chairs to be at their work desk when returning to work, they will need to coordinate with IT and OPS to have it set up in their office  Computers-If employee took desktop computer or monitors home, it will need to returned using the same process as above.
What is the status of IT projects?	Matthew Blevis & Koue Vang	Mobile Work Force-This is a project to replace employee's desktop with a laptop. Over the course of the next two years, IT will be replacing all desktops with laptop computers. A laptop workstation will include a monitor, a docking station, a mouse and keyboard. IT can also provide a monitor, mouse and keyboard for home workspace if it is needed as a Mobile Employee. If employee is ready to transition to a laptop, IT can start the replacement process. Please contact the IT department to begin the process.  Work from Home Reimbursement - This reimbursement is to help defray the unexpected work expenses that were incurred as employees continued to serve students amid extraordinary circumstances. The reimbursement amount was up to \$75 per month for 12-month, full-time employees. This amount was proportionally adjusted for part-time employees and employees who work schedules less than a full year. The first payment was consider employment from April 2020 through April 2021 (13 months), which was paid in the May 2021 pay period. The second payment will consider employment from May 2021 through December 2021 (8 months), which will be paid in the January 2022 pay period.
What will be the on-ground		

class offerings, department hours/days, and employee work schedule for spring 2022?	Koue Vang	The Spring 2022 schedule will have roughly 30% of our class offerings face to face (compared to 9% during Fall 2021) · Student Services will be opened with more hours are days · All employees will be required to work on-ground for Spring 2022. Remote and on-ground work schedule will depend on department's needs.
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#### 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

#### ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person

**OTHER INFORMATION:** ISER Update: Adam Karp Institutional Self Evaluation Report (ISER) was approved by the Board of Trustees; all 4 college reports were approved at that meeting. ARC's ISER is now in the communications department for graphic design before it is sent to ACJCC in December 2021. A peer review team will be assigned and the first reading is in February 2022. The peer review team will submit "core inquiries" for ARC's review.