# Operations Council

## Meeting Notes

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| **NAME OF COUNCIL/TEAM:** Operations Council | |
| **OBJECTIVE OF MEETING:** Review Updates for Safety, Operations/Facilities, IT, and Budgets | |
| **DATE:** 03/28/2023<br>**TIME:** 1:30pm - 3:30 pm | **LOCATION/ROOM #:** https://us02web.zoom.us/j/83761364178?pwd=cXdQM2M2ZkM2NGR6dEdTdU0zSTEvQT09<br>**CALL-IN NUMBER:**Meeting ID: 837 6136 4178<br>**CALL-IN CODE:** Passcode: 736711 |
| **FACILITATOR(S):** Koue Vang, Matthew Blevis | |
| **TIMEKEEPER:** | |
| **ASSISTANT:** Mary Goodall | |
| **MEMBERS PRESENT:** Michele Arnott, Araceli Badilla, Jeff Bucher, Keri Jumelet, Devoun Stewart, Mary Goodall, Angela Milano, Steven Roberson, Koue Vang, | |
| **SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):** | |
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**UPDATES AND BRIEF REPORTS:**

| Topic | Person(s) Responsible | Notes |
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| ARC Strategic Plan—sharing final strategies and performance metrics. | Jen Laflam | -Discussed the Forums that we had in the Fall which informed the Strategies and Metrics to be used.<br>-All Councils and Constituencies have been involved throught the process.<br>-The metrics will be looked at annually.<br><br>- Part-time (PT) students aren't named in the Strategic Plan, even though they reflect a majority of students as well as students in DI populations.<br>-Focus has been on traditional students (taking 12 units or more) and not non-traditional students.<br>-Need to include PT students in data metrics that have been and will be shared |
| What are the current safety concerns and plans? | Chris Day | · Completed Fire Drills for ARC last week & will arrange a drill for Natomas soon, and<br><br>· Completed two Active Shooter Presentations., One At STEM and One at LRC<br><br>· This is Chief's last week<br><br>· Captain Valerie Cox will be serving as the Interim chief |
| What is the status of the facilities projects? | Margaret Lednicky | CAPITAL PROJECTS:<br>Tech Ed<br>o The project is approximately 14% complete and schedule currently anticipates completion in August 2024. Current Construction Activity consists of: Completion of the main underground hydronic lines, flushing and POC tie in at valves in existing vault. SMUD completed pulling main feeders and energized the new building transformer, they also pulled conductors and completed the connection of the existing automotive shop transformer which allowed us to provide temp power to automotive shop. The contractor can now remove the existing feeders from out of the building pad area and begin work on the building pad.<br>Natomas Phase II & III<br>o Lowest bidder is identified. Pending Board approval 4-12-2023. Projected start date May 2023. Projected completion Jan 2025.<br>GRANT AND/OR CAMPUS FUNDED PROJECTS:<br>Veterans Resource Center<br>o Architect distributed floor plan options for review and approval. Prelim plans updated per ARC comments and submitted for campus approval. Projected construction start Feb 2024. Projected completion September 2024.<br>Sand Volleyball<br>o Waiting for PO for start of Preliminary Planning. Projected completion Jan 2026.<br>DISTRICT FUNDED PROJECTS:<br>(DO) Drought Tolerant Landscape and Irrigation Improvements<br>o Construction started 2-6-2023. Anticipated completion 4-7-2023.<br>(DO) Water Meter Installation Project<br>o Project will start soon. Zoom meeting will be held for campus for anyone who wants to attend to ask questions regarding this project and the Drought Tolerant Landscape and Irrigation Improvements project. Pending confirmation for Monday, April 3, 9:30 am. |
| | | System upgrades: |

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| What is the status of IT projects? | Jeff Bucher | Microsoft Office 21 will begin to launch April 3rd<br>-updates will be done but may not occur for each person until you arrive back on campus, for some people this may not be until the fall semester.<br>-the changes are not major, especially for those with the most recent update<br>Mac upgrades will happen over summer and also update upon your return to campus<br><br>New laptops and desktops to begin replacements to those that were done first.<br>-Laptops at approx. 3 year intervals.<br>-Desktops at approx. 5 year intervals.<br>-Arrange to switch via IT ticket system (https://servicecentral.losrios.edu/esc)<br><br>Phone Update:<br>-transfer from Skype to Teams<br>-DO is working on their portion<br>-cost is being negotiated (was initially being funded at district level)<br><br>Room Upgrades:<br>-Boardroom and Community Rooms to upgrade over the summer<br>-AV and Zoom in Boardroom and two of the Community Rooms (unsure which 2 at this point)<br><br>For regularly scheduled updates to laptops:<br>-make sure to check for updates whenever you return to campus to avoid a forced updates while you are in the middle of important work! |
| What is the update on the college budget? | Koue Vang | Forms & Process Groups:<br><br>GT eForms<br>-Request to Hire GT eForm - completed<br>-Campus Based Requisition – completed<br>-ARC eForms<br>-Counselor Contract Exchange Form – in progress<br>-Limited Purchase Order – in progress<br>-Travel Authorization & & Reimbursement Claim – started<br><br>-Classified Hiring Process – to be demoed next month to ALC<br><br>-All items will be demoed to Operations Council in April meeting |

**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 |
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| What are the concerns with braille signage on campus? | Joe Rust | There have been discussions on providing Braille signage for artwork (inside and outside projects) and Joe (couselor/DSPS) came in to join us today. Pat Wood brought up some of the artwork we have and the needs for the varied types (paintings, photography, sculpture)<br><br>-There was a thumbs up on developing a subcommittee to look into this further<br>-Will work along with another proposed project from agenda by Brett Sawyer. |
| What are the ideas on our vision for self-guide campus tours? | Brett Sawyer | Brett is the Supervisor in Student Life. He asked for ideas from OPS on how we might be able to develop self-paced campus tours for new or prospective students.<br>-Potential signs on each building with QR codes to information on what goes on when the building is open.<br>-Updating the website with similar links.<br>-Include various areas (HomeBases and Division Offices)<br>-Videos for human interaction via IT.<br><br>-There was a thumbs up on developing a subcommittee to look into this further<br>-Will work along with another proposed project from agenda by Joe Rust. |

**ITEMS FOR FUTURE CONSIDERATION:**

| Topic | Contact Person |
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**OTHER INFORMATION:** Next OPS meeting: April 25th, 2023 @ 1:30pm