

# Operations Council

## Meeting Notes

**NAME OF COUNCIL/TEAM:** Operations Council

**OBJECTIVE OF MEETING:** Discuss the Operational Needs of American River College

**DATE:** 09/26/2023  
**TIME:** 1:30am

**LOCATION/ROOM #:**  
<https://us02web.zoom.us/j/89590999950?pwd=TG80YnAwOHpJa003N3I2b2diMkQrUT09>  
**CALL-IN NUMBER:**  
**CALL-IN CODE:**

**FACILITATOR(S):** Koue Vang, Mary Goodall

**TIMEKEEPER:**

**ASSISTANT:** Stephanie Saucedo

**MEMBERS PRESENT:** Michele Arnott, Pamela Bimbi, Jeff Bucher, Chris Day, Margaret Lednicky, Jordan Meyer, BJ Snowden, Devoun Stewart, Adrienne Andrews, Hannah Blodgett, Mary Goodall, Steven Roberson, Stephanie Saucedo, Koue Vang

**SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):**

**UPDATES AND BRIEF REPORTS:**

Topic	Person(s) Responsible	Notes
Updates from AVP of Equity, Institutional Effectiveness and Innovation	BJ Snowden	<p>PD opportunities for Classified Professionals</p> <p>Revamp, streamline to be more intuitive to apply</p> <p>Ask Classified staff for suggestions regarding different PD opportunities</p> <p>Mentioned about laptop/chromebooks storage in library</p> <p>shoutout to IT &amp; Ops for getting UNITE center up and running well; student utilization increased</p>
What is the situation on keys? What is the situation on parking?	Chris Day	<p>Only 5 police officers out of the whole District</p> <p>tentative Chief appointment on March 2024</p> <p>Parking enforcement- 66 upgraded parking meter machines are up and running</p> <p>AED units - pads are upgraded</p> <p>ARC Fire drills on Friday, 9/29/23 at 11 am- 2 pm</p> <p>ARC - only campus w/o master key</p>
What is the situation on Facilities?	Margaret Lednicky	<p>Ops Team - put in OT to help the faculty and staff re: Davies Hall matter</p> <p>Mentioned few emergency issues: gas leak near CDC; flooding in Student Center</p> <p>Continuous collaboration w/ IT team re: putting spaces together for impacted faculty/staff from Davies Hall</p>
What are the updates on migration to Teams?	Jeff Bucher	<p>Migration to Teams almost done - projected completion date is Oct</p> <p>IT Team continuing to work on getting spaces available for faculty to teach</p> <p>The limit of A5 licenses which are required to make Teams calls to the outside may require some rethinking on student help working remotely. Physical phones on the campus can make outside</p>

		calls without taxing the amount of A5 licenses.	
What is the situation (as it pertains to Operations needs and reports) on Facilities?	Margaret Lednicky		
<b>ACTION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Decision(s)</b>	<b>Next Steps</b>
Is our current charter working for the needs of the OPS Council and ARC?	Koue Vang, Mary Goodall	Read through the charter Didn't do any voting	Council chair & co-chair will review bargaining units and decide next steps for updating charter
<b>DISCUSSION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Next Steps</b>	
Issue brought forth from people in the library that seem to hear these questions often: - Lack of food on campus after 2pm, particularly in the evenings - Students can only buy scantrons during bookstore hours, but often need them for tests before the bookstore is open - Lack of a safe space to wait for someone to pick them up after evening classes	Koue Vang	Provide paper cups at refill stations  Coffee shop hours will be extended in Spring 2024 to accommodate evening classes. There are grab & go items there too: Monday - Thursday 7:30am - 7:00pm Fridays 7:30am - 2:30pm  Work w/ Ops Team to move scantron vending machine from Public Safety Training Center in McClellan to main campus  Will discuss with Ops team and LRPD re: secure waiting areas for students attending evening classes	
<b>ITEMS FOR FUTURE CONSIDERATION:</b>			
<b>Topic</b>		<b>Contact Person</b>	
<b>OTHER INFORMATION:</b> Next Meeting - October 24, 2023 1:30 pm			