

# Operations Council

## Meeting Notes

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

**OBJECTIVE OF MEETING:**

<b>DATE:</b> 01/23/2024	<b>LOCATION/ROOM #:</b> <a href="https://us02web.zoom.us/j/89590999950?pwd=TG80YnAwOHpJa003N3I2b2diMkQrUT09">https://us02web.zoom.us/j/89590999950?</a> <b>CALL-IN NUMBER:</b> 895 9099 9950 <b>CALL-IN CODE:</b> 463395
<b>TIME:</b> 1:30am	

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

**TIMEKEEPER:**

**ASSISTANT:** Stephanie Saucedo

**MEMBERS PRESENT:** Pamela Bimbi, Jeff Bucher, Chris Day, Margaret Lednicky, Jordan Meyer, BJ Snowden, Kathy Sorensen, Adrienne Andrews, Hannah Blodgett, Derrick Booth, BonnyJean Bowman, Mary Goodall, Stephanie Saucedo, Lori Shull, Koue Vang, Erika Wescoatt

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

**UPDATES AND BRIEF REPORTS:**

Topic	Person(s) Responsible	Notes
Report out from Campus Police	Chris Day	-Parking meters all working; continuing to issue parking citations In the process of hiring new chief, interviews done - working to move forward to impressions group (time and date to be determined) -2 applicants for captain position are in the hiring process; 1st applicant have completed interview, passed the backgrounds, polygraph, and psych evaluation; 2nd applicant is scheduled for interview at the end of January. -Still need more officers; continuously searching for applicants -Community Service Officers are in the process of hiring; needs more security coverage, mainly in outreach centers -Looking to hire more dispatchers -Reach out to Captain Day for de-escalation or safety training if departments are interested
Report out from Information Technology	Jeff Bucher	-OKTA upgraded during break; to set up go to Service Central <a href="https://servicecentral.losrios.edu/">https://servicecentral.losrios.edu/</a> -Completed desk station set up for faculty rehoming. -Zoom Room couldn't be relocated to Tech Ed West. Purchase order currently pending with vendor to provide insurance. Plans to get done in March.
Report out from Operations	Margaret Lednicky	-AT&T Project: 15% done -Sand Volleyball Project: Reza Mirmiran was assigned as the new FM project manager -Softball Turf Project: mostly done, need gates installed -Foam Roofing: all done; testing & observing for any roof leaks; noticed significant decrease in leakage all around campus since project completed -Natomas Center: 27% done; need to consider storage for equipment being ordered already -Lifts & diving board platforms: Active project - FM is having some difficulty finding installers -Tech Ed New Build: 49% done; furniture needs to be ordered within the next month -Veterans Resource Center: FM is addressing major HVAC issues (needs upgrading) before construction can proceed; FM needs to find funding -Derrick Booth brought up HVAC issues at CAPPs center & needs addressing ASAP -Lower Library: restoration starting next week -Lori Shull is working with faculty to completely clear out Davies Hall
Report for College Budget	Koue Vang	These schedules were reviewed: <ul style="list-style-type: none"> <li>• CDF 2023-24 Allocation - Increase \$386,700 due to increase in WSCH</li> <li>• ARC CDF 2023-24 Allocation</li> <li>• District PDF 2023-24 Allocation</li> </ul>

**ACTION ITEMS:**

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
			The college currently does not have a policy for painting murals, photo display inside or outside of buildings. Recommending Operations Council to make recommendation for college to adopt policy and submit through ELT. BJ and Jen have volunteered to write-up and bring back for Operations Council for review

Public Art Display Policy	BJ Snowden	0	<p>sometimes this semester. Things to do &amp; consider:</p> <ul style="list-style-type: none"> <li>-Will research policy process from other Universities</li> <li>-Margaret to provide past policy done from SCC</li> <li>-Must consider where art comes from, where to display, who takes liability if damaged</li> <li>-Other universities are successful due to full time staff handling the program</li> <li>-Reach out to campus Permanent Art Collection for guidance/insight</li> </ul> <p>The Operations Council approved to move forward with this action item.</p>
---------------------------	------------	---	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**DISCUSSION ITEMS:**

Question	Person(s) Responsible	Notes and Next Steps
Davies Hall - Options for New Office and Classroom Space	Margaret Lednický	<p>Options for New Office and Classroom Space Presentation 1/19/24 <a href="https://www.youtube.com/watch?v=1V4pNRqeXuU">https://www.youtube.com/watch?v=1V4pNRqeXuU</a></p> <p>Davies Feedback Session 1/22/24 8am</p> <p>Davies Feedback Session 1/23/23 5pm Zoom</p> <ul style="list-style-type: none"> <li>-Cost estimate \$16 million</li> <li>-At the earliest project will complete Fall 2025</li> <li>-3 Proposal Locations: Lot A, Lot E, Stadium Parking</li> <li>-Lot A is off Myrtle Ave; can accommodate 40 classrooms, 10 offices, 3 restrooms</li> <li>-Lot E is adjacent to Davies Hall, off College Oak Drive; can't fit as many classrooms - only 20; prevents drop off/pick up</li> <li>-Stadium Parking provides all office portables, 40 classrooms, 3 restrooms, closest to parking garage</li> </ul>
STEM Elevator Update	Margaret Lednický	<p>District hired DIR Elevator Consulting Services to address the facilities concerns regarding the STEM elevator. Letter from DIR Elevator Consulting Services addressing the concerns and finding was shared with committee. Some points from the letter (see letter for full report):</p> <ul style="list-style-type: none"> <li>• The cause of the elevator shutdown on November 18, 2022 appears to have been caused by the failure of the ADON board in the KONE drive.</li> <li>• There have been no further incidents with the governor and/or drive system since this occurrence on November 18, 2022.</li> <li>• The elevator service company is currently providing monthly elevator maintenance which is above and beyond what is required The State of California to improve the overall ride quality and reliability, the elevator service provider has replaced the slide guide inserts and aligned the rails. The State of California also inspects this elevator once yearly. If deficiencies were noted during the year of 2022-2023, there would have been write ups and corrections addressed. No major deficiencies were noted by The State of California for this elevator.</li> <li>• In regards to the "unique" KONE door design, this really does not apply. All elevator company's have their own door design which may or may not be more difficult to access. Elevator doors are not designed to be "picked". The State of California does not allow for lunar keys or easy access. This is a State of California Code Requirement.</li> <li>• In the case of this entrapment, the elevator was shutdown without power due to a safety issue. The number one priority was to retrieve the passenger in the utmost safe manner. Therefore, the elevator company worked with the fire department and came up with an extremely better solution than ripping the doors off the front of the elevator. A small hole was made in the elevator machine room wall so that the mechanic could reach through the shaft with a pole and open the doors through the backside of the elevator. The passenger was then retrieved through the front of the elevator in a safe manner. The passenger was retrieved safely and there was no damage to the elevator, saving the College costly door repairs.</li> </ul> <p>In summary, there's no structural damage. Shaking will happen if not utilized consistently. Work order will have to be submitted if there are any issues with elevator.</p>

**ITEMS FOR FUTURE CONSIDERATION:**

Topic	Contact Person

**OTHER INFORMATION:** Future Meetings: February 27th, March 26th, April 23rd