Operations Council

Meeting Notes

NAME OF COUNCIL/TEAM: Operations Council	
OBJECTIVE OF MEETING:	
DATE: 09/24/2024 **TIME:** 1:00pm	**LOCATION/ROOM #:** https://us02web.zoom.us/j/86942635180?pwd=eaMn9ok5xJahg04NNNyW5bFaZAnMBL.1 **CALL-IN NUMBER:**Meeting ID: 869 4263 5180 **CALL-IN CODE:** Passcode: 179959
FACILITATOR(S): Koue Vang, Mary Goodall	
TIMEKEEPER:	
ASSISTANT: Stephanie Saucedo	
MEMBERS PRESENT: Michele Arnott, Kelly Benitez, Pamela Bimbi, Jeff Bucher, Melissa Fish, Margaret Lednicky, Dr. M. Martinez, Jordan Meyer, BJ Snowden, Adrienne Andrews, Luke Bourez, Mary Goodall, Steven Roberson, 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
What are the key objectives and planned outcomes outlined in the Charter for the Operations Council, and how do they align with the purpose and scope defined by the Executive Leadership Team?"	Koue Vang	Overview of Governance Framework and Operations Council Action Charter.
What are the latest updates on the college's budget, food services, and bookstore?	Koue	Budget: The highlights from the 2024-25 Adopted Budget indicate a projected budget shortfall of $55 billion for California. The budget includes a 1.07% COLA. The Governor and legislature are optimistic about an increase in state revenues over the coming years. Los Rios is well-positioned to navigate future state budget challenges, with a healthy reserve and growing enrollment. Food Services: With 50% of enrollment online, sales have declined, leading to reduced evening hours. To enhance evening food options, Operations is exploring the addition of food vending machines in the following areas: Portable Village, STEM, Student Services, and LRC. Bookstore: Los Rios has extended its contract with Follet for an additional year, until June 30, 2026. This extension will allow for a comprehensive review of current industry trends and options, paving the way for a future Request for Proposal. Given that 50% of enrollment is online, on-campus sales have also decreased, suggesting a need for a reimagined approach to on-ground/virtual bookstores. Livescans: Livescans for all student employees will begin on October 1, 2024. The start date for volunteer background checks will be announced at a later time.
What are the latest updates on Facilities?	Margaret Lednicky	AT&T Cell Tower at Stadium AT&T will be returning for minor adjustments to the project. The project team will coordinate with Operations and Athletics to ensure there are no conflicts during the work. Softball Fence Replacement The fence has been replaced to accommodate a new backstop, addressing a safety concern. Baseball Fence Replacement Facilities Management has received the purchase order and will be contacting Athletics to ensure there are no conflicts during the work. Natomas Phase II & III Construction is currently 38% complete. Facilities Management is collaborating with Otto to get the project back on schedule, as progress has been lagging. Operations is receiving numerous submittals for review and comment. Tech Ed Modernization

		The project is 82% complete, with an eight-week campus move-in period starting on November 18, 2024. Furniture installation will begin, followed by IT and AV setup. The Welding and Automotive departments will be prioritized, as they cannot be relocated. The move-in will take place in phases. Veterans Resource Center The project team will be re-submitting to the DSA this month. PV1 Restrooms The project team submitted a schedule today, and the design team will submit to the DSA this month. The process typically takes 4-6 months, but may be quicker. After DSA approval, the District will require 10 weeks for bidding. Following the bidding process, the proposal will need Board of Trustees approval. A Notice to Proceed will then be issued, with construction estimated to take 120-150 days. If all goes as planned, completion may be expected in Fall 2025.
What are the latest updates on IT?	Jeff Bucher	Tech Ed Building From November 18 to January 14, the majority of the IT staff will focus on installing computer technology in the new building. While some staff will be assigned to address campus issues, most of the IT department will be dedicated to this project. Lab Renewal Process The instructional lab renewal list is expected to be completed by December. A new challenge has arisen: due to institutional changes, Student Services is now responsible for more computer labs (including the Library, LRC, and ITC) than before, but there is no recognized funding stream for lab renewals on the Student Services side. Outside Wireless Improvement Project A project has been initiated to enhance Wi-Fi access in external sitting areas around campus.
What are the latest updates on campus safety?	Captain Benitez	There has been a series of hit-and-run incidents across all parking lots, highlighting the need to upgrade the camera system and increase patrols by Men In Black security. Many students are resistant to paying for parking tickets, resulting in over 500 violations this semester. Three-week warning was given for start of instruction. Please be vigilant for unhoused individuals and conduct basic safety checks in buildings, as some have been found hiding in bathrooms and elevators in the garage, especially on weekends. Student athletes are permitted to park in the corporate yard near the LRPD office during overnight events to help prevent vandalism.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Student Representative Luke Bouser brought up student concerns: 1. Weather protection for hot and rainy days near PV 2. Elevator maintenance & automatic doors-ADA in STEM bldg 3. Functioning drinking fountains		0	1. Operations has ordered tents, which will be installed this Friday, September 27, 2024. 2. Margaret noted that a third party, hired through a bidding process by the District, is responsible for the maintenance of all elevators, as we cannot maintain them by law. Facilities Management (FM) manages the maintenance of automatic doors, except in cases of battery issues. 3. Luke will conduct a survey to prioritize the locations of additional drinking fountains, which he will present to the Operations Council for review and cost evaluation.
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DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
Space Utilization Updates	Koue Vang	The report has been submitted and will be release after it has been reviewed by Exec Staff. This is a reminder that the purpose of the Steelcase Applied Research & Consulting engagement is to conduct a space utilization study, which will inform the Facilities Master Plan by examining: • Learning Model Evolution – Physical and Virtual Implications • Faculty – Hybrid Potential • Staff and Administrative – Hybrid Potential • Student Experience – Community and Learning Environments

PV3 Updates	Margaret Lednicky	The latest layout has been shared, capturing the intent of all requests. The next step is to submit it to the DSA for review. For the PV1 restrooms, updates are being made today and will be submitted to the Division of the State Architect, which usually involves a 4-6 month review process. Following that, the project will go out to bid for about 10 weeks, then seek approval from the Board of Trustees. Once we receive the notice to proceed, construction is anticipated to take 120-150 days, with the earliest completion projected for fall 2025.
Davies Hall Final Project Proposal (FPP)	Koue Vang	FM is preparing to move forward with the Final Project Proposal (FPP) for Davies Hall. Typically, we would compete for funding against other districts across the state submitting FPPs for the 2024-25 funding year. However, the FPP will be submitted as a Category A-1 (life safety) project, allowing us to bypass competition for funding and secure a prioritized position on the list. As an A-1 project, we would be eligible for 75% of the required construction funding, contingent on available resources. It's essential to understand that the FPP is not a project design process. Its purpose is to provide the State with sufficient information regarding the general size, location, cost, and intended use of the building. Specific details—such as shape, floor plan, appearance, materials, and colors—will be addressed during the design phase that follows the State's approval of the FPP. FM will schedule a meeting with the ELT to discuss the FPP process further.
When is the status of the All-Gender Restroom Focus Group?	Koue Vang	The project was paused due to the Davies Hall projects and will resume under Margaret.
What is the status of the Signage Focus Group?	Koue Vang	The project was paused due to the Davies Hall projects and will resume under Operations.
What is the update on the Photo Mural in Veteran's Center?	BJ Snowden	BJ handed this matter over to Veterans Resource Center and had recommended to work with the Art Committee.

ITEMS FOR FUTURE CONSIDERATION:

Topic	**Contact Person**