

# Operations Council

## Meeting Notes

NAME OF COUNCIL/TEAM: Operations Council		
OBJECTIVE OF MEETING:		
DATE: 11/19/2024 TIME: 1:00pm	LOCATION/ROOM #: https://us02web.zoom.us/j/86942635180?pwd=eaMn9ok5xJahg04NNNyW5bFaZAnMBL.1 CALL-IN NUMBER:Meeting ID: 869 4263 5180 Passcode: 179959 CALL-IN CODE:	
FACILITATOR(S): Koue Vang, Mary Goodall		
TIMEKEEPER:		
ASSISTANT: Stephanie Saucedo		
MEMBERS PRESENT: Kelly Benitez, Pamela Bimbi, Melissa Fish, Margaret Lednicky, Dr. M. Martinez, Jordan Meyer, Adrienne Andrews, Derrick Booth, Luke Bourez, Mary Goodall, Steven Roberson, Stephanie Saucedo, Lori Shull, Koue Vang, Brenda Buckner, Erika Wescoatt, Don Reid		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
UPDATES AND BRIEF REPORTS:		
Topic	Person(s) Responsible	Notes
College Budget Update	Koue Vang	Reviewed CDF & PFE 2024-25 Tentative Budget
Campus Safety Updates	Captain Kelly Benitez	1) An unhoused person got stuck in the elevator in the parking structure over a weekend a couple weeks ago. a) Operations team is coordinating with Facilities Management (FM) to agree on a resolution for keeping the elevators secure in the evenings and the weekends. b) Suggestions include: having the elevator locked between 11 pm - 5 am; If elevator is locked electronically, it should have features ensuring no one is stuck inside. The elevator should function from the inside and have an emergency button which will drop down to the bottom floor and will allow the person to push the button to open the door.  2) Dean Steve Roberson brought to our attention of few break-ins in vehicles located behind the gym and pool area during weekend Athletic events; unknown if police report were filed; Capt Benitez recommended to always contact LRPD so they can conduct their investigation thoroughly and properly.
Information Technology Upate	Koue Vang	1) Adobe has been moved behind the Okta Security wall, meaning an Okta challenge is now required to access Adobe. 2) The vendor is back in the Community Rooms (as the rooms are available). All four rooms now have a level of functionality, but they are not fully complete. Zoom is not yet available in Rooms 1 or 3) The Admin Security camera project is currently underway and is expected to be live by the Spring semester.
Facilities Update	Magaret Lednicky	1) Davies Fence and PV1 restrooms: The design team is waiting for a decision from DO Purchasing regarding piggyback contracts for the restroom portables. The consultant is also researching and refining the scope for Luxury Trailers as an interim means of providing restrooms when the fence is installed, followed by more permanent (temporary) restrooms which have a 10-12 month lead time. The goal is to have the portable restrooms installed concurrently or a little ahead of the fence project in the spring.  2) 2023 AT&T Cell Tower at Stadium: Our DSA Inspector of Record has signed off on the torque test of the bolt anchoring brackets of the Hoisting Grips. Apex, the contractor, is reworking the cabling and is near completion. AT&T requires their subcontractors to video tape all sequencing of work to make sure that their specifications are implemented and followed.  3) NEC Phase II & III: 50% Complete. Current activities include exterior framing and sheathing. TPO roofing system has been impacted by wet conditions and alternating rain days. Single ply roofing will be ongoing through late November. Metal Standing Seam roofing installation begun, but was impacted because the contractor began installing a foam insulation bonded to plywood which varied from the submitted and approved assembly. MEP rough-in at Level 1 and 2 continues. Priority drywall at head of wall has begun using moisture resistant board. Sub-base has been installed at the northfire access road providing all weather access.  4) Tech Ed Modernization: The project is approximately 91% complete. Current activities include interior and exterior finish installation, mechanical, electrical

		<p>and plumbing work. Auto yard has been paved and landscape planting is underway. Furniture installation started yesterday, Monday, Nov 18th and is expected to take one month. Installation of Owner Furnished, Contractor Installed OFCI equipment has also started Monday, Nov 18th, in the automotive area. Campus has been advised to make every effort to provide all available OFCI and OFOI ASAP.</p> <p>5) Veterans Resource Center: Plans approved by DSA. second in-house plan reviews complete and comments sent to architect--followed up with further information on technology requirements and items not corrected from first list. HVAC team working on controls rehab. Another round of HVAC corrections needed.</p> <p>6) Davies Hall Replacement: Emergency funding is being requested. FM provided a draft drawing to be submitted with the Final Project Proposal which was sent to cabinet to review on Nov 1. FM will schedule another meeting to go over the drawing.</p> <p>7) Other smaller on-going projects:</p> <p>a) Science Autoclave Replacement</p> <p>b) PE Locker Room - HVAC Installation</p>	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
		0	
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
1) Square footage for all Portable Villages 2) Replacing sensors for an ADA-compliant walk/roll-up door 3) Water Fountain Filter replacement	Luke Bourez	<p>1. Square Footage for all Portable Villages</p> <p>a. Margaret will send the information to Luke.</p> <p>2. Replacing Sensors for ADA-compliant Walk/Roll-up Door</p> <p>a. The motion sensor replacement is not difficult, though it may be more of an expense. The current system for counseling is not working well and will need to be redone. A suggestion to FM is to replace the wave sensors with buttons or bars.</p> <p>b. For counseling, the current walking sensor is failing, and FM prefers to install a button or bar, with an engineer involved.</p> <p>c. Luke recommends referring to a more automatic system to replace the hand-wave sensors.</p> <p>3. Water Fountain Filter Replacement</p> <p>a. Replacement Schedule: Erika confirmed that three water fountains are equipped with filters. Typically, a work order is submitted for filter replacement, especially when the red light is on. However, the red light doesn't always indicate that a filter needs to be replaced.</p> <p>b. Filter Requirements for All Fountains: FM has reported that the water is clean and doesn't require a filter change, as indicated by the water confidence report.</p> <p>c. Issue with Water Fountain Next to the Cafeteria: The fountain dispensing warm water may be experiencing a chiller issue. Erika will investigate and submit a work order if repairs are</p>	
ITEMS FOR FUTURE CONSIDERATION:			
Topic		Contact Person	