Operations Council

Meeting Notes

NAME OF COUNCIL/TEAM: Operations Council	
OBJECTIVE OF MEETING:	
DATE: 01/28/2025 **TIME:** 1:00pm-2:00pm	**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, Brenda Buckner, Melissa Fish, Minh La, Margaret Lednicky, Dr. M. Martinez, Jordan Meyer, Adrienne Andrews, Mary Goodall, Don Reid, Steven Roberson, Stephanie Saucedo, 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
Budget Update	Koue Vang	Reviewed 2024-25 Program Development Funds (PDF) Allocation Schedule. PDF, or 20% funds, are discretionary resources allocated by the District for ongoing and one-time purposes. These funds are based on established formulas using both prior and current year resources. For 2024-25, the District has $6.3 million for ongoing costs and $39.7 million for one-time general purposes, The funds aim to support the District's planning process, address Board priorities, meet mandates, balance District-wide needs, and maintain fiscal prudence. The allocation follows guidelines to match funding types with the appropriate expenditures.
Campus Safety Updates	Captain Kelly Benitez	• No vehicle accidents reported. • Four vehicle burglaries and one stolen vehicle occurred on the same day over the weekend. Another burglary was reported this morning (Tuesday, 1/28/25) in the same parking lot on Myrtle East. Campus Patrol is actively patrolling the area and monitoring with surveillance cameras. Please remind students and staff to avoid leaving valuables in their vehicles and to keep items out of sight. • Parking enforcement will resume next week.
Information Technology Update	Jeff Bucher	• CTE Building: Efforts are underway to equip several rooms with computing resources. Walk-throughs have been completed for additional rooms, and we're coordinating with the relevant teams to address any identified issues. • Admin Security Camera Project: The project will begin soon. • Windows 11 Upgrade: The upgrade process is currently ongoing. • Lab Replacement List: Finalizing the lab replacement list, with most replacements expected to occur over the summer. • Faculty Laptop Replacement: The process for replacing faculty laptops has been initiated. • Old Automotive Building: Will be removing IT assets from the building after classes finish, which is expected to occur around February 8th.
		-2023 AT&T Cell Tower at Stadium Project is 100% complete. -PE HVAC Upgrades Project is currently being reviewed by design consultants for a feasibility report. -Administration Building - BSO Office Remodel Abatement contractors and the FM PM, Facilities Management Project Manager, are visiting the site today to finalize abatement plans. -Softball Turf and ADA Path of Travel

Facilities Update	Margaret Lednicky	Softball turf was completed in 2024. A new ADA Path of travel required by DSA, Division of the State Architect, was completed last week. The new pathway extends from the new parking lot to the softball field. With the completion of the path, this now enables campus to re-look at a proposed fencing project which will surround both baseball and softball. -Veterans Resource Center Plans are approved by DSA. FM, Facilities Management, is preparing to start this work in a few months. (The project will need to go through our District procurement process first – will go out to Bid in a few months). -2025 Facilities Master Plan Update FM is gearing up to start ARC's facilities master plan update this year. An announcement will be made to all constituencies, and a project team will be assembled. -Davies Hall Fencing and PV1 restrooms FM and our Purchasing department are actively working to lease Restroom 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. -NEC Phase II & III Project is 63% complete however the project has exceeded 10% change orders, which triggers Board of Trustees approval for additional funding. The FM PM is currently value engineering the project to prevent it from exceeding 10%, as much as reasonably possible. FM's plan is to Bid all the value engineered work after our current contract is complete. -Tech Ed Modernization The project is approximately 96% complete. Welding and Automotive have moved in, per directive from FM. Contractors are still continuing to work on the building. Portions of the building are still being worked on are corded off, prohibited, as hard-hat areas. Although the building is not complete, it is beautiful and provides a very welcoming space for everyone to enjoy. The existing Welding and Automotive building will be turned over to the contractor early February and the demolition process will begin in that area, followed by site completion. The building will have EV charging stations. -Other on-going projects: • Science Autoclave Replacement • Davies Hall Replacement - Emergency funding from the State has been requested by FM and the expectation to receive the funding is favorable. District should receive an answer in a few months.

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
Classified Senate Items 1) Restrooms 2) All-Gender Restrooms 3) Bins/Dumpsters 4) Signage Committee	Mary Goodall	Restrooms: There are issues with restrooms not being cleaned properly or, when cleaned, the signage is not being signed off. This needs to be addressed by ensuring the proper checks are in place. All-Gender Restrooms: A question was raised about whether the group will start meeting again to discuss related matters. Margaret will resume group meetings. Bins/Dumpsters: Currently, having all dumpsters in one location is causing inefficiencies, as custodians spend too much time transporting them. The small bins are also getting damaged from constant movement. The noise from the current system is also a concern. Margaret mentioned that controlling the grounds is difficult, but she met with Waste Management, and a compactor may be the best solution. Ideally, larger dumpsters should be placed in multiple locations to reduce the time spent moving them. There is a potential to use PDF funding for this, but in the meantime, a plastic container could be considered, though care must be taken to avoid it becoming a dumping ground for the community. Signage Committee: There's also a question about whether the Signage Committee will begin meeting again to address signage-related matters. Margaret will resume group meetings.

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person