

Operations Council

Meeting Notes

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| NAME OF COUNCIL/TEAM: Operations Council | | |
| OBJECTIVE OF MEETING: | | |
| DATE: 04/23/2025 TIME: 1:00pm | LOCATION/ROOM #: https://us02web.zoom.us/j/82534536885? pwd=dwApbJUI4V8eQM1FscFbobe50JQpYo.1 CALL-IN NUMBER: Meeting ID: 825 3453 6885 CALL-IN CODE: Passcode: 956732 | |
| FACILITATOR(S): Koue Vang, Mary Goodall | | |
| TIMEKEEPER: | | |
| ASSISTANT: Stephanie Saucedo | | |
| MEMBERS PRESENT: Koue Vang Margaret Lednický Michele Arnott Goodall | | |
| Melissa Fish Adrienne Andrews Kloi Ogans | | |
| Steven Roberson Minh La Mary | | |
| SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING): | | |
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| UPDATES AND BRIEF REPORTS: | | |
| Topic | Person(s) Responsible | Notes |
| Campus Safety Updates | Captain Kelly Benitez | <ul style="list-style-type: none">• Parking Issues: A message regarding parking violations has not been adhered to, with 2029 citations issued and 53 warnings given.• Incident in Parking Lot: A female was approached by a vehicle in the parking lot. There was no arrest, no video footage, no witness, and no license plate information available. Efforts to gather more information are ongoing.• Alleged Kidnapping:<ul style="list-style-type: none">• The individual waited 5 days before reporting the alleged kidnapping, which was reported on a Friday.• Campus Police (CP) were aware of the incident and reported it within an hour of being informed. The report was filed at 3:30 PM. |
| Information Technology Updates | Minh La | IT is actively upgrading all Windows computers to Windows 11. Coordination with individual departments is underway to manage the rollout smoothly. |
| | | <p>PE HVAC Upgrades Same update as last month. Campus reviewed and accepted the assessment and schematic design provided by A/E. A/E fee proposal and cost estimate received and is under review. 2025 02 25 An assessment report was completed by the design consultants and 2 project options were provided to campus, without full remodel. Both options cannot cool the entire locker room but will be able to provide some relief for students during hot summer days. One option allows for the installation of 4 split units in the locker rooms. The estimate for this option falls under the DSA threshold of approximately \$250k. The second option requires full DSA approval. Campus chose the first option. The design team is moving forward.</p> <p>Administration Building - BSO Office Remodel Same update as last month. ATI is complete with abatement and demobilized on Tuesday 3/18/25. They’ve set up temporary wall until construction starts. The team is working with Moniz on preliminary drawings. 2025 02 25 A scope, budget and schedule of \$207,279 was provided. The abatement contractor’s contract is in review at Purchasing. Moniz architecture is providing contract documents.</p> <p>Child Development Center Shade Structure Same update as last month. Design team has started the development of drawings.</p> <p>Veterans Resource Center DSA approved plans were shared with Managers. Project will go to Bid after FM is satisfied with the Design Teams’ answers to any additional comments provided by FM trades and campus. We were also notified last week that the Career Center will need to be relocated during the renovation of the VRC because the Career Center and VRC HVAC units are tied together. 2025 02 25 Plans are approved by DSA. FM, Facilities Management, is following up with their second in-house review and have submitted comments to the architect. The architects expect to have revised plans ready by Feb 28. FM will then coordinate with campus for required HVAC work preceding the remodel.</p> <p>Davies Hall Fencing, PV1 restrooms, PV3 Food trailer at PV1 was moved 3-20 to the stadium in preparation for new temporary</p> |

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| Facilities Updates | Margaret Lednicky | <p>restroom trailers.</p> <p>The permanent fence successfully bid and came in well below budget and its contract is in the works. Received PO for temporary trailers, just awaiting utility connection info from vendor to start delivery. NTP on fencing issued 4-16 with precon set for 4-30.</p> <p>PV3 has been cancelled and replaced with upgrades to PV1, PV2, Raef, STEM, and Science. Started scope review with campus.</p> <p>PV1 design moving ahead--Received 75% CDs and completed FM review-comments to HGA.</p> <p>Received PO and approved PC drawings from Mobile Modular. Estimate of 75% set due 4-21.</p> <p>2025 02 25 FM and our Purchasing department are still 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.</p> <p>The goal is to have the portable restrooms installed concurrently or a little ahead of the fence project in the spring.</p> <p>NEC Phase II & III</p> <p>Same update as last month. Exterior envelope is underway with brick veneer approximately 45% complete; Stucco lath is approximately 60% complete; Glazing is approximately 35% complete. Interior: Level 1 drywall and low voltage cabling has begun; Level 2 MEP rough-in is over 50% complete; Working through issues with elevator shaft framing to prepare for Kone elevator pre-install checklist completion.</p> <p>There was an email sent this week from FM to the Construction team asking for a schedule update.</p> <p>2025 02 25 Project is 65% complete. Exterior framing and sheathing is nearing completion. Roofing continues to be impacted by wet conditions; however, the Contractor anticipates running crews on overtime to complete in the next 4 weeks. Mechanical/electrical/plumbing 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 north fire access road providing all weather access.</p> <p>Tech Ed Modernization</p> <p>A Certificate of Substantial Completion was filed by the CTE Design Team on March 21, 2025.</p> <p>What this means:</p> <ul style="list-style-type: none"> • The contractor has vacated the building and turned it over to FM - and campus. • The contractor is still on the hook for a very long punch list of items, and is currently working on it. • The 1 year warranty period began on March 21, 2025. (11 months from this date, a walkthrough has been scheduled by FM with the contractor to go over any outstanding issues that need to be addressed before the 1 year warranty period ends). • This marks the date for us to spend down the FFE money. (We typically have one year). • A Notice of Completion will be filed after Phase 2 is complete (demo completely done, site work complete, etc). <p>2025 02 25 The project is approximately 96% complete. The Auto Yard is substantially complete. Landscape in phase 1 has been turned over to the District. OFOI and OFCI continue to trickle in. Testing and Balance of systems (TAB) started Jan 6th and will continue through Feb 28--issues have come up with quality of systems, including low airflow at the Dean's area. Pre-punch list issued for about 90% of building and will continue as areas are ready and completed. Otto took possession of the old building February 10th, and abatement continues. Final project completion is projected for May 15, 2025.</p> <p>Other On-going Projects:</p> <ul style="list-style-type: none"> • Science Autoclave Replacement <ul style="list-style-type: none"> o Science Department provided 2 possible dates for installation at the end of the semester. |
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| ACTION ITEMS: | | | |
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| Question | Person(s) Responsible | Notes and Decision(s) | Next Steps |
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| DISCUSSION ITEMS: | | |
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| Question | Person(s) Responsible | Notes and Next Steps |

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| Location Safety Committee - Meeting Summary | Koue Vang | <p>Safety and Operations Meeting Summary</p> <p>1. AED Locations & Employee Reporting Procedures</p> <ul style="list-style-type: none"> o A proposal to include “AED/Narcan” in the campus map legend is under consideration for clearer identification. o The reporting procedure for accidents and illnesses was discussed. While accident reporting is well understood, illness reporting is causing confusion. Employees have been advised to go to the ER for sudden illnesses, but the required district reporting was not previously known. Updates on communication with supervisors will follow. <p>2. Campus Safety & Tech Center Issues</p> <ul style="list-style-type: none"> o Immediate notification to campus safety is required for situations like alleged kidnappings or potential shootings. Staff working at night on a large campus also need to be considered in safety measures. o The issue of bad smells in the new tech center, traced to the welding area, is being addressed. The HVAC system is functioning as designed, and additional measures are being considered. Concerns about students not using the snorkel system in the welding area will be monitored. |
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| | | <ul style="list-style-type: none"> o Recommendation: FM and Architecture should provide an official summary on the situation, and a forensics analyst will be arranged to conduct air quality testing to ensure faculty and staff reassurance. <p>3. Weekend Dispatch & Campus Security</p> <ul style="list-style-type: none"> o The use of a third-party service for weekend dispatching has caused misunderstandings of procedures. o Concerns about campus security after reporting a suspicious individual outside the gym. The need for more college police presence was discussed. <p>4. Cameras</p> <ul style="list-style-type: none"> o Camera project on the way for new cameras. |
| Camera Project Update | Koue Vang | <p>Presented the Camera Project, highlighting the specific campus locations where new cameras will be installed.</p> <p>Camera Additions 2022: https://drive.google.com/file/d/1NDvR-ghHCQxo1ZwagdAYwpu-AjRM3FBV/view?usp=sharing</p> |
| ARC Davies Hall Replacement Architect RFQ - | Koue Vang | <p>Davies Hall Replacement – RFQ Update</p> <p>The RFQ for Architectural Services for the Davies Hall Replacement project has been posted on the District website. The selection process is beginning early in anticipation of funding approval in the State's FY25-26 budget, with the goal of having an architectural firm in place by July 1. The college is asked to identify committee members by April 25 to participate in scoring RFQ responses and interviewing shortlisted firms. A brief workshop will be scheduled to review the process with committee members.</p> <p>RFQ Link: https://losrios.edu/community/doing-business-with-los-rios/fm-architectural-rfqs</p> <p>Selection Committee Members (Confirmed and TBD):</p> <p>Pablo Manzo – AVP, FM</p> <p>Josef Meyer – Director of Planning and Construction, FM</p> <p>FM Planner (TBD)</p> <p>Koue Vang – VPA, ARC</p> <p>Margaret Lednicky – Director of Admin Services, ARC</p> <p>Davies Hall Dean or Department Head (TBD)</p> <p>Davies Hall Faculty Member (TBD)</p> <p>Davies Hall Faculty Member/Staff (TBD)</p> |
| FMP Status | Koue Vang | <p>-Workshop 3: AM Leadership & PM Campus Forum – Preferred Alternatives 4/24/25</p> <p>-Workshop 4: Refined Alternatives 5/8/25 for College</p> |
| ITEMS FOR FUTURE CONSIDERATION: | | |
| Topic | | Contact Person |
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