# Operations Council

## Meeting Notes

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| **NAME OF COUNCIL/TEAM:** Operations Council | | |
| **OBJECTIVE OF MEETING:** | | |
| **DATE:** 10/28/2025<br>**TIME:** 1:00pm | | **LOCATION/ROOM #:** Teams Meeting ID: 296 606 911 272 9<br>**CALL-IN NUMBER:**Passcode: rC7xf3sH<br>**CALL-IN CODE:** +1 916-245-7003, 329 081 417# |
| **FACILITATOR(S):** Koue Vang, Mary Goodall | | |
| **TIMEKEEPER:** | | |
| **ASSISTANT:** Stephanie Saucedo | | |
| **MEMBERS PRESENT:** Kelly Benitez, Pamela Bimbi, Melissa Fish, Minh La, Margaret Lednicky, Dr. M. Martinez, Jordan Meyer, Adrienne Andrews, Hannah Blodgett, Derrick Booth, BonnyJean Bowman, Brenda Buckner, Mary Goodall, Carson Lowden, Gillian Medeiros, Stephanie Saucedo, Brenda Valles, Koue Vang, Erika Wescoatt, Don Reid, Randy Walker | | |
| **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 | Police Department Update<br>• No major updates at this time.<br><br>Upcoming Events<br>• Presence planned at Natomas for Homecoming on Saturday.<br>• Full participation expected in Homecoming activities.<br>• No significant issues anticipated.<br><br>Incident Update<br>• An inquiry was made regarding the recent Shelter-in-Place at Cosumnes River College.<br>• The Captain reported that the lockdown was initiated as a precaution following a nearby traffic accident where a suspect fled on foot onto campus.<br>• Outside agencies responded promptly and apprehended the individual without incident.<br>• The situation was resolved safely and efficiently. |
| Information Technology Updates | Minh La | Natomas Center<br>• Electrical work remains pending; IT setup is delayed due to lack of switches.<br>• Networking for control devices has begun.<br><br>CTE Areas<br>• Networking and power installation are nearly complete for the remaining classrooms and the Design Lab.<br>• Wiring for the VR Lab and the downstairs Open Lab (Design Space 100) is in progress.<br>• The 208 Crash and Burn Lab experienced a delay due to unavailable parts; IT will follow up on status.<br>• Huddle Rooms are fully completed.<br><br>LRC HomeBase<br>• Supporting Operations in the migration of HomeBases to the LRC.<br><br>System Upgrades<br>• Windows 11 and Mac OS upgrades are ongoing, with a few hundred computers remaining.<br><br>Security Systems<br>• Numerous security cameras have been installed across campus; the system is now accessible to authorized personnel.<br><br>Room Conversions<br>• Coordination underway with Operations and the AVP Instruction to revert PV 613B and STEM 213 back to classroom use. |
| | | PE HVAC Upgrades<br>• Project is complete aside from punch list items.<br>• Discussion underway on whether to use the remaining $15K for Honeywell connections.<br>• Clarification needed on project ownership—Facilities Management considers this a campus-based project.<br><br>BSO Office Remodel<br>• Project remains on schedule, with anticipated occupancy at the end of December.<br>• During Thanksgiving week, staff located in the Administration Building will need to work |

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| Facilities Updates | Margaret Lednicky | remotely or from an alternate location to allow Facilities to complete cabling work associated with the Business Services Office front entry project.<br><br>CDC Shades<br>• Only two shades can be replaced per code requirements.<br>• The third request will be addressed through temporary tents that can be easily assembled and removed as needed.<br><br>Natomas Key and Access Upgrades<br>• Facilities Management project manager is awaiting a quote from Structural for door hardware materials.<br><br>Davies Hall Modernization<br>• Ongoing coordination with design and engineering teams on classroom mockups.<br>• MEP Design Guideline meetings have been conducted; additional meetings for structural and landscaping are forthcoming.<br>• Solicitation has begun for commissioning agents, topographic surveys, geotechnical/hazard assessments, and underground surveys.<br>• Requisition submitted for environmental inspections to begin on Davies Hall.<br>• Fire flow test scheduled for October 24.<br>• Coordination meeting held with IT, AV, and Fire Alarm teams to confirm campus standards.<br><br>Natomas Phase 2 & 3<br>• Project is approximately 85% complete.<br>• Regular progress meetings are being held weekly.<br>• Focus areas include Chemistry Lab, Biology Lab, prep spaces, entry, and restrooms.<br>• Questions remain regarding Chemistry Lab readiness due to pending certifications and HVAC connections.<br><br>PV1 & PV2 Refresh<br>• Spaces are being assessed to finalize scope and cost estimates.<br>• Interior updates include new flooring and ceiling tile replacements where needed.<br>• Exterior paint color options are being reviewed.<br>• Classroom furniture has not yet been ordered; procurement is in process and expected to complete within the next few weeks.<br>• Once colors are finalized and furniture is received, installation will proceed (estimated 12-week lead time).<br><br>Tech Ed<br>• Project is 99% complete; currently addressing punch list items.<br><br>VRC<br>• No new update at this time. |
| Budget Updates | Koue Vang | LRCCD 2025–26 Adopted Budget Book<br>[Full Document: https://employees.losrios.edu/lrccd/shared/doc/finance-admin/budget/20250911-adopted-budget-book-25-26.pdf, page 36 – 38]<br><br>• The 2025–26 Los Rios Community College District Adopted Budget Book was shared and reviewed, highlighting districtwide and American River College (ARC) allocations within the General Fund Financial Data Summary.<br>• The District’s General Fund revenue is primarily composed of Base, COLA, and Growth (61%), followed by Restricted funds (29%), Other State sources (7%), and Local sources (3%).<br>• Appropriations Summary: The District reserves appropriations for program and compensation improvements based on revenue realization above the base budget. These reserves support compensation adjustments, fringe benefits, and program costs that may fluctuate year to year.<br>Major Expenditure Categories:<br>• Academic Salaries: $217.0 million (27% of total appropriations), reflecting compliance with the state “50% Law” for instructional expenditures.<br>• Classified Salaries: $146.9 million (19%), covering non-instructional staff supporting operations.<br>• Employee Benefits: $191.1 million (24%), covering health, dental, life, and retirement benefits. Average health insurance costs are projected at $2,104.84 per month (Kaiser HMO), with additional allocations for dental, life insurance, and statutory benefits (STRS 19.1%, PERS 26.8%).<br>• Supplies and Materials: $44.1 million (6% of total expenditures), reflecting instructional and operational supply costs.<br>• Other Operating Expenses: $164.8 million (21%), encompassing services, leases, rents, and travel.<br>• Capital Outlay: $12.7 million (2%), covering fixed asset purchases and site improvements.<br>• Other Outgo: $10.8 million (1%), including inter-fund transfers and non-expenditure disbursements.<br>• Additional appropriations categories include Program and Other Improvements, reserved for compensation or project enhancements, and Instructionally Related Activities (IRA), funded by local receipts and designated for student and instructional support programs.<br>• Discussion emphasized how ARC’s portion aligns with these districtwide distributions, ensuring fiscal balance between academic operations, classified support, capital investments, and institutional priorities.<br>• The information was provided for transparency and planning context as the college prepares for fiscal year 2025–26, aligning resource allocation with instructional and operational goals.<br><br>American River College Budget Summary (LRCCD 2025–26 Adopted Budget)<br>• For FY 2025–26, American River College (ARC) is budgeted at $183,465,113, representing an increase of approximately $43.7 million (31%) compared to FY 2024–25 actuals of $139,778,997.<br>• ARC’s Full-Time Equivalent (FTE) for FY 2025–26 is 1,018.41, up from 980.57 FTE in FY 2024–25, reflecting modest enrollment growth and associated workload increases.<br>• ARC’s allocation accounts for roughly 22% of the District’s total appropriations of $828.2 |

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| | | million, maintaining its position as the largest college within the Los Rios Community College District.<br>• The increase primarily supports instructional and operational needs aligned with districtwide growth, compensation adjustments, and state funding requirements.<br>• Funding supports ARC's instructional programs, student services, administrative operations, and facility maintenance needs in accordance with district fiscal priorities.<br>• ARC continues to receive the largest portion of district funding due to its size, enrollment, and program breadth. |

**ACTION ITEMS:**

| Question | Person(s) Responsible | Notes and Decision(s) | Next Steps |
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| Operations Council Meeting Notes 9/25/25 | Koue Vang | Minutes approved. | Dr. Derrick Booth motioned to approve. |
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**DISCUSSION ITEMS:**

| Question | Person(s) Responsible | Notes and Next Steps |
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| Location Safety Committee 10/20/25 | Koue Vang | During the October 20, 2025 Location Safety Committee meeting, members discussed a recommendation to merge the Location Safety Committee with the Operations Council, noting that membership significantly overlaps and that most safety-related topics are already addressed within the Operations Council. The committee also observed that since the Location Safety Committee reports to the Operations Council, maintaining separate meetings is redundant. The committee was in agreement with the recommendation.<br><br>This recommendation was presented at the Operations Council meeting for review and discussion. The Council approved moving forward with the proposed merge of the Location Safety Committee and Operations Council meetings. As part of this change, Operations Council meetings will be extended by 30 minutes to accommodate the inclusion of Location Safety items on the agenda.<br><br>Next steps include consultation with the Academic Senate and the LRCFT Union representative to gather feedback before advancing the proposal to the Executive Leadership Team (ELT). |
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**ITEMS FOR FUTURE CONSIDERATION:**

| Topic | Contact Person |
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