

# Operations Council

## Meeting Notes

**NAME OF COUNCIL/TEAM:** Operations Council

**OBJECTIVE OF MEETING:**

|                         |  |
|-------------------------|--|
| <b>DATE:</b> 02/24/2026 | <b>LOCATION/ROOM #:</b> Meeting ID: 853 4652 1360  |
| <b>TIME:</b> 1:00pm     | <b>CALL-IN NUMBER:</b> Passcode: 817540  |
|                         | <b>CALL-IN CODE:</b> One tap mobile +16694449171,,85346521360#,,,,*817540# US +16699006833,,85346521360#,,,,*817540# US (San Jose) |

**FACILITATOR(S):** Koue Vang, Mary Goodall

**TIMEKEEPER:**

**ASSISTANT:** Amanda James

**MEMBERS PRESENT:** Vang, Koue Meyer, Jordan Lednický, Margaret Fish, Melissa Arnott, Michele Reid, Don Lewis, Amanda Kramer, Kevin Valles, Brenda Saucedo, Stephanie Buckner, Brenda Garcia, Marilyn La, Minh Bimbi, Pamela Walker, Randy James, Amanda Olson, Michael

**SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):**

**UPDATES AND BRIEF REPORTS:**

| Topic                          | Person(s) Responsible | Notes   |
|--------------------------------|-----------------------|---|
| Campus Safety Updates          | Captain Kelly Benitez | <p>Safety Committee Updates and Police Staffing</p> <ul style="list-style-type: none"> <li>• Training "Lincoln" in preparation for participation in graduation.</li> <li>• Ongoing hiring efforts to fill police officer vacancies.</li> <li>• Consideration of establishing a Crime Prevention Officer role.</li> <li>• Officer Emily Anderson is expected to transfer to the Department of Insurance Investigation; recruitment to backfill the position is anticipated.</li> </ul> <p>EOC Training and ACES Volunteer Program Revival<br/>The college will take the lead in restarting Emergency Operations Center (EOC) training and exploring the revival of the ACES volunteer program. Responsibility for these efforts rests with the college, not Los Rios Police Department. Planning work will occur over the summer to allow for a fall rollout of training and program implementation.</p>   |
| Information Technology Updates | Minh La               | <p>FM Virtual Servers move to ARC<br/>ARC will be housing a number of virtual servers managed by Facility Management (FM). These servers are part of tools used to manage facilities at ARC. This includes IMRON and Skype (Analog lines). ARC IT will be working with DO IT to establish best approach to accomplish this with minimal disruption.</p> <p>WIFI Name Change<br/>DO IT will be changing the WIFI names from the existing "LRCCD" and "Guest." The main reason for this change is to reduce confusion, especially with the "Guest" WIFI name. Many people mistakenly believe "Guest" WIFI is available to everyone, but its true intent is for vendors or expected visitors to our institution.<br/>To make matters more confusing, "Guest" WIFI usually appears before "LRCCD" WIFI in the list of available networks, so users unfamiliar with "LRCCD" often select "Guest" first, thinking it's the easiest way to get WIFI access.<br/>DO IT will address this by renaming both the "Guest" and "LRCCD" WIFI networks to more meaningful names. Additionally, the new "Guest" WIFI will be named in a way that ensures it appears after the new "LRCCD" WIFI in the list, reducing the likelihood of accidental selection by regular users.</p> <p>Virtual Labs Multifactor Authentication<br/>DO IT will begin enforcing multi-factor authentication (MFA) for students accessing our virtual labs (vdi.losrios.edu) from outside the Los Rios Network. This effort is part of our ongoing commitment to improving cybersecurity. On-campus lab access will remain unchanged. Students and faculty will be notified in advance, and the rollout is planned to minimize disruption, likely during a break period.</p> <p>BSO Security Camera Project<br/>Security Cameras for BSO Security Camera has been ordered.</p> <p>Outdoor WIFI Improvements<br/>ARC IT has been collaborating with DO IT to fine-tune the existing outdoor WIFI coverage. Once this optimization is complete, the next step will be to assess and identify additional areas on campus that may require expanded WIFI coverage.</p> |
| Facilities Updates             | Margaret Lednický     | <p>ARC 2025 BSO Office Remodel<br/>Facilities Management (FM) is in the closeout stage of the project. New ceiling tiles and LED lights have been installed. Areas have been newly painted. Safes have been re-pinned. Two workstations are still pending. Temporary workstations are currently set up.</p> <p>ARC 2025 Child Development Center Shade Structure<br/>This project is ongoing. FM is negotiating a CMAS contract with the vendor. Construction will take place this summer. There will be no CDC summer session due to construction.</p> <p>ARC 2025 Natomas Key and Card Access Upgrade<br/>Low-voltage work has begun in preparation for adding the card access system. A hardware survey has been conducted, and the materials list is complete. FM is soliciting hardware quotes and working with Maintenance and Campus to schedule installation in 2026.</p> <p>ARC 2025 Softball Scoreboard Replacement<br/>The Structural Engineer of Record (SEOR) hired by FM is working with the softball sign manufacturer's SEOR. Pending DSA approval, the existing columns will work with modifications.</p> <p>ARC Davies Hall Modernization<br/>User and Executive Team meetings to finalize Schematic Design occurred on February 20. Final Schematic Design documents are being reviewed by all parties. Design Development is now beginning, with the team preparing contract documents. User meetings will slow down to allow the design team time to prepare the documents.</p> <p>ARC NEC Phase II &amp; III<br/>The project is considered complete as of 02/20/2026. A Notice of Completion (NOC) has been requested by the FM Project Manager.</p> <p>ARC Portable Village 1 &amp; 2 Refresh Projects<br/>This project is ongoing. FM will be using CollegeBuys, a state contract. Coordination meetings are in the process of</p>  |

being rescheduled.

ARC Veterans Resource Center  
Project documents have been approved by DSA. The project has been bid, and the apparent low bidder is Eclipse Pro at \$1,322,260. Purchasing is currently reviewing contractor qualifications. As of this week, out of 17 bidders, 10 are considered "unresponsive," meaning they did not provide adequate documentation to be deemed responsive (e.g., bid bond, insurance requirements, etc.).

ARC Tech Ed Modernization  
The project is considered 100% complete.

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| <b>Budget Updates -2025-26 Program Development Funds (PDF) -COVID Block Grant</b> | Koue Vang | <p>2025-26 Program Development Funds (PDF)</p> <p>The Los Rios Community College District Board of Trustees formally approved the 2025-26 PDF proposals at its December 17, 2025 meeting, with the action taking effect January 1, 2026. The Program Development Fund (PDF) supports strategic investments in instructional programs, student services, operational improvements, and capital-related initiatives aligned with district and college priorities. The 2025-26 PDF schedule was reviewed with the Council.</p> <p>COVID Block Grant<br/>Thirteen five-year limited-term positions were originally funded through the COVID Block Grant, which ends on June 30, 2027. Several positions have already been transitioned to permanent funding, and some employees are no longer with the college. The college is working to transition the remaining employees into permanent operational roles as opportunities become available before and after the grant concludes.</p> |
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**ACTION ITEMS:**

| Question | Person(s) Responsible | Notes and Decision(s) | Next Steps |
|----------|-----------------------|-----------------------|------------|
|          | Koue Vang             | 0                     |            |

**DISCUSSION ITEMS:**

| Question   | Person(s) Responsible | Notes and Next Steps  |
|--|-----------------------|---|
| Location Safety Committee Meeting 2/17/26                                    | Koue Vang             | The 1/17/26 Location Safety Committee minutes were shared, with particular focus on safety solutions for the Counseling Department. The discussion centered on evaluating emergency communication options, including dedicated emergency phones, physical panic buttons, and the Safe Los Rios app. Technical limitations with the phone system and reliability concerns regarding the app were noted. The committee identified next steps, including researching solutions used at other campuses and coordinating with low-voltage and police representatives to assess feasible alternatives.  |
| Science Final Project Plan Update  | Koue Vang             | <ul style="list-style-type: none"> <li>• Kickoff meeting held with consultants and faculty; room and lab feedback collected; three more department meetings scheduled.</li> <li>• Conclusion: Project underway with structured feedback and upcoming sessions.</li> </ul>   |
| Sustainability Plan Update Charter & Technology Master Plan Charter - Update | Koue Vang             | <ul style="list-style-type: none"> <li>• Multiple meetings have been held. IT presented the current-state technology inventory and overview. A link to the recorded presentation: <a href="https://lrccd.zoom.us/rec/share/GMy97ViPrROerzOgBEFVhpPyNk930_IDrQm04IZRYKAKzIkW2NUS2Lj62Qe9QkxV.Ndh2LcZJQg_pXMw3">https://lrccd.zoom.us/rec/share/GMy97ViPrROerzOgBEFVhpPyNk930_IDrQm04IZRYKAKzIkW2NUS2Lj62Qe9QkxV.Ndh2LcZJQg_pXMw3</a></li> <li>• Teams assigned charter homework; assessing needs before next steps; updates will return to the council.</li> <li>• Conclusion: Plans progressing with ongoing assessments and information sharing.</li> </ul>  |
| Associated Student Body Items  | Marilyn Garica        | <p>Subway Reopening Status and Technical Dependencies</p> <ul style="list-style-type: none"> <li>• Remodel completed; health permit inspection scheduled.</li> <li>• Opening delayed due to digital menu boards requiring a direct internet port; IT working on connectivity solution.</li> <li>• Pacific Dining exploring an alternative due to wiring lead time; awaiting their response.</li> <li>• POS terminals scheduled to go online next Wednesday (the 4th); training typically 1–2 weeks, followed by soft opening once connectivity and approvals resolve.</li> <li>• Conclusion: Progress ongoing; POS activation targeted for next Wednesday, with training and soft opening to follow pending menu board connectivity and approvals.</li> </ul> <p>Student Events Involving Animals (Therapy Dogs, Petting Zoo Concepts)</p> <ul style="list-style-type: none"> <li>• ASB elections in April; candidate forums likely April 14–15.</li> <li>• Animal events must be organized through insured vendors; self-brought animals not allowed.</li> <li>• Example: Pony event via insured company acceptable; goats usually return in summer (may not align with April).</li> <li>• Suggestion to contact City College nurse Wendy Gomez for vetted therapy dog groups.</li> <li>• Operations supports properly coordinated, insured events.</li> <li>• Conclusion: Animal-related events can proceed only via insured vendors with Operations coordination.</li> </ul> <p>Coordination and Facility Use Process for April Forums</p> <ul style="list-style-type: none"> <li>• ASB planning forums the week before elections; considering one-day events.</li> <li>• Process: submit on-campus facility use request form with proposed dates to Kayla Vivian; Operations will be tagged for coordination.</li> <li>• Meetings can be set via Zoom or onsite; early submission recommended due to time constraints.</li> <li>• Conclusion: ASB should submit the facility use request immediately to initiate coordination.</li> </ul> <p>Coordination Between Student Representatives and Administration</p> <ul style="list-style-type: none"> <li>• Suggestion to involve Brett Sawyer and Hannah Blodgett in short ad-hoc meetings to improve coordination beyond monthly sessions.</li> <li>• Appreciation expressed for recognizing behind-the-scenes work; community-building emphasized.</li> <li>• Conclusion: Encourage ad-hoc meetings via Brett and Hannah to improve coordination.</li> </ul> |

**ITEMS FOR FUTURE CONSIDERATION:**

| Topic | Contact Person |
|-------|----------------|
|       |                |