

# Operations Council

## Meeting Notes

|                                                                                                                                                                                                                                                              |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>NAME OF COUNCIL/TEAM:</b> Operations Council                                                                                                                                                                                                              |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |
| <b>OBJECTIVE OF MEETING:</b> Review updates from Facilities & Maintenance, Safety, Technology, Way Finding, Wellness Center Implementation, Sustainability Team Update. Review Governor's Budget Proposal and discuss everyone on exchange email guidelines. |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |
| <b>DATE:</b> 01/28/2020<br><b>TIME:</b> 1:30pm                                                                                                                                                                                                               |                              | <b>LOCATION/ROOM #:</b> Administrative Conference Room<br><b>CALL-IN NUMBER:</b><br><b>CALL-IN CODE:</b>                                                                                                                                                                                                                                                                                                                        |                        |
| <b>FACILITATOR(S):</b> Olga Prizhbilov                                                                                                                                                                                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |
| <b>TIMEKEEPER:</b>                                                                                                                                                                                                                                           |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |
| <b>ASSISTANT:</b> Olga Prizhbilov                                                                                                                                                                                                                            |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |
| <b>MEMBERS PRESENT:</b> Michele Arnott, Pamela Bimbi, Jeff Bucher, Roger Davidson, Keri Jumelet, Adam Karp, Sarah Mattson, BonnyJean Bowman, Jan DeLapp, Kennedy Galvez, Parrish Geary, Olga Prizhbilov, Regena Tiner, Erica Wescoatt                        |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |
| <b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>                                                                                                                                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |
|                                                                                                                                                                                                                                                              |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |
| <b>UPDATES AND BRIEF REPORTS:</b>                                                                                                                                                                                                                            |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |
| <b>Topic</b>                                                                                                                                                                                                                                                 | <b>Person(s) Responsible</b> | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |                        |
| What are the facilities and maintenance updates?                                                                                                                                                                                                             | Erica Wescoatt               | Planning stages started for Natomas and Tech Ed.<br>Wellness center might be pushed back by a week; early February.<br>Wind screen up by PE weight rooms.<br>The thoroughfare between Myrtle East and west has been opened and you can now drive from the east to the west parking lots.<br>Stop signs and crosswalk between the back of Health Ed and PE have been installed.<br>Bus stop concrete will be poured on 2/8/2020. |                        |
| What is the progress on the implementation of "wayfinding"?                                                                                                                                                                                                  | Erica Wescoatt               | At least one banner in each parking lot is up. More to come soon.<br>All signs except those in construction area have been replaced.<br>Working on getting old signs down along Myrtle.<br>Potential area to explore is to improve the app to be able to know which specific room rather than just building location GPS'ed. Also, to have that app on kiosks on campus rather than just a phone app available.                 |                        |
| What is the progress on the implementation of the "wellness center" project team recommendations?                                                                                                                                                            | Parrish Geary/Cheryl Sears   | Feb 24th Grand Opening reschedule to this date (original date was 2/3/2020);<br>Working with Nursing dept. and resp. care to make it in style of a health fair.<br>Once Current health center moves, PIO's office and academic senate office will move into the current space in the Admin bldg.                                                                                                                                |                        |
| What are the safety updates?                                                                                                                                                                                                                                 | Captain Day                  |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |
| What are the technology updates?                                                                                                                                                                                                                             | Jeff Bucher                  | Windows 10 - about 40 computers left.<br>Next project: will change out everyone's phones. Outreach centers have already changed theirs. Should be a seamless process; current phones are "out of service". Mid-February will start the process.                                                                                                                                                                                 |                        |
| What is the progress on the Sustainability Improvement Project Team work?                                                                                                                                                                                    | Narinedat Madramootoo        | First reading will be at February Meeting.                                                                                                                                                                                                                                                                                                                                                                                      |                        |
| Governor's Proposed Budget for Fiscal Year 2020-21                                                                                                                                                                                                           | Kuldeep Kaur                 | Members will review budget on their own (attachment).                                                                                                                                                                                                                                                                                                                                                                           |                        |
| What are the updates for Guided Pathways Implementation/HomeBase Communities work?                                                                                                                                                                           | Adam Karp                    | HomeBase experience at Convocation - presentation by divisions;<br>Next up - Steering/Implementation Team will start meeting 2/5/2020 that will review feedback and start moving forward.                                                                                                                                                                                                                                       |                        |
| <b>ACTION ITEMS:</b>                                                                                                                                                                                                                                         |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |
| <b>Question</b>                                                                                                                                                                                                                                              | <b>Person(s) Responsible</b> | <b>Notes and Decision(s)</b>                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Next Steps</b>      |
| Review and approve meeting notes from 12/17/2019                                                                                                                                                                                                             | Olga Prizhbilov              | 5                                                                                                                                                                                                                                                                                                                                                                                                                               | Approved by Consensus. |
|                                                                                                                                                                                                                                                              |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |

**DISCUSSION ITEMS:**

| Question                                               | Person(s) Responsible | Notes and Next Steps                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| How does campus art (e.g. murals) get approved at ARC? | Kuldeep Kaur          | Tabled for February                                                                                                                                                                                                                                                                                                                                                                                                                         |
| EOC Roster                                             | Kuldeep Kaur          | Tabled for February                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Develop "everyone on exchange guidelines."             | Scott Crow            | Need to create a subgroup of operations council to create some guidelines for who can send out communication on "everyone on exchange".<br>If we stay w/ current system, we need to talk about consequences of what the college will do if we have a problem with mass emailing in the future.<br>OC decided that we will work on this as a group. Scott will send out a draft of the guidelines and OC will review it at February meeting. |

**ITEMS FOR FUTURE CONSIDERATION:**

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

**OTHER INFORMATION:** Send out master calendar to all members - OC meets on 4th Tuesday of every month. Sustainability report - need dates to Adam on when it's going to Academic and Classified Senate.