

OPERATIONS COUNCIL MEETING MINUTES

Date: May 7, 2025, | **Time:** 12 p.m. - 1:30 p.m. | **Location:** RR110/Hybrid | **Recorder:** Jessi



Zoom Recording:

https://clackamas.zoom.us/rec/share/SA2rTzOncqE4stfuWh_TOPSCM7M8_4YxQfKfQ1_tW1PBGHoaaXg0dQJD6A_ogUg.ldxmOpR6-1s0OQRX

Topic/Items

- Bond Update
- Committee Liaison Check-In
- Overview of IT Policies Reviewed
- Emergency Management Update
- Future of Operations Council Moving into Summer

Summary

The meeting focused on project updates, planning, and council operations. Athletic fields aim for board review in July with possible fall construction. Stakeholder groups for the walking trail and natural resources are still forming. Roof upgrades and central plant decentralization are in planning, with bids expected Fall 2025. There's also potential to bundle the McLoughlin, Dye, and plaza projects.

The signage committee is finalizing guidelines and improving wayfinding and emergency signage across campuses. Updates to outdated exterior signage are underway. IT shared updates on user authentication compliance and is developing policies for shared device and account use. Dennis gave a security update on cameras and access control.

Operations Council discussed priorities (ITS, Bond, Emergency Management), summer work plans (due by May 21), and improving documentation processes. Justine is stepping down as co-chair, and volunteers will be polled for a replacement. Grounds is coordinating with horticulture students, and ELC volunteer activity is increasing. Jim will be on sabbatical until spring.

For summer, only subgroup meetings are planned—likely just one per month (some less), what meetings do occur will focused on updates rather than decisions. A fall retreat is being considered. Lastly, clarification is needed on Dale's role, and Nora stressed the need for multi-channel communication for Bond-related matters.

Bond Update

The group discussed whether Dale should provide updates directly or stay in an oversight role. Nora emphasized the need for multiple communication channels for the Bond (Board, website, etc.). Stakeholder selection is ongoing for the walking trail and natural resources project. Updates were shared on the athletic fields (targeting a July board presentation, possible fall start), utility pricing concerns from contractor meetings, and ongoing planning for roof upgrades and central plant decentralization (bidding Fall 2025, construction Winter 2026). There may be an opportunity to bundle the McLoughlin, Dye, and plaza projects due to shared space. Dennis shared updates on cameras and access control, and Saby gave a brief IT update.

The Operations Council is planning a public oversight meeting once per term and has slides to finalize. Priority areas were identified as ITS, Bond, and Emergency Management. Jim proposed creating a matrix to track priorities and improve how documents are rolled out to the college. The team should outline summer work and how it will be communicated by May 21.

Committee Liaison Update

Jenny shared that Justine will step down as co-chair of the process support group after June, and a new co-chair will be sought. Ron provided updates from the signage committee, which is finalizing guidelines, working on wayfinding for Barlow's 2nd floor, and standardizing building markings across all campuses. Emergency station signage is also being updated, with support from College Safety. Exterior signage updates are needed, particularly for Neimeyer and Dye (the latter on hold due to remodeling). Jenn W. will present further signage progress in the fall.

The grounds team discussed aligning the campus schedule with horticulture student availability; requests for student help must be submitted each term. ELC volunteer participation is increasing, with more Saturday crews and training for off-hours volunteering. Volunteers should have visible ID, and Heidi Blackwell is the point of contact. Goals for next year include supporting grounds decisions, with Jim returning from sabbatical in the spring.

Overview of IT Policies Reviewed

The team reviewed change management, change control, and operational management processes. They discussed the importance of compliance with 102 user authentication and began addressing issues around shared devices and accounts in shared spaces—while there is a process in place, a formal policy is still needed.

Meeting ended early for all staff hiring forum