

JAN 27, 2022



**COSUMNES**  
RIVER COLLEGE

- COB Process
- General Updates
  - ADMIN web site
  - CANTEEN grab and go (2 year contract)
  - Food Trucks
  - Food Service Vendor
- COVID Protocols & Vaccine Mandate
  - LRCCD Chart aligns w/CDC & CDPH
  - N95 masks available
- State Budget
- Purchasing Deadlines
- Processing TCL paperwork
- BO office electronic transactions:
- ESS: W-2 FORMS

- Accreditation Improvement Plan
  - HVAC improvements – MERV 13 filters
  - Library Repairs - FINISHED
  - Water Stations
  - Media Services – NEW LOCATION
  - Culinary Renovation
  - Biocept Testing location / hours
  - Vaccine Clinic location /hours
  - IMRON and keys
- OPEN 1/31

## Resources Committee

[AGENDAS AND MINUTES](#)[RESOURCE ALLOCATION GUIDE \(PDF\)](#)[CRC FACILITIES MASTER PLAN \(PDF\)](#)[COLLEGE INTEGRATED PLANNING SYSTEM \(CIPS\) LOGIN](#)

## Capital Outlay Budget (COB)

- [Final COB Ranked List, 2020 to 2022 \(PDF\)](#)
- [Final COB Directions and Timeline, 2022 to 2024 \(PDF\)](#)
- [COB Process - Zoom Training Link](#)

- COB Resource Requests DUE FRIDAY, FEBRUARY 25<sup>TH</sup>
  - IT Consultation required before items can move forward
  - Monday, March 7, 2022 – Friday, March 11, 2022 – Divisions to prioritize Furniture, fixtures, equipment and IT requests. Once prioritized items will be considered for the college-wide prioritization process.

January 21, 2022

- Disaster Relief Payment – covering the period 5/21 – 12/21). Equates to \$75 month; 2<sup>nd</sup> disbursement end of January 2022

**Many labs, "difficult-to-convert" classes returning in-person; other lectures, services to remain online until February 22**

Colleagues,

We continue to evaluate public health conditions in our region and assess the impacts of evolving data on the well-being of our students and employees as well as the operational impacts to our colleges. In the last two weeks, we have prepared to expand our districtwide testing capacity as needed and we are seeing case rates in our communities begin to flatten or even decrease. That said, case numbers are still amongst the highest they have been during the entire pandemic, underscoring health and staffing concerns for our colleges.

With that as a backdrop, **beginning on January 31, our "difficult to convert" courses that were originally scheduled in-person this semester (science labs, arts classes, and other lab/activity classes) will resume on ground instruction.** A full list of those "difficult to convert" courses and programs can be found on our [reopening website](#). This shift will roughly triple the amount of in-person offerings on our campuses and mitigate negative academic impacts to students in these disciplines.

**Other lecture classes and courses that do not fall into the "impossible to convert" or "difficult to convert" categories (about 2,500 sections districtwide) will remain online through Presidents' Day weekend, with the goal of resuming in-person instruction in those classes on Tuesday, February 22.** We expect that cases in our region will continue to decline as our testing capacity expands over the next several weeks, reducing the risk to public health and staffing shortages by then.

**Most student services will remain online until Tuesday, February 22 as well.**

For more specific information about the status of your particular class or service area, please contact your area dean or supervisor.

**Booster Shots**

We will continue to use all means at our disposal to strongly encourage everyone in our college communities to get their COVID-19 booster shot, which public health experts agree significantly reduces the likelihood that you will get seriously ill as a result of the Omicron variant. For more information about the efficacy of booster shots and why they are so important to keeping our communities protected against this and future COVID-19





## ADMINISTRATIVE SERVICES

[Home](#) > [Collegewide](#) > [Administrative Services](#)

### Administrative Services

[Business Services](#)

[Campus Operations](#)

[Child Development Center](#)

[Bookstore](#)

Administrative Services helps facilitate and promote effective student access and success by:

- Ensuring stable, responsive financial management services
- Facility support
- Classified staff management
- Ensuring functional and effective safety and security programs and risk management
- Assisting with planning processes and systems
- Tracking program success through annual program review and quarterly metric assessments for classified personnel, facilities and financial management

[Learn More About Administrative Services](#)







- COVID Reporting Employees / Students
    - Appendix C
    - Notification for close contact
  - Contact Tracer/Laura Siouffey working closely with College Nurse/Michele Barkley
  - Vaccine Mandate - Uncleared lists provided to the executive team
  - Failure to test list provided to VPA
  - Testing provider on site \*\*\* NEW TESTING PROVIDER **BIOCEPT** \*\*\*
  - Vaccination Clinics through Sacramento County Public Health on Fridays
- No indoor events at this time



# CRC Business Services

- Purchasing Deadlines
- Temp Classified and Student help – while Business Services is down – intents to Julie Zalasky; timesheets to Teresa Lopez
- Reminder: remote operation practices remain in effect – DO mails out all paychecks; ALL intent paperwork processed electronically
- Forms can be found on BSO website: no distribution of paychecks
- <https://employees.crc.losrios.edu/collegewide/forms/business-services-forms>
- Employee Self Service – distribution of W-2 forms

## Operations (OPS)

- Accreditation Improvement Plan
- HVAC improvements – MERV 13 filters
- Library Repairs - FINISHED
- Water Stations
- Media Services – NEW LOCATION
- Culinary Renovation
- Biocept Testing location / hours
- Vaccine Clinic location /hours
- IMRON and keys
- PPE – request N95 masks

# Operations (OPS)



## Request PPE Supplies

[Home](#) > [Collegewide](#) > [Campus Operations](#) > [Request PPE Supplies](#)

### Campus Operations

> Request PPE Supplies

Campus Events

Campus Keys and Imron Access

COVID-19 Updates

Mail Services

Printing Services

Public Facility Rentals

Receiving

Vehicle Request and Training

The state of California has provided CRC with Personal Protective Equipment (PPE) to distribute as needed on campus. CRC faculty and staff may use this form to request PPE supplies. Deliveries are made to on-campus locations.

### Your Information

Name \*

First Name

Last Name

Los Rios Employee ID Number \*

This is your seven-digit Los Rios w+ID number.

Department \*

Los Rios email \*

Best phone number to reach me \*

### Supplies Needed

**Note:** Due to the negative impact on the environment, the campus will not be providing disinfecting wipes. However, the campus will be providing an environmentally better alternative by supplying sanitizing spray and paper towels, which will be strategically located at "sanitation stations" throughout the campus.

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