Operations Committee

(subcommittee of College Council)

Status: Participatory (Shared) governance subcommittee of the College Council.

Meeting Time: Second and fourth Mondays of the month from 9:00 a.m. to ~~10:30~~ 10 a.m. or as posted on College’s Website: www.contracosta.edu

Composition: ~~Vice president, 1 classified representative, 1 division dean, 2 deans, academic senate president, manager of custodial services, police sergeant, director of admissions and records, manager of buildings and groups, manager of technology systems~~. 2 classified, 2 manager, 2 faculty, up to 2 students

Ex Officio: Manager of Custodial Services, Police Lieutenant, Dean of Student Services, Manager of Buildings and Grounds, Manager of Technology Services

Chair: Vice president of academic and student services

Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the College Council.

Purpose:

1. To raise issues and take immediate action on problems pertaining to the daily

operations or routine operations of the college, its instructional and service programs/units.

2. To recommend ~~to President's Cabinet~~ College Council proposals regarding non-routine

operational matters; proposals regarding planning and evaluation activities; or

recommendations for procedure development/codification.

~~3. To evaluate and improve instructional service operations.~~

4. Makes recommendations for the prioritization of maintenance and upgrade of

existing facilities.