CONTRA COSTA COLLEGE

**OPERATIONS COUNCIL**

**APRIL 23, 2012**

**9:00 A.M. - ROOM #AA-216**

**MINUTES**

**PRESENT: Donna Floyd (Chair), James Eyestone, Vicki Ferguson, Lilly Harper, Bruce King, Susan Lee, Wayne Organ, Darlene Poe**

**ABSENT: Jose Oliveira, Mady Willie**

# I. ADA Parking for the PAC

Currently, there is no disabled parking near the PAC. The City of San Pablo is recommending a disabled parking space be created adjacent to the loading area near the PAC. J. R. Morocco is reluctant to give up the loading area. He’s recommending the college go to the San Pablo City Council. The City has said it will not create a disabled space on the street until the college puts one on college property. Bruce said one or two ADA spaces could be created in that area. Donna would prefer two spaces be created.

Darlene mentioned that people are parking behind the H-Bldg. One vehicle that parks there has a disabled sticker, but Jose said no one is supposed to park there, even with a disabled placard. James mentioned that last Friday afternoon every classroom in the LA-Bldg. was open.

Plans of Action

1. It was the consensus that one, or, if possible, two ADA parking spaces be created adjacent to the loading area near the PAC.
2. Bruce will ascertain how many ADA spaces are legally required for the PAC’s capacity.
3. Bruce will talk with DSPS manager Sue Abe before creating the spaces.
4. Donna will send Jose an e-mail about parking behind the H-Bldg. and the rooms being open in the LA-Bldg. on Friday afternoon.

**II. Bee Hives**

Bruce reported that the bee hives have been installed in the garden at the top of Campus Drive near the AA-Bldg. and can be seen while driving past. The bee hives were donated by a former faculty member. Some expressed surprise that the bee hives are already on campus. At the March 26, 2012 meeting, Nader Sharkes presented a proposal for a community garden and a greenhouse, but it was decided that more information was needed before the proposal would be taken to President’s Cabinet.

Concerns have been expressed about liability with the bees. The bees have been flying around the PS-Bldg. and between the H-Bldg. and LA-Bldg. James mentioned that there are wild turkeys on campus. He wondered if the college would be liable if the turkeys bit someone. Wayne didn’t think the college would be liable because the college didn’t bring the turkeys to the campus and they’re not part of a class.

Donna would need to be certain of the liability issue before making a decision or recommendation. The bees are part of the culinary arts program but if they’re a nuisance that could make the college liable. James said there should at least be a fence around the hives so people won’t walk up to them.

Plans of Action

1. Donna will investigate the college’s liability.
2. An e-mail will be sent to the campus community after Donna has learned more about the liability issue.

**III. Exit Interview Checklist**

Lilly distributed the three revised forms. Lilly invited Mariles Magalong to this meeting because implementing this would involve H.R. Mariles has given the green light for this process to proceed and she understands that H.R. would be processing the forms.

Lilly talked to Ben Cayabyab at district purchasing about tagging equipment. Ben said district purchasing only orders the equipment, but it’s up to the campus to monitor the equipment. James was surprised to hear this. He feels inventory tracking is a function of district purchasing, not campus I.T. One purpose of tracking inventory is to depreciate inventory according to a formula.

Everyone reviewed the three forms and there was much discussion. There were minor edits and Lilly made notes of the changes. It was felt that all employees should have an I.D. badge. Even if the badge isn’t worn, it should be carried by employees in the event they must prove they are an employee.

Plans of Action

1. James will talk to Ben Cayabyab, and then David Wetmore in district purchasing, about tracking inventory. He may involve Nick Dimitri in the discussions.
2. Lilly will make the recommended changes to the forms and bring to the next meeting.

**IV. Other**

A. Increase in Marijuana Use on Campus

Vicki would like this to be on the next Operations Council Agenda. Jose Oliveira should be at the meeting to address this.

The meeting adjourned at 9:55 a.m.

Minutes Recorded by Mary Healy

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