**Operations Council**

**Minutes**

**Date: 12/10/12, 9:00 a.m., #AA-216**

**PRESENT: Donna Floyd (Chair), James Eyestone, Vicki Ferguson, Lilly Harper, Bruce King, Susan Lee, Jose Oliveira, Wayne Organ, Marlene Ortanez**

**ABSENT: Darlene Poe**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Discussion** | **Follow-Up** |
| Feeding Squirrels and Other Critters on Campus (Update) | * The recommendation that there be a “No Feeding Animals on Campus” policy should go to President’s Cabinet. There is currently no policy about feeding animals or about children on campus. A policy about animals in the classroom is in the process of being developed. It will be on the next President’s Cabinet agenda. * Susan spoke with Chef Nader about covering the containers outside the restaurant, and Susan trusts the containers are being covered. | * Donna will determine if Operations Council must draft a policy about feeding animals before it is taken to President’s Cabinet. |
| College Procedure B2301 and Employee Exit Checklists (Update) | * Lilly sent the Employee Exit Checklist with the changes noted at the Nov. 26, 2012 meeting to Operations Council and got no feedback. A policy exists which isn’t being followed and it doesn’t cover everything. | * Donna will take the revised policy to the Jan. 25, 2013 President’s Cabinet meeting. |
| Bicycle Lockers Policy | * Jose distributed a draft of the policy. Donna said there is no bicycle locker policy in the College Procedures Manual. Everyone reviewed the draft and Jose answered many questions. Jose made note of recommended changes to the policy. | * Jose will make the suggested changes to the policy and bring to the Jan. 28, 2013 meeting. * The final draft will go to President’s Cabinet. |
| Update on Issuing Guest Parking Permits | * James and Jose will report back on January 28. They haven’t had a chance to discuss this issue with Chief Gibson. |  |
| Status of Ball Playing in the Amphitheater | * No signs have been posted about ball playing in the amphitheater. There was an incident on December 5 during the DACA workshop in the Fireside Room. The students were very loud and playing ball during the workshop. President Noldon went outside twice to speak to them. Vicki spoke with them and there was no supervision. Vicki spoke with MCHS Principal Brenda King-Randle at the beginning of the semester and was told there isn’t enough staff to supervise the students after school. * There were a lot of MCHS students sitting in the plaza after dark and they were very loud. There was also a lot of garbage in the amphitheater. Susan told the students playing ball to move to the grassy area above the amphitheater and the students told her the grass was mushy. There was a sign near the amphitheater asking people to clean up after themselves. This worked for |  |
| Status of Ball Playing in the Amphitheater (Continued) | about two weeks, until the sign was torn down. MCHS students are required to do volunteer work. That volunteer effort could be directed to the amphitheater and quad.   * This is negligence on MCHS’ part and the college is negligent by not saying anything to them. It is unsafe for children to be on campus after dark. MCHS should offer some kind of after-school supervision, such as study hall. Student conduct codes aren’t being followed. There needs to be something in writing with MCHS. CCC should go to the WCCUSD if MCHS isn’t supervising their students after hours. | * Donna will draft a procedure that will be approved at Operations Council before it goes to President’s Cabinet. * Donna will post an official sign with the CCC Logo. * Vicki will talk to Kelly Ramos about an incident that occurred with a custodian. |
| Accreditation Workshop on January 9, 2013 | * There will be an accreditation self-evaluation workshop on January 9, 2013 from 2:00 – 3:00 p.m. in the LISC. * Everyone on Operations Council is part of the committee writing Standard III-B. We’re being encouraged to put evidence on the InSite Portal. Donna will want to review the recommendations from the last accreditation self-study, the midterm report, and address the standards that had recommendations. | * Mary Healy will send a notice to all committee members about the flex workshop on Jan. 9. |
| Other | * Donna wished everyone a very happy holiday. |  |
| Adjournment | * The meeting adjourned at 9:45 a.m. |  |

Minutes Taken by Mary Healy

OperMinuDec102012