**Operations Council**

**Minutes**

**Date: 11/26/12, 9:00 a.m., #AA-216**

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

**ABSENT: Wayne Organ**

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| **Topic** | **Discussion** | **Follow-Up** |
| New Student Representative  | * Everyone welcomed Marlene Ortanez, the new student representative to Operations Council.
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| Feeding Squirrels and Other Critters on Campus | * People are leaving containers of food for the squirrels and other animals near the PS-Building and Terence Elliott had concerns that it could make the critters on campus more aggressive. Terence wondered if there is a college policy, and there isn’t. Donna asked if Operations Council recommends there be a policy in the College Procedures Manual stating, “No feeding animals on campus.” Everyone agreed.
* Darlene said culinary arts leave buckets of food behind the restaurant and she has seen squirrels eating from the buckets.
 | * Donna will take this recommendation to President’s Cabinet.
* Susan will ask Chef Nader to cover the buckets.
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| Vendors Parking Behind the Old Mailroom | * Vicki informed the Student Services staff that the area behind the old mailroom is a no parking zone, and there haven’t been any problems that she’s aware of. Vicki has received suggestions that the shrubbery near the area where vendors park near the bookstore be removed so that the “Vendor Parking Only” sign is visible. The Subway vendors park there all day. There should be a two-hour time limit for vendors parking there. This is something Business Director Mariles Magalong should discuss with the Subway vendor
* People parking outside the AA-Bldg. was then discussed. It’s marked as a loading zone, but people still park there. Jose thought sending the violators’ managers an e-mail is the best solution.
 | * Bruce will have the shrubbery cut back so the “Vendor Parking Only” sign is visible.
* Bruce will talk to Mariles Magalong about the Subway vendors.
* Jose will make sure that parking near the AA-Bldg. is monitored closely.
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| Guest Parking Permits and How They Are Monitored | * Susan said there is someone with a semester-long transition program guest parking permit. Susan wondered how guest parking permits are issued and how they are monitored. Jose said most of the secretaries have the template but only issue them for one day. James suggested using the portal. This would create a log that Police Services could monitor. Access to the permits on the portal could be limited. District I.T. can create the portal. A site could be created just for parking permits. Jose liked the idea and thought the other campuses would want it, too.
 | * Jose will talk to James for more information about the portal and then speak with Chief Gibson about requesting it from District I.T.
* Until a portal is created, guest parking permits will continue to be issued the way they currently are.
* Jose will find out who’s issuing the permits for the transition program.
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| College Procedure B2301 and Employee Exit Checklist | * Lilly wrote some narrative to go along with the new forms. She distributed a draft, and everyone reviewed it. On the Manager Employee Checklist, in the box stating manuals were provided or discussed, new employees should be directed to the district website. CIC, Student Services, and Management/Supervisor/Confidential Manuals should be added to this box. Everyone thanked Lilly for doing such a wonderful job on revising the forms and procedures.
 | * Lilly will make the changes and send to Operations Council.
* Donna will take the new procedures/forms to the December 2012 President’s Cabinet meeting.
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| Other | * Ball Playing in the Amphitheater: Darlene said MCHS students are playing ball in the amphitheater. Windows on the SA-Bldg. have been hit by balls. Darlene has told the students to go to the soccer field, to no avail. The police are needed in the amphitheater in the afternoons. A discussion ensued. Some felt they are teenagers and need to do something. Playing ball is better than playing video games or going into empty classrooms. Vicki has spoken with MCHS Principal Brenda King-Randle, but MCHS is too short-staffed to monitor the area. Student representative Marlene said she doesn’t like the students playing ball in that area, either. This area will be closed during the construction of the College Center.
* Bicycle Lockers: Two people have signed up for bicycle lockers but there are still four lockers available.
* Accreditation Standard IIIB: Physical Resources, which include facilities, equipment, land, and other assets, support student learning programs and services, and improve institutional effectiveness. Physical resource planning is integrated with institutional planning. Operations Council is responsible for writing this section of the Accreditation Self-Evaluation. Bruce has written a first draft, which Donna is editing. Jose will add some content to the first draft as well. Jason Berner should get the first drafts of all the standards by April 1, 2013. The final Self-Evaluation Report must go to the Governing Board by June 2014.
 | * Vicki will remind Brenda King-Randle about the students playing ball again.
* The students will be directed to the grass above the steps of the amphitheater.
* Signs will be posted that ball playing is not allowed in the amphitheater.
* Jose will send the revised guidelines to everyone electronically.
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| Adjournment | * The meeting adjourned at 10:00 a.m.
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Minutes Taken by Mary Healy

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