**Operations Council**

**Minutes**

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

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

**ABSENT: Susan Lee**

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| **Topic** | **Discussion** | **Follow-Up** |
| Athletics Deposits and Escorts | * Jose said the district’s cash-handling policy states that the police do not make money deliveries, they only provide escorts. Over the years, the police have been making the deposits at the cashier’s office, either in person or in the drop safe, but they’re not supposed to. If the district policy isn’t working, it should be changed. Police will now escort persons making deposits, and if money is collected after hours, such as at athletic events or drama performances, the police will escort the depositor to the drop box and then escort them back. | 1. Donna will send an e-mail to the campus reminding everyone that the police don’t make cash deposits; they only provide escorts for people making deposits. |
| Employee/Exit Checklists Update | * Lilly sent everyone copies of the revised forms at the end of spring 2012. Susan Lee tested the exit interview checklist, and made two suggestions. Lilly added the two additions, which were in the current form. The next step is to take the forms to President’s Cabinet. | 1. Donna will take the forms to President’s Cabinet, and the proposal for an ADA parking space at the PAC, which was approved in Operations Council last semester. 2. Lilly will send everyone copies of the forms without highlights. |
| Other | * Campus on the Weekends: Darlene commented on the incident Saturday where a suspicious person near the H-Bldg. was spooked and left his backpack, which contained a power saw and other equipment. Jose thinks he was here to steal copper. Darlene said people were running amok in the GA-Bldg. Saturday and she’s concerned the GA-Bldg. is becoming a playground on the weekends. There are issues on campus on the weekends. Darlene suggested having classes in one or two buildings on the weekends and to keep the rest of the campus locked. James added that when the campus is closed, no one should be here. Police need the weekend schedules and should lock all classrooms and buildings after the last class. * Committees: Wayne is reviewing the committee structure and making suggestions for reorganizing it. For example, some committees meet but don’t report their findings to anyone. Operations Council is a sub-committee of President’s Cabinet and he’ll add this. The President has said the college should be as transparent as possible and the Minutes should be posted on the InSite Portal. Everyone felt the Operations Council Minutes should be available to everyone. | 1. Jose will talk to his   weekend staff  about making  sure classrooms  and buildings are  locked if not in use.   1. Darlene will send Susan Lee and John Wade an e-mail about what she saw Saturday, and she’ll “cc” Donna. 2. Wayne will show Mary Healy how to post the Minutes on the portal. |
| Adjournment | * The meeting adjourned at 9:30 a.m. |  |

Minutes Taken by Mary Healy

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