**Operations Council**

**Minutes**

**Date: 9/24/12, 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** |
| Removal of Committees From College Roster  | * President Noldon has asked Wayne to clean up the committee structure. There are a lot of committees that don’t meet, or don’t report the results to anyone. President’s Cabinet would like to remove the LPG Staff Development Steering Committee, the Classified Staff Development Committee and the Management Staff Development Committee from the 2012-2013 College Committee Roster. Jose commented that the Police Forum hasn’t met in five years. He attends Operations Council, Student Services Forum, Management Council, and the Safety Committee and most police issues are dealt with at those meetings. Jose recommended that the Police Forum also be removed from the Committee Roster.
* In addition to removing the above committees, President’s Cabinet proposes revising the Professional Development Committee membership to include all four constituencies.  *(Sub-committee of Academic Senate Council)* would be removed from the Professional Development Committee listing and add the word *professional* to the committee description.
* Wayne said some committees aren’t official committees in the College Procedures Handbook. To create a committee, it must first be approved by Operations Council, then President’s Cabinet. If approved, President’s Cabinet would forward it to College Council.
 | * Operations Council recommends the proposed changes to the Committee Roster be forwarded to President’s Cabinet.
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| Accreditation Standard IIIB | * Everyone was referred to Accreditation Standard IIIB. Operations Council must write this standard of the self-study. The 2008 self-study and the 2011 midterm report are on the website. Parts of the section come from Buildings & Grounds, some comes from Police Services, and Custodial Services should do a piece, as well. Donna thought the Operations Council could meet as a subgroup to get started. Everyone was asked to look at the 2008 self-study and compare it to where we are now. Both the Facilities Master Plan and the Educational Master Plan were referenced in the previous self-study.
* The first draft of the self-study is due on April 1, 2013.
 | * Donna will schedule meetings with Bruce King, Jose Oliveira, and Darlene Poe to begin writing Standard IIIB.
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| College Procedure B2301 and Employee Exit Checklists | * Donna placed this on the President’s Cabinet Agenda and then realized there was no narrative with the new forms. Donna asked Lilly some questions about the forms and Lilly clarified.
 | * Lilly will write a narrative and revise the forms and bring back to Operations Council.
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| Bicycle Locker Guidelines | * Jose reported that he and Bruce wrote a draft update of the bicycle locker policy. The plan is for the policy to be added to the College Procedures Handbook. Everyone read the draft and asked questions.
 | * Jose will make suggested changes to the policy, including adding a date at the bottom, and bring to the next meeting.
* After Operations Council approves the revised policy, Donna will take it to President’s Cabinet.
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| ADA Parking at the Knox Center | * Donna took the proposal to President’s Cabinet. It was received favorably but the President had questions. She wondered why we can’t paint the curb blue and was told the City of San Pablo won’t allow it if there’s space on the private property. Donna asked Bruce to clarify this for her. Donna forwarded Bruce’s e-mail to Denise and Denise wants to attend a City Council meeting. Operations Council should hear something from Denise soon.
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| Parking | * Vicki said the issue of parking behind the old mailroom near the library has come up. People were being abusive because of being blocked in by other cars. Vicki sent an e-mail to her division after speaking to Police Services. Jose will survey the area to see how many spaces are actually there. Vicki’s staff want to come to Operations Council to discuss parking. Some are requesting the parking along Library Drive be reopened. No one should park in the area behind the H-Building.
 | * Jose and Bruce will look at the area behind the old mail room.
* Jose will make sure that no parking is allowed behind the H-Bldg.
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| Keys | * The turnaround after submitting a Key Request should be no longer than 48 hours. There is a new employee who’s learning the procedure. Any delays in getting keys should be reported to Jose.
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| Other | * New Procedure for Picking up Packages: Bruce said packages are delivered to the central drop-off locations on campus. Staff want Ricky Thigpen to deliver packages to the person and often the person isn’t at their work station and Ricky only works part-time. Staff should be informed to pick up their packages where they pick up their mail. Any heavy packages will be delivered to the person’s work station.
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| Adjournment | * The meeting adjourned at 11:00 a.m.
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Minutes Taken by Mary Healy

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