**Operations Council**

**Minutes**

**Date: 2/25/13, 9:00 a.m., #AA-216**

**PRESENT: Donna Floyd (Chair), James Eyestone, Vicki Ferguson, Susan Lee, Jose Oliveira, Darlene Poe**

**ABSENT: Lilly Harper, Bruce King, Wayne Organ**

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| **Topic** | **Discussion** | **Follow-Up** |
| No Feeding Animals on Campus Policy  | * Donna took the draft policy to President’s Cabinet on February 22, and they had many comments. President Noldon has been approached by a feral cat organization. Members of the organization are coming to speak with the President, who would also like them to speak at College Council. This policy should be revisited after the feral cat organization has met with the President and College Council. President’s Cabinet wanted the wording to say, “Unauthorized feeding of animals is prohibited on the Contra Costa College campus.” After discussing the feral cats on campus, James suggested changing “animals” to “wildlife”.
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| Employee Exit Checklists | * Lilly Harper wasn’t in attendance to discuss these forms. Donna took the draft policy and forms to President’s Cabinet, and the Cabinet had many questions and comments. It was recommended that the HR Employee Checklist and the Manager Employee Checklist be combined as one form. Mariles Magalong identified several items on the HR Employee Checklist that weren’t realistic after talking with HR representative Joy Steinecke.
* The question of staff I.D. cards came up at President’s Cabinet and whether it’s something that should be enforced. It was the consensus of Operations Council that it should be enforced by the manager.
* Other items that Mariles recommended be removed from the HR Employee Checklist because they’re unrealistic are “Promotions and Transfers” because it’s not appropriate at the time of hire, “Charity Drives and Contributions”, “Use of Auto on Company Business”, and “College Service Areas”.
* James thought the Manager Employee Checklist should be taken to Management Council for input. He questioned if this needs to be in the College Procedures Handbook; it should be something that managers do.
* It was asked why the district logo was on top of the Employee Exit Checklist. Otherwise, this form is pretty clear.
 | * Donna will discuss the policy and forms with Lilly Harper.
* Joy Steinecke must be a part of the discussion.
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| Bicycle Lockers Draft Policy | * Jose said the bicycle lockers are currently in use by students and staff and there have been no issues. Changes were made to Nos. 2, 4, 7, 8, and 9.
 | * Mary Healy will make the changes to the policy and send to Operations Council.
* Donna will take the draft policy to President’s Cabinet after the changes have been made.
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| Update on Issuing Guest Parking Permits | * Jose reported that Chief Gibson liked the idea of a portal being created to track guest parking permits.
* Guest parking permits should only be issued for one to two days and no longer than one week.
 | * Jose will contact District I.T. this week about creating the portal.
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| Keys for Faculty | * The cost to make each key is approximately $1. Wayne Organ wasn’t present to report on what the Academic Senate said about this.
* The key machine was broken and was just repaired in late January. Sr. parking officer Mike Sandholm is also being shared throughout the district, which has resulted in a delay with key requests being processed. Darlene asked if key requests could be filled within a certain amount of time. Jose thought that was a good idea and asked to be informed if any key requests are delayed.
 | * Donna will get input from the deans and the Academic Senate.
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| Other  | * High School Students On Campus After Hours: Vicki reported that this continues to be a problem. High school students continue to congregate in the amphitheater after 5:00 p.m.
 | * Vicki will bring this up at Executive Staff.
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| Adjournment | * The meeting adjourned at 9:50 a.m.
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Minutes Taken by Mary Healy

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