**Operations Council**

**Minutes**

**Date: 1/28/13, 9:00 a.m., #AA-216**

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

**ABSENT: Vicki Ferguson**

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| **Topic** | **Discussion** | **Follow-Up** |
| Update on Vendors Parking Behind the Bookstore | * Bruce reported that the bushes have been cleared out so the “Vendor Parking Only” sign is visible. Bruce also spoke to the Subway vendor who agreed not to park there all day. |  |
| Update on Bicycle Lockers Policy | * Jose will make the changes suggested at the 12/10/12 meeting and send to everyone electronically. The next President’s Cabinet meeting will be February 22, 2013. |  |
| Update on Issuing Guest Parking Permits | * Jose is meeting with Chief Gibson on February 7, 2013. It’s hoped to have a portal where all guest parking permits issued could be tracked. | . |
| Update on Employee Checklist and Possible Addendums | * The draft policy has been on the last two President’s Cabinet Agendas, but has been tabled. Donna has since noticed the current policy includes a Property Assignment/Return Policy and wondered if it should be included as an addendum to the Employee Checklists Policy. Everyone reviewed the policy and a lengthy discussion ensued. * James noticed that on the draft of the Employee Exit Checklist the link for deleting an e-mail account has changed. * When a manager knows an employee will be leaving, the manager should be prepared to get property back from the employee. | * James will send Lilly the correct district link. The checklist will be revised to change the URL. * The Property Assignment/Return Policy would be an optional addendum and managers can choose whether or not to use it. * The Employee Checklist will be kept in each employee’s personnel file. * Lilly will send the revised Checklist to Operations Council and Mary Healy. |
| Other | * No Feeding Animals on Campus Policy: Operations Council wanted Donna to take this to President’s Cabinet. Donna distributed a draft of a policy and pictures of possible signs that could be posted around campus. Everyone approved of the policy. | * Donna will take the policy to President’s Cabinet. |
| Other (Continued) | * Smart Classrooms: James reported that the I.T. dept. is getting a lot of calls about things not working in Smart Classrooms, and I.T. staff are spending lots of time fixing things that students have done to the equipment. Faculty are complaining that they’re losing class time because equipment doesn’t work. He asked that deans ask their faculty to have patience with I.T. and to lock classrooms when not in use. This led to a discussion of faculty having keys to every classroom they use. Most felt the best solution is to issue faculty keys for the classrooms and use the Employee Checklist to get the keys back from faculty at the end of the semester. | * Keys will be discussed at the next Deans Meeting. * Wayne will take the issue of keys to the Academic Senate. * This will be discussed at the next Operations Council. * Jose will do a cost analysis of cutting keys for all faculty. * Keys will be issued to faculty for the Smart Classrooms first. |
| Adjournment | * The meeting adjourned at 10:25 a.m. |  |

Minutes Taken by Mary Healy

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