**Operations Council**

**Minutes**

**Date: 3/25/13, 9:00 a.m., #AA-216**

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

**ABSENT: Lilly Harper**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Discussion** | **Follow-Up** |
| Exit Checklists Update | * Donna reported that she met with Lilly Harper and Joy Steinecke and they’re making changes to the exit checklists. It will be reviewed again when they’re completed.
 |  |
| Bicycle Locker Policy | * Donna took the Bicycle Locker Policy that was approved at the 3/11/13 meeting to President’s Cabinet. President’s Cabinet recommended that we include the location of the lockers. It was also noted that it’s more of a procedure, and a policy statement is needed. Mary Healy made these changes to the procedure, and drafted a brief policy statement. James didn’t agree with including the locations of the lockers because the locations could change. Some felt a minor change wouldn’t have to go through all the channels. Others felt stating the locations is too specific. James added that years from now, no one will remember to update the policy if the locations change. It’s possible to get more bicycle lockers free of charge. It was also recommended that Police Services’ phone number be removed.
* The policy will read: “The college will provide appropriate procedures for the rental of bicycle lockers on campus. The procedure for renting a bicycle locker is attached to this policy.”
* Number 2 will be removed from the procedure (locations) and Police Services’ phone number will be removed from Number 3.
* Vicki mentioned that there are many things in the college catalog that aren’t in the college procedures handbook.
 | * Mary Healy will make the changes to the policy and procedure and send to Operations Council.
* If Operations Council approves it, Donna will again take the policy to President’s Cabinet.
 |
| Peace Month Celebration | * Peace Month is scheduled for the month of April 2013. Events will begin on April 2. METAS has a $3,000 grant. Mayra Padilla, Karl Debro, Rudy Zeller, Cile Beatty, Anthony Gordon, and Amanda Eicher are the committee spearheading this. There will be a series of workshops and other events and a big celebration on April 27.
* Mayra Padilla first proposed having a graffiti art wall in the Fireside Room but Donna pointed out that the Fireside Room is used a lot by different groups. It’s also very hard to remove graffiti on campus and a graffiti wall would be sending the wrong message. It’s now being proposed to have a movable, collective piece of art that would be worked on Wednesday afternoons from 12:00 – 5:00 p.m. A location needs to be found for working on the art pieces and for storing them.
 |  |
| Peace Month Celebration (Continued) | * Donna called Mayra Padilla at this point so she could participate on speaker phone. Mayra explained that they would like to have two 9’ X 10’ canvases for students to paint on. The canvases would have a central image of a hand holding a peace dove. Students could then paint remembrances of people who have died from violence in the community. There would also be a wailing wall made of wood made in the shape of a hand. People could come and add to

the artwork and have a conversation about it. The art dept. has some space and perhaps the ASU would be places to store the artwork after hours. Anthony Gordon and Amanda Eicher would be covering the hours the art pieces are being displayed. * After the artwork is completed, a location is needed to hang it. Mayra suggested next to the fireplace in the library or in the art area. The committee would be sure to get the permission of the departments before hanging the artwork in any area. Ideally, they would like the artwork to be moved to various areas on campus. Darlene wanted reassurance that the custodial staff wouldn’t be responsible for moving the artwork. Mayra said Amanda and Anthony would probably move the artwork. Mayra has space in the loft in the PS-Bldg. that could also be used to store the artwork.
* Ideally, the quad area would be the spot to display the artwork and let people work on it on Wednesday afternoons. They would make sure there’s no spillage. If not the quad, another area would have to be found. Donna suggested the art dept. area, provided the committee gets Ellen Seidler’s permission. It would mostly be students working on the art pieces, but some community members may also be involved. METAS students would only be able to participate after school, from 4:00 – 5:00 p.m. and METAS students may bring their friends. There would always be a manager present when the artwork is being worked on. The Richmond and San Pablo Police want to present during the month, so it’s possible to have them present during those times.
* Operations Council will not recommend the graffiti art, but agree to the movable art pieces as long as there is always a manager on duty on Wednesdays from 12:00 – 5:00 p.m. It is recommended that the artwork be initially stored in the Art-Bldg. and the ASU area. Mayra will get permission to move the artwork to other areas. Custodial staff will not be responsible for moving the artwork. The art should be worked on in the open area near the Art Bldg. and the atrium. Storage options are the PS-Bldg. loft area, Art Bldg. and the SA-Bldg.
 | * This will be addressed at President’s Cabinet this week with the stipulations noted in the last bullet.
* Donna will let Mayra know what President’s Cabinet recommends.
 |
| Other | * Dare to Dream Conference: Vicki reported that the Dare to Dream Conference will be held on campus this Saturday, March 30 from 8:00 a.m. – 2:00 p.m. It will begin in the PAC and there will be breakout sessions and lunch. Departments have been asked to have information tables.
 |  |
| Adjournment | * The meeting adjourned at 9:55 a.m.
 |  |

Minutes Taken by Mary Healy

OperMinuMarch252013