**Operations Council**

**Minutes**

**Date: 5/13/13, 9:00 a.m., #AA-216**

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

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| **Topic** | **Discussion** | **Follow-Up** |
| Feral Cat MOU | * The Wildlife Conservation Volunteers (WCV) sent the draft of an MOU regarding the feral cats on campus. Some members of Operations Council provided input to the draft MOU, and Mary Healy made those changes. The edited MOU was taken to College Council on May 9, and there were many questions that Donna couldn’t answer. It was decided that the WCV would be invited to the September 12, 2013 College Council meeting to address the Council’s questions.
 | * The WCV will continue to feed the feral cats on campus as they have been until after the September College Council meeting and the MOU is signed.
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| Super Saturday | * Donna thanked everyone who was involved in Super Saturday this past Saturday, May 11. The event was very well attended. Many faculty participated.
 | * There will be a debriefing to determine what can be done to improve the event next year.
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| Employee Exit Checklists | * Lilly reported that she, H.R. Assistant Joy Steinecke, and Donna met to discuss President’s Cabinet‘s suggestions. When a new employee is hired, the new employee will immediately report to Joy and she will complete the HR Employee Checklist at that time. Joy will then send the manager the Manager Employee Checklist electronically. The addendum is to be used with the Manager Employee Checklist if needed.
* Lilly distributed the revised policy and forms and everyone reviewed them. The items on the revised forms are ones that Joy actually discusses with new employees. James thought the Internet access and Datatel access boxes should be removed from the Manager Checklist because when the migration is complete, the district will automatically complete Internet and Datatel access for all new employees. The District manuals are all available on the district website except the College Procedures Handbook, which is on the CCC website.
 | * Lilly will talk to Joy Steinecke and James before removing network access boxes from the Manager Employee Checklist.
* James will clarify if Internet access should be removed from the Manager Employee Checklist.
* An Employee **“Picture”** I.D. Badge will be added to the Manager Employee Checklist.
* Lilly will add: “Complete Addendum” if the Company Issued Equipment box is checked.
* When all suggested changes are made, Donna will take the policy and checklists to President’s Cabinet.
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| Other | * Bicycle Locker Policy: Donna announced that the Bicycle Locker Policy was approved at the May 9, 2013 College Council meeting.
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| Adjournment | * The meeting adjourned at 9:40 a.m.
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Minutes Recorded by Mary Healy

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