

**CONTRA COSTA COLLEGE
OPERATIONS COMMITTEE
MONDAY, OCTOBER 28, 2013
9:00 A.M. - ROOM #AA-216**

MINUTES

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

I. Welcome/Introductions

II. Approval of Current Agenda

The Action Item, Procedures for Accommodations at Public Events, was removed from the Agenda. Donna moved to approve the Agenda with that change and Susan seconded the motion. The revised Agenda was approved.

III. Approval of October 14, 2013 Minutes

Wayne questioned including Plans of Action in the Minutes, and Tammeil agreed they weren't really Plans of Action, but approved motions of the Committee. The Minutes should be more formal in the future, and per the Committee charge, Information/Discussion items will be noted if further action is needed. If something is non-routine, it will be forwarded to College Council. Anything that the Operations Committee approves should be an action item. Wayne moved that the October 14, 2013 Minutes be changed to reflect that Operations Committee recommends that Example I of the standardized ADA statements for public events be used and that the Dean of Student Service's phone number be listed on the statement. James seconded Wayne's motion and it was carried.

IV. Action Items

There were no action items.

V. Information/Discussion Items

A. Identification of Areas for Students to Eat Outside in the Rain

Ysrael reported that students approached the ASU with their concerns that there is no covering at the tables near the Subway, and there is nowhere for students to eat during cold and rainy weather. Donna shared that there were recommendations that tarps be purchased to cover the tables near the Subway and outside the AA-Bldg. Bruce reminded everyone that tarps don't really protect from the rain when the wind blows and that tents can be rented for a reasonable price. Lilly suggested there are curtains that can be hung on tarps. Donna said there has also been the suggestion that tables be put in the lobbies of buildings.

The only places to put tents are in the parking lots, and there is already a parking shortage. Tammeil asked if a tent could be installed in the SSC Plaza. Jose said the plaza is in a fire pathway so there would have to be enough room for emergency vehicles. Bruce suggested placing a tent near the Subway and bookstore portables.

Operations Committee
October 28, 2013

The tents could be rented during the winter months. Bruce said he will research renting tents and report back to Operations Committee. James mentioned that there is a covered area near the CTC. Tables could be placed there.

Darlene said whatever the solution will be, supervision must be provided for the CCC and high school students. The MCHS students create a huge mess in the amphitheater. Everyone should be involved in supervising the students. When a solution is found Donna, Vicki, and Ysrael will notify the students.

B. C3016.0 Class Audit Policy

College Council forwarded this item to the Operations Committee. This policy hasn't been updated since 2001. Tammeil read the policy to everyone. Wayne felt the policy is acceptable. DVC adopted CCC's policy in spring 2013. The \$15 fee is set by Title V. The third paragraph should be changed to, "*Dean of Student Service's Office*."

It was questioned why this policy was sent to Operations Committee. It will be brought to the next Operations Committee meeting as an action item.

C. C3000.0

CCC is not a smoke-free campus, it is a designated smoking area campus. This policy was brought up at College Council because of e-cigarettes. Most other colleges are considering e-smoking as smoking. Tammeil looked up the definition of e-cigarettes. They contain liquid nicotine. Jose said it's now possible for the Governing Board to fine people for smoking in non-designated areas but it has not done so yet. The policy should be amended to say, "*Smoking and smoking substitutes, including but not limited to e-cigarettes, are a health hazard and only allowed in Contra Costa College parking areas that are located at least 25 feet from the building*". It will be an action item at the next meeting.

Tammeil moved to adjourn the meeting at 9:58 a.m. and Susan seconded the motion. The meeting adjourned at 9:58 a.m.

Minutes Recorded by Mary Healy