

**CONTRA COSTA COLLEGE
OPERATIONS COMMITTEE
MONDAY, JANUARY 27, 2014
9:00 A.M. - ROOM #AA-216**

Minutes

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

I. Welcome/Introductions

Everyone welcomed Kirsten Kwon as the student representative from the Associated Student Union.

II. Approval of Current Agenda

Bruce moved to approve the Agenda and Darlene seconded the motion. The Agenda was approved unanimously.

III. Approval of Minutes

Wayne moved to approve the Minutes of the December 9, 2013 meeting and Vicki seconded the motion. The Minutes were approved with one abstention from Kristen.

IV. Action Items

There were no action items on the agenda.

V. Information/Discussion items

A. Campus Flag Pole Location

As part of the demolition on campus, the flag pole was removed and needs to be relocated until construction is completed in three years. The college is required to have a flag pole. Rather than do something halfway, the college will move forward with purchasing the new flag pole that is slated to be located outside of the new College Center, and put it somewhere temporarily until construction is completed. Wayne asked who was doing the work. Bruce explained it is Lathrop Construction, our consultants and the architects who will help with the project. He also shared three possible options: 1) the student services plaza near Martin Padilla's bust 2) the path of travel between the AA building and the library 3) near the temporary bookstore. Susan recommended the Student Services Center (SSC), over by the Martin Padilla bust. James asked if we could make where we put it now the permanent place. Put it somewhere we aren't going to remodel.

Vicki recommended if we need to find something permanent, there is a triangle type thing near Martin's bust. Bruce shared that the flag pole is 40 feet high, galvanized steel. The committee recommended a sub-committee be selected to look at the different options and bring their recommendations back to the committee for review and approval. Vicki, Bruce, Susan, Darlene and Kristen volunteered.

B. Employee Exit Form & New Employee Form

Tammeil put this item on the agenda because she was not aware of any processes for new employees or exiting employees at the campus. She understood Operations Council previously worked on developing forms for these processes. James shared that the district office IT had a system in place for exit collection and that's when everything stopped. It's not really an exit process. They say they run some queries against employee records and then disable those accounts. It is not a process for getting back equipment or keys. Donna shared that the Chancellor requested a form be developed and this was a discussion at a district meeting. Darlene asked why we just keep talking about it. As a manager, we just need to have this process completed with the necessary documents. She urged the committee to just get this moving forward because we've talked about it for over a year. Donna shared that she took it to President's Cabinet last year and they had several comments and suggestions like combining the checklists.

The committee reviewed the draft forms from last year and made the following recommendations for revision. Some recommendations were to delete page two of the Manager Employee Checklist and update the hyperlinks on the Employee Exit Checklist. James shared that department email lists are supposed to be handled by the managers over those lists and that new employees are generally added to the all college/faculty/etc. lists automatically. Someone asked if Human Resources (HR) was going to do the HR Employee Checklist. Lilly indicated yes and that the forms were reviewed with the HR directly. Lilly will make the revisions to the forms and bring them back for review. The committee felt strongly that we should get something done and amend it later.

While reviewing the forms someone asked about the process for retrieving keys. Someone shared that with us moving toward key card system it will make things much easier. When something gets cracked, etc. you can call Police Services and get it cancelled. Darlene shared that something needs to be done about the keys. The custodial closets are constantly being raided and she has a strict key box where custodians check out and return the keys each day. Vicki shared that when they were in the H building everyone had keys. For the SSC not everyone has a key card to the outside of the building and the conference rooms. Susan expressed concerns about the procedures for giving people access to buildings need to be clear. They had an incident

in the library last week and no one was there. Lights were off. A faculty member insisted police services let her in the building. They should not have, because there was an error in the scheduling. She could have been scheduled in another area. In talking to some police officers and aides, they shared there was no procedure for verifying schedules or who should have access to the building. Tammeil recommended we add keys and procedures for locking and unlocking buildings/classrooms on the next agenda when the Lieutenant Oliveira is in attendance. The committee agreed.

C. Smart Classroom Vandalism

James shared that we are experiencing student vandalism again and that we consistently talk about this year after year. His office is experiencing a lot of problems, due to vandalism, that are causing support calls. Most of the DVD players in the AA building had the eject buttons pushed in so hard you can't use it any longer. Because many of the classrooms are continually used, the staff can't get into the classrooms to fix the problems. Someone also took dry erase markers and wrote on classrooms and scratched screens with keys. In other instances the cords on screens are pulled really, really badly. His office will go and happily fix things, but we are at the mercy of IT and the ability to fix them. James was concerned that complaints will eventually trickle up to people. Someone asked what the recommendation was in the past.

Discussion ensued about giving people access to keys and how certain colleges have the ability for classrooms to automatically lock after the class ends or that faculty asked students to leave and then lock the classroom afterwards. Someone shared that Middle College High School (MCHS) students are often just allowed to stay in the rooms with no supervision. Darlene shared at night the custodians are finding students in the classrooms and they say the instructor said they could stay. Several members expressed that students should be out of the buildings by 10:15 pm. Wayne shared that this issue goes back to when Saul was Academic Senate President and that faculty were split down the middle. Some concerns were the issue of liability and the idea that students should be allowed to linger and learn. Someone raised concern that we are not good stewards of our campus resources and that hopefully something will come from the Assets and Safety Taskforce Ray Pyle and Chief Gibson are co-chairing for the district.

VI. Subcommittee Reports

None

The meeting adjourned at 10:15 a.m.
Minutes recorded by Tammeil Gilkerson