**CONTRA COSTA COLLEGE**

**OPERATIONS COMMITTEE**

**Monday, April 13, 2015**

**9:00 A.M.-Room AA-216**

**Minutes**

**Committee Members: Tammeil Gilkerson (chair), Wayne Organ, James Eyestone, Susan Lee, Donna Floyd, Vicki Ferguson, Lilly Harper, Lt. Jose Oliviera, Darlene Poe, Bruce King**

**PRESENT:** James Eyestone (chair)**,** Donna Floyd, Vicki Ferguson, Lt. Jose Oliviera, Bruce King and Wayne Organ, Susan Lee, Lilly Harper, Darlene Poe

**ABSENT:** Tammeil Gilkerson

**Guest:** Joy Steinecke

1. **Welcome/Introductions**

Meeting was called to order at 9:02 a.m.

1. **Approval of Current Agenda**

Donna motioned to approve agenda. Lilly seconded the motion. JE, VF, JO, BK, WO, SL, DP, voted yay, none voted nay.

1. **Approval of March 23, 2015 Minutes**

Wayne motioned to approve the minutes. Donna seconded the motion. Lt. Oliviera abstained. JE, DF, VF, BK, SL, LH, DP voted yay, none voted nay.

1. **Action Items**

Per James, we are still missing some items, this is not ready to be an action item.

Per Lilly, she added contact numbers for HR and payroll. This information will be added to the beginning of term notifications/reminders sheet.

1. **Information/Discussion Items**
2. **Human Resources/Payroll: Procedures for New Hires**

Joy Steinecke came to the meeting to help clarify the information listed on the HR/Payroll Services sheet.

* All new faculty and classified employees must make an appointment with Joy to address and process hiring paperwork.
* No employee should be working before the paperwork in processed.
* Just because HR has the new employee’s paperwork, does not mean it has been processed. The district has to approve and process all hiring paper work. The speed of the processing depends on the workload.
* Student workers have walk-in hours from 8:00am-12:00pm.
* Student workers are officially hired when Joy has given them her business card with a note on the back stating they are good to work.
* Per the district, to be eligible to be hired as a student worker, the student must be enrolled in 6 units during the fall and spring semester. During the summer semester they must be enrolled in 6 units.

Several committee members voiced concerns about the 6 units student workers must be enrolled during the summer; they feel that it is a lot of units. Per Joy, the reason for the amount of units is the social security benefit eligibility, and the fact that we don’t take nor contribute to the social security benefit for student workers. If a student is enrolled in less than 6 units, the student would have to be hired as a classified hourly.

Per Vicki, it is her understanding that with federal financial aid, the student only needs to have intent to work in the fall so that they are eligible to be a student worker in the summer. Vicki will check with Mariles regarding the summer units for student workers.

Donna asked how managers know when new faculty hire paper work has been processed and is cleared to start. Per Joy, unless managers hear from Joy, they can assume all paper work is in order and the new hire is okay to work. Generally, Joy keeps the manager in the loop. In the future Joy will send emails to managers confirming that paperwork has been processed and that the new hire is cleared to start work.

Per Vicki, she would like Joy’s supervisor to attend the next meeting.

Per James, Tammeil or himself will meet with Joy to condense the information and add it to beginning of term notifications/reminders sheet. This discussion item will be on the next meeting agenda.

1. **Camera Policy on Campus**

Bruce brought the list of surveillance cameras located on campus for the committee to review. He checked with the district, there is no policy for signs on surveillance cameras. He spoke to TEECOM, the security-consulting group the campus uses, and according to TEECOM only surveillance cameras that record audio are required to have signs posted. CCC does not have cameras that record audio. TEECOM recommends installing signs in all areas where cameras are located.

Per Bruce, the only camera that is not in compliance is the dummy camera located in the CTC building. Dummy cameras should be removed.

Per James, the committee needs to have a strategy for the existing cameras that are not in compliance. Donna will talk to CTC and have them remove the dummy camera. Some committee members voiced that they would like signs put up in all areas under surveillance by cameras.

Based on the information regarding cameras on campus, CCC needs to work on implementing procedures on how to install cameras; perhaps it should be brought to College Council. Currently CCC does not have procedures in place. According to Lt. Oliviera, Police Services only monitors cameras located at SSC and the Bus Stop.

Bruce will look into purchasing surveillance camera signs and bring it back to the committee at the next meeting. He and Lt. Oliviera will do a walk-through to identify sites for camera signage.

1. **OCR Compliance Plan**

Tammeil is absent, this discussion item will be tabled.

1. **Strategic Planning**

Wayne Organ presented the strategic plan. CCC has created a strategic plan by reaching out to our constituency, through forums on and off campus, division meetings, and talking to all departments. The strategic plan focuses on four areas. Each area has a strategic objective, strategy to complete objective and a steward, who is the person responsible for supervising and making sure progress is being made.

Area 1. Promote innovation, create a culture of continuous improvement and enhance institutional effectiveness

* Professional development
* Results of planning
* Program review
* Marketing
* Institutional set standards
* SLOs

All of these items point to continuous improvement.

Area 2. Increase equitable access, enhance student learning and success

Objective: develop, implement, evaluate and revise steps required for completion of goals for transfer, certificate and career path.

* Equitable access like distance education.
* Online tutoring & group tutoring
* Multiple measures

Area 3. Strength community relationship and partnerships

Objective: work force development and local employers leading to gainful employment pathway

* CTE connect with high school academy advisory boards
* Work with local highs schools, bridge programs, dual enrollment.

A great idea is a counseling office on wheels. Get an RV with laptops where the community can come ask questions. Have counselors or students. Could approach chevron to sponsor this idea

Area 4. Be a good steward of the district resources

Currently working on a strategic direction to align with district’s strategic planning.

The timeline for the strategic plan is a follows:

* Joint meeting on 5/8 to look at draft
* 1st read and 2nd read by College Council
* Target to obtain approval by governing board at 6/24 meeting
1. **Adjournment**

Vicki motioned to adjourn. Donna seconded the motion. JE, JO, DP, SL, LH, BK, WO voted yay, none voted nay.

Meeting adjourned at 10:19am