**CONTRA COSTA COLLEGE**

**OPERATIONS COMMITTEE**

**MONDAY APRIL 27, 2015**

**AA-216**

**Minutes**

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

**PRESENT:** Tammeil Gilkerson, James Eyestone, Donna Floyd, Lt. Jose Oliveira, Bruce King, Susan Lee, Lilly Harper, Darlene Poe

**ABSENT:** Wayne Organ and Vicki Ferguson

1. **Welcome/Introductions**

Meeting was called to order a 9:05 a.m.

1. **Approval of Current Agenda**

James motioned to add electric signboard update as an information item on the agenda. Lt. Oliveira motioned to approve amended agenda. Susan seconded the motion. BK, TG, JE, DF, DP voted yay, none voted nay.

1. **Approval of April 13, 2015 Minutes**

James motioned approve minutes with spelling changes. Donna seconded the motion. BK, TG, DP, SL, JO, LH voted yay, none voted nay.

The committee discussed their concern that the minutes state students must be enrolled in 6 units during the summer semester to be eligible to be hired as a student worker. Members confirmed that 6 units are incorrect and that students need to be enrolled in 3 units to be eligible. Per the committee, no changes will be made to the minutes regarding 6 units eligibility, as this was the information given at that time.

Susan motioned to approve minutes as is. Donna seconded motion. BK, TG, DP, JO, LH, JE, voted yay, none voted nay.

1. **Information/Discussion Items**
2. **HR Process**

Committee members discussed HR hiring process information vs. hiring procedures. A few members thought the hiring procedures should be reviewed to find ways to be more efficient. Per James, he would like to move forward with the information document to make it part of the “beginning of term notifications/reminders and streamline communication”. Tammeil suggested taking the HR hiring process to Management Council. Per Donna, she would like Mariles to review the HR hiring procedures information, before it goes out to everyone.

Per Tammiel, grammar and spelling will be corrected; Human Resources will not be abbreviated; the hiring process information document will be reviewed and approved by manager, Mariles; HR hiring process will be added as a discussion item on the Management Council agenda.

1. **Camera Signage**

Bruce and Lt. Oliveira walked around campus and identified 20 areas where security camera signage should be displayed. Per Lt. Oliveira, they received a security camera policy from the district; he’s not sure if it’s a district wide policy. Lt. Oliveira will follow up with district regarding security camera policy. There are some minimum requirements the cameras must meet, for example: the size of the memory card for a certain amount of days of footage recorded and the ability to make copies of the footage for police services. Lt. Oliveira will bring the district security camera policy to the committee at the next meeting.

1. **OCR Compliance Plan**

Per, Tammeil CCC was required to submit a compliance plan by the 30th of April. The plan is based on improvements needed to provide ADA accommodations, such as door knobs, parking lot signage, non-discrimination statement, as wells as other items. Bruce and Mariles are working on the plan. The completed plan will be brought back to the next meeting.

1. **Electric Signboard**

Per James, two electric signboards will be installed, one on the Knox center and the other on the obelisk. Originally, the signboards measured 8’W x 9’H, but the vendor offered to give CCC 9’Wx9’H for the same price. The signs will still fit, the obelisk sign might overhang a little, but it will not be a problem.

**F. Adjournment**

Donna motioned to adjourn meeting. Susan seconded the motion. TG, BK, JO, DP, LH, JE

Meeting adjourned at 9:36a.m.