**CONTRA COSTA COLLEGE**

**OPERATIONS COMMITTEE**

**MONDAY May 11, 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, Bruce King, Susan Lee, Lilly Harper, Darlene Poe, Vicki Ferguson and Wayne Organ

**ABSENT:** Lt. Oliveira

1. **Welcome/Introductions**

Meeting was called to order a 9:07 a.m.

1. **Approval of Current Agenda**

Wayne motioned to approve the agenda. Lilly seconded the motion. JE, DP, VF, BK, DF, SL voted yay, none voted nay.

1. **Approval of April 27, 2015 Minutes**

The spelling of Darlene’s last name was corrected from “Pope” to “Poe” and the word adjournment was corrected as well. Susan motioned approve minutes with spelling changes. Wayne seconded the motion. BK, TG, DP, VF, LH, DF, JE 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. **Human Resources Hiring Process**

The committee members reviewed HR hiring process information sheet that was edited by Mariles Magalong. There were a few concerns/suggestions regarding the process: 1) Human Resources should send a formal email to managers (including deans and department chairs) when a student has approval to work, instead of writing “Ok to work” on the back of a business card. 2) The second bullet point under classified & faculty, the world “submitted” should be replaced by “processed” so that it reads as follows, “Employees should not be working until all hiring paperwork has been processed by Human Resources”. Tammeil will send the questions with feedback to Mariles. In the meantime the committee would like to publish the HR hiring process information without the items that need to be addressed by Mariles. James and Susan will speak to Joy to finalize the HR process information.

The committee members DP, LH, BK, WO, JE, VK, TG, SL and DF, voted yay to publish the HR processing information without coming back to the agenda; none voted nay.

1. **Camera Signage**

Discussion item has been tabled due to Lt. Oliveira absence.

1. **Communicating Water Conservation Responsibility to the Campus**

Due to the drought, the Sustainability Committee is spreading the message of water conservation. Per Bruce, CCC is doing well with water conservation, so far there have been no negative notices from the state. However, CCC should be proactive to find additional forms to conserve water. Bruce suggested putting up signs in all the restroom or replacing the old faucets with water efficient faucets. Tammeil suggested doing an evaluation and/or audit to find out the cost to install water efficient faucets, before making any purchases.

Suggestions to make the students, staff and faculty aware of water conservation:

* Post on the college’s website to show leadership. - James
* Post flyers in the book store. – Vicki
* Sustainability should provide a sign to keep consistency through campus. – James
* Poster contest to engage students (recommendation for the fall). – Tammeil
* Ask the digital art class to design a poster. – Wayne
* Laminate signs above the sinks. - Bruce

1. **OCR Compliance**

Tammeil presented the plan to the committee members. She reminded everyone that all publications should display the non-discrimination statement, this includes the website.

1. **Additional Discussion/News Items**

James reported that a student spoofed a faculty member’s email. The student created a google email account with the faculty’s name. This student sent out a fictitious email cancelling class to the students. IT is following up with google, so far they have blocked the account. This issue will be taken to Management Council for awareness. For future reference emails should be sent out using the campus email, blind carbon copy students when sending out emails to several students.

**F. Adjournment**

Susan motioned to adjourn meeting. Vicki seconded the motion. TG, BK, DP, DF,LH, JE, WO and VF voted yay. None voted nay.

Meeting adjourned at 9:59a.m.