

**CONTRA COSTA COLLEGE
OPERATIONS COMMITTEE
Monday, December 8, 2014
9:00 A.M.-Room AA-216
Minutes**

PRESENT: Donna Floyd Susan Lee, James Eyestone (Chair), Lily Harper, Lt. Jose Oliviera, Bruce King and Wayne Organ.

ABSENT: Tammeil Gilkerson and Darlene Poe

I. Welcome/Introductions

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

II. Approval of Current Agenda

Donna motioned to approve the current agenda, Susan seconded.

III. Approval of October 27, 2014 Minutes

Susan motioned to approve the minutes, Donna seconded. JE,LH,JO, and SL voted yay, none voted nay.

IV. Action Items

A. Space heater policy

Bruce shared a draft of the space heater policy with strikethroughs to denote revisions. It was decided that each division will purchase space heaters for employees assigned to their areas. Any person who does not have a space heater must be authorized

Lily motioned to approve the space heater policy, Susan seconded.

V. Information/Discussion Items

There was a discussion on the process for reporting broken furniture and who is responsible for removing/repairing it. Per Bruce, custodial services is responsible for repairing and replacing it once it is reported. A work order form must be submitted via the portal.

It was noted that the custodial staff may not see this as their responsibility. There was an overall consensus that the process needs to be put in the forefront of people's minds as broken furniture in classrooms poses a liability in the event someone is injured. Faculty members should be reminded to contact their division office to report broken furniture in classrooms.

This item will come back to the next meeting as a discussion item.

Per Bruce, the exterior of the Performing Center is being repainted and the intention is to keep the same color. The process will not be completed until summer.

Donna motioned to adjourn. Jose seconded. Meeting adjourned at 9:38 a.m.