**CONTRA COSTA COLLEGE**

**OPERATIONS COMMITTEE**

**Monday, February 23, 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**

**PRESENT:** Tammeil Gilkerson (chair)**,** Donna Floyd, Vicki Ferguson, Lt. Jose Oliviera, Bruce King and Wayne Organ, Susan Lee

**ABSENT:** James Eyestone, Lilly Harper, Darlene Poe

1. **Welcome/Introductions**

Meeting was called to order at 9:08 a.m.

1. **Approval of Current Agenda**

Wayne motioned to approve the current agenda, Donna seconded.

1. **Approval of January 26, 2015 Minutes**

Donna motioned to approve the minutes. Susan seconded. BK,JO,VF,WO and WO voted yay, none voted nay.

1. **Action Items**

No action items

1. **Information/Discussion Items**
2. **Fax Services**

This item was tabled until next meeting

1. **Streamlining campus-wide communication: Beginning of term notifications/reminders**

Chena Mckenzie shared a draft of this proposed campus wide communication as directed in the last meeting. After reviewing the document, it was determined that it should be more general. Bruce will forward information to be included. Jose provided a copy of Police Services “beginning of the semester” communication.

It was determined that the document is to be revised to include only general information and will come back to the next meeting as a discussion item.

1. **Clocks**

Susan motioned to add this item to the agenda. Wayne seconded.

There is some concern around clocks around campus not reflecting the correct time. Some faculty are discipline oriented and might penalize students for arriving to class late. The potential problem is students relying on campus clocks which are incorrect.

Per Bruce, this problem is due to a failed controller. Senior management has received the proposal and Bruce is awaiting their approval to replace it. The estimated cost is $12,000 which includes seventy five clocks. If purchased, the clocks will be synchronized to a single controller, “piggy backing” off of the Student Services system.

Bruce will follow-up with Mariles on the status of the proposal.

Donna motioned to adjourn at 9:24 a.m. Susan seconded.