

CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, September 10, 2018
9:00-10:00 a.m., Room SAB-211

Minutes

Committee Members: Mariles Magalong (chair), Beth Goehring, Lilly Harper, Brian Williams, Maryam Attai, Jason Berner, (student). Ex-officio: Lt. Thomas Holt, James Eyestone, Darlene Poe, Bruce King, and Dennis Franco

Present: Mariles Magalong, Jason Berner, Beth Goehring, Lilly Harper, Brian Williams, Bruce King, Lt. Thomas Holt, James Eyestone and Lorena Cortez (taking notes)

Meeting called to order at 9:09 a.m.

I. **Approval of Current Agenda**

Jason Berner moved to approve the agenda. Brian Williams seconded the motion. The agenda was unanimously approved.

II. **Approval of May 14, 2018 Minutes**

Beth Goehring moved to approve the minutes. Jason Berner seconded the motion. The minutes were unanimously approved.

III. **Action items**

No action items.

IV. **Information/Discussion Items**

A. **Veteran's Garden update**

Bruce King shared that the two proposed locations for the Veterans Garden, the hill next to the existing culinary garden and an area by the biological science building are not ADA accessible. To make either location ADA accessible, plans would need to be drawn and sent to the Division of the State Architect (DSA) prior to approval from the college.

Bruce King provided three locations that are ADA accessible as alternative options:

1. Green area between the library and lot9
2. Area in front of the building and grounds building
3. Green area next to Computer & Technology Center (CTC) facing the creek

Lt. Thomas Holt will report back to the Veteran's Club with the proposed new garden locations.

B. Locker Policy

Lt. Thomas Holt informed the committee that the Contra Costa Community College District (CCCCD) has drafted the Bike & Property Locker Use, Locker Use Agreement and Unclaimed Personal Property policies. The policies will be sent to the committee for further review. The District Bike & Property Locker policy will replace the campus policy.

The lockers on campus that are used every semester by students are in the Applied Arts Building (AA), Student & Administration Building (SAB) and outside of the bookstore. The lockers located by the bookstore are coin operated. The SAB lockers are used by culinary students and are managed by the culinary department. Lt. Thomas Holt would like to the college to work on a system to keep track of lockers being used. The use of locker and personal property policies will assist with preventing the misuse of lockers. Brian Williams made a recommendation for the college to supply the combination locks with a master key.

C. Review Operations Council Committee Charge

The committee reviewed the Operations Council Committee charge to evaluate the purpose, committee composition and time/day of meeting. The following was the feedback from the committee:

- Recommendation to add Marketing & Media Design Director as ex-officio
- Keep the meeting time and day of meeting as is
- Discuss further purpose #1 “To raise issues and take immediate action on problems pertaining to the daily operations or routine operations of the college, its instructional and service program/units”, to get a clear understanding of which items need final approval from College Council

Mariles Magalong shared that there is discussion about seeking funding and support from the state to assist with the review of CCC’s governance committee structure. Overall, the committee decided to keep the current Operations Council Committee Charge.

D. Other Discussion/News Items

Beth Goehring encouraged the committee members to attend or send constituency representatives to the demonstration of the Enterprise Planning Software tool on Thursday, September 13, 2018 at the District office. The tool could potentially replace the current systems CCC uses for program review, annual plans, WEPR, CurricUNET and budget.

V. Adjournment

The meeting was adjourned at 9:57 a.m.