

**CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, February 25, 2019
9:30 a.m.-10:30 a.m., Room SAB-211**

Minutes

Committee Members: Mariles Magalong (chair), Beth Goehring, Lilly Harper, Brian Williams, Elaine Gerber, Jason Berner, Dagim Tessema (student), student rep 2.

Ex-officio: Lt. Thomas Holt, James Eyestone, Dwight Calloway, Bruce King, and Dennis Franco

Present: Mariles Magalong, Lt. Tom Holt, Dwight Calloway, Brian Williams, James Eyestone, Bruce King, Susan Kincade, Jason Berner, Beth Goehring, Dennis Franco, Elaine Gerber, Dagim Tessema (student)

Guests: Chief Ed Carney, Police Services

Meeting called to order at 9:31 a.m.

I. Approval of Current Agenda

Jason motioned to approve the agenda, Beth seconded, and the committee unanimously approved.

II. Approval of February 11, 2019 Minutes

Brian motioned to approve the minutes, Beth seconded, and the committee unanimously approved.

III. Action Items

IV. Information/Discussion Items

A. Update on Campus Shield Computer Assignments

The college has 50 Campus Shield panic buttons to assign to desktop computers, not laptops. The list consists of Deans and Administrative Assistants to those Deans, Library Desk, MCHS office, Gateway to College office, Nursing office, Computer Technology Center office, Early Learning Center office, Financial Aid, Admissions and Records, Counseling, Welcome Center, Bookstore, Student Life office, Automotive Coordinators office, Athletics office, Knox Center Staff office, Aqua Terra Reception area, Career Transfer Center and Disabled Students and Program Services office. More buttons can be added if needed at no cost.

B. No tobacco signs and policy

The current smoking signs will be replaced with new signs that include board policies, vehicle codes and other laws in regards to smoking, riding skateboards, skates, bicycles or other similar devices on walkways, violent behavior, amplified sound transmission devices, weapons, commercial advertisements, and pets or animals. The sample signs presented by Chief Carney will be forwarded to Brandy Howard for her feedback.

The committee will also make suggested edits to Brandy Howard for finalization of the sign to be made and posted.

C. Emergency Response poster in classrooms

Chief Carney also presented a sample 11"X14" poster to be placed in classrooms to guide students on how to evacuate, shelter and or lockdown in an emergency.

D. Use of Buildings and Grounds/ Custodial Requests

Dwight suggested that the campus use the Buildings and Grounds Service Request form for Custodial Services as well so all parties are notified of a facilities repair for cleanup. Beth suggest to include "Custodial Services" in the request title so the campus knows that can also be used for that department.

E. College policy procedures handbook

Mariles will discuss this topic at the Executive Staff meeting regarding the College Policy and Procedures Handbook revision.

Adjourned at 10:31 a.m.