

**CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, April 8, 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, Dwight Calloway, Brian Williams, Bruce King, Jason Berner, Dennis Franco, Elaine Gerber, Joel Nickelson-Shanks

Guests: Peter Lock, Automotive Department and Brandy Howard, Marketing & Graphics Department

Meeting called to order at 9:33 a.m.

I. Approval of Current Agenda

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

II. Approval of February 25, 2019 Minutes

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

III. Action Items

A. Emergency Response Poster in Classrooms

Approved by committee to move to next meeting.

B. Automotive- move fence and add storage trailers- Lucile Beatty

Peter Lock, in place of Lucile Beatty, presented the department's proposal.

The first proposal is to move the fence behind Automotive and CTC Building back to occupy current walkway. This will provide more space for parking the project vehicles donated by Toyota.

The second proposal is to add storage trailers or shelving in CTC patio area for engines, transmissions and drive trains that are currently housed in Automotive lab space.

Dennis motioned to approve both proposals, Jason seconded and the committee unanimously approved.

IV. Information/Discussion Items

A. Update on Campus Shield Computer Assignments

Will discuss further next meeting. Didn't receive responses from all departments.

B. No tobacco signs and policy

Brandy Howard advised on the following: updating logo, correcting bullet image and will change the font of the first paragraph to be legible and appealing to the eye.

Jacqueline Lopez, per Mariles Magalong, will locate the campus procedures that will replace the Diablo Valley Colleges procedures for a couple of policies listed on the sign.

Dennis suggested to include "We value (include our campus values)" before "...to promoting a healthy..."

Changes will be discussed in the next meeting and reviewed for approval.

C. Update on College policy and procedures handbook – Mariles Magalong

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

D. Other Discussion/ News Item

A. Self-Evaluation for Operations Council- Mariles Magalong

The committee will discuss types of questions to include in a self-evaluation survey to be sent to the campus community.

Sample questions may include: How well is the committee doing at addressing the campus operations concerns? What are some things Operations Council can do to improve the work of the committee?

College Council will review the data received from the survey.

Adjourned at 10:31 a.m.