

**CONTRA COSTA COLLEGE  
OPERATIONS COUNCIL COMMITTEE  
Monday, April 22, 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 Eystone, Dwight Calloway, Bruce King, and Dennis Franco

**Present:** Mariles Magalong, Carsbia Anderson, Bruce King, Tom Holt, Brian Williams, Beth Goehring, Lilly Harper, Dennis Franco and Dagim Tessema

**Guests:** Brandy Howard, Marketing & Graphics Department

Meeting called to order at 9:30 a.m.

**I. Approval of Current Agenda**

A proposal was made to add Feral Cats under discussion items. Beth motioned to approve the agenda, Brian seconded and the committee unanimously approved.

**II. Approval of April 8, 2019 Minutes**

Brandy Howard has suggested a minor edit.

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

**III. Action Items**

**A. Emergency Response Poster in Classrooms**

Brandy Howard will assist with editing of the document or recreate the document to make the changes to the Police Services phone number, the graphics and text edits for better visibility.

The edited poster will be presented back to this committee with pricing information for further discussion.

**B. No tobacco signs and policy**

Tom Holt will send Brandy the editable version of the blue “no tobacco” policy sign.

Brandy will work with the vendor on the edits and to get a quote for the creation of the signs.

The proofs and quote will be brought to this committee for approval.

#### **IV. Information/Discussion Items**

##### **A. Update on Campus Shield Computer Assignments**

Based on cost, the committee will provide a priority list of computers needing the panic buttons to be installed.

The plan is to have the buttons installed and tested before the yearly subscription is over, and then determine whether or not to renew the service.

##### **B. Update on College policy and procedures handbook**

Mariles brought up this item at the Executive Staff meeting. She reported that there is grant funding from IEPI that will fund a consultant who will assist with a review of our governance structure, and also include a review and update of our College policy and procedures handbook.

Brandy proposed to have Operations Council review the College handbook policies and procedures to determine which to remove, edit or keep to speed up the process for when IEPI consultants arrive.

Brandy proposed to review the first 10 policies and procedures.

Mariles and Jackie will consult with the Business Office to see what needs to be revised or removed from the Personnel policies and procedures and will bring back that information to the next meeting.

##### **C. Self-Evaluation for Operations Council- Mariles Magalong**

Bob Pacheco will provide this committee sample survey questions that will include the committee's description, charge and the composition.

Mariles will provide the questions in an email before the next meeting or during the committee's next meeting.

##### **D. Other Discussion/ News Item**

###### **A. Feral Cats on campus**

There are new contracts for volunteers that allow them to feed cats at designated feeding stations throughout campus.

Tom Holt mentioned that the volunteers do not use those feeding stations properly, instead they pour food all over the ground throughout campus. The MOU also states the volunteers should be catching the cats to spay and neuter the cats before re-releasing them.

Mariles will consult with Dr. VanderWoude about the findings of this committee to determine if the contracts should be renewed.

Adjourned at 10:44 a.m.

DRAFT