

**CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, May 20, 2019
9:30 a.m. - 10:30 a.m.
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, Carsbia Anderson, Susan Kincade, Jason Berner, Dwight Calloway, Brian Williams, Dennis Franco, Beth Goehring, Lt. Tom Holt, Lilly Harper, Elaine Gerber, James Eyestone and Bruce King

Guests: Brandy Howard, Marketing & Graphics Department

Meeting called to order at 9:35 a.m.

I. Approval of Current Agenda

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

II. Approval of April 22, 2019 Minutes

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

III. Action Items

A. Emergency Response Poster in Classrooms

The Jason motioned to change the color of the text to white and with the addition to a small text edit, Lilly seconded and the committee unanimously approved.

IV. Information/Discussion Items

A. Update on College policy and procedures handbook

Brandy has selected to keep and edit A1000 – A1009 in the College Procedures Handbook.

Business Office selected to keep and edit the B2000.1 – B2000.13 in the College Procedures Handbook.

Brandy Howard will review the following ten procedures to keep as is, keep and edit or remove from the College Procedures Handbook.

B. Self-Evaluation for Operations Council

No update from Bob Pacheco.

C. Fall meeting dates

Meetings are as scheduled the 2nd and 4th Monday of the month from 9:30a.m. – 10:30a.m.

D. Phone number for Police Services dispatch desk

Beth suggests updating Insite Portal Directory to include Police Services Dispatch or non-emergency phone number.

James will discuss this topic on the next Tech managers meeting in June.

E. Emergency placards- blue

James indicated that the notification speakers are not “emergency” notification speakers therefore the District decided to use College colors for the placards as Blue and not in Red to insinuate an emergency.

F. Parking of DSPS and Athletic Vehicles

Carsbia indicated that the parking area for the Athletics, DSPS, ASU, IT and other department vehicles is too small and inadequate shelter to protect the vehicles.

Tom will call a meeting to all the departments with vehicles to designate parking near Police Services Center.

G. Other Discussion/ News Item

Safety Committee meeting discussed moving the B&G ramp to dumpster for safety.

Dwight and Bruce will discuss the possibility of moving the ramp.

Adjourned at 10:22 a.m.