

**CONTRA COSTA COLLEGE
OPERATIONS COMMITTEE
Monday, May 11, 2020
9:30 a.m. - 10:30 a.m.
Zoom**

Minutes

Committee Members: Mariles Magalong (chair), Katie Krolikowski, Brian Williams, Elaine Gerber and Jason Berner

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

Present: Mariles Magalong, Brian Williams, William Tandongfor, Elaine Gerber, Bruce King, Katie Krolikowski, Thomas Holt, James Eyestone and Dennis Franco

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

I. Approval of Current Agenda

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

II. Approval of Minutes from March 9, 2020

Elaine motioned to approve the minutes with edits, William (on behalf of Jason Berner) seconded and the committee unanimously approved.

III. Action Items

IV. Information/Discussion Items

A. Emergencies Procedures Flipbook

- The work group will be meeting on Thursday, May 14th to review the edits William has completed.
 - Includes: Police Services note changes and any other campus contact information.
- William would like to continue this work to include an emergency task list and contact list for the building monitors for when there is an emergency.
 - This work will be forwarded to the Safety Committee.

B. Social Distancing- classroom set up

- Bruce has provided a spreadsheet that included:
 - Classroom, conference room and lab spaces by name

- Entire square footage of each room
- Square footage based on the social distancing standards (30sqft/person)
- Katie mentioned the square foot calculation should take in consideration furniture included in the space (e.g. instructor desk, podium, display cases, lab areas, etc.) as well as the passing/activity spaces needed when students are present.
- Katie proposed the plan for classroom capacities be completed by middle of June for the fall semester. Instructors need to be notified in ample amount of time to coordinate lab time and to educate students appropriately with the time and space available.
- William will need to know how the fall schedule will affect the frequency of disinfecting classrooms. Since the College does not have the custodial staff to disinfect classrooms after each class, options will be reviewed to ensure proper sanitization when the campus reopens.

C. Social distancing protocol and non-compliance process

- Dennis mentioned that students must abide by the Student Code of Conduct which sets forth the process for instructors to follow in handling non-compliant students.
- Whenever called upon for assistance in the classroom, Lt. Holt mentioned that Police Services will deescalate the situation, and then inform the manager or Dean as needed.
- Bookstore will sell CCC branded masks.
- Custodial Services will have masks for emergencies.
- Student Code of Conduct/Non-compliant policy review will be offered as a workshop during Fall Flex for faculty.

D. Social distancing training and informational materials for students and employees

- Katie suggested the creation of a Resources page on the website for the public, students and staff to know what to do when returning to campus and what to expect.
- Another suggestion was to provide training videos on social distancing, return to work, and other related information
- Dennis will work with Student Life to provide training to students
- Katie presented an example of COVID-19 preparation and daily task list to stop the spread in the Automotive Lab area from Toyota T-Ten program.

E. Central communication "hub" for use during emergencies

- Mariles will bring this to Management Council at the end of the month

F. Updates for Summer and Fall Semesters

1. Instruction

- a. All summer instruction will be online
- b. Fall classes will be offered primarily online, with some delivered using a hybrid format

2. Student Services

- a. Graduation link has been sent out to students to include a photo and a quote by May 14th. A live video and video recordings will be part of the pre-show and a slideshow will be conducted for the graduates' photos and quotes.
- b. When the campus reopens, Student Services will be coordinating shift schedules for each department. For example, Admissions and Records operates Monday's and Wednesday's; Financial Aid Tuesday's and Wednesdays.
- c. Student Services areas will have protective glass at counter workstations.
- d. Working with SARS to create a counselor drop-in and appointment setting for students.

3. Facilities

- a. Will be installing floor markings in classrooms, student services and other areas.
- b. Will be installing protective glass for public-facing offices and other areas where deemed necessary.

G. Review of Goals, 2019-2020

Tabled for the next meeting in September.

H. Goals for 2020-2021

Tabled for the next meeting in September.

V. Adjournment at 10:32 a.m.

Brian motioned to adjourn the meeting, William seconded and the committee approved.