

**CONTRA COSTA COLLEGE
OPERATIONS COMMITTEE
Monday, October 28, 2019
9:30 a.m. - 10:30 a.m.
SAB-211**

Minutes

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

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

Present: Mariles, Magalong, Elaine Gerber, Albert Duenas, Brian Williams, Katie Krolikowski, Bruce King, William Tandongfor and Lt. Thomas Holt

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

I. Approval of Current Agenda

Proposal was made to add Campus Preparedness for Smoke/Air Quality to discussion items by Brian Williams. Brian motioned to approve the agenda, Katie seconded and the committee unanimously approved.

Proposal to move part A – D from the Information/ Discussion Items to Agenda Items by Brian and Katie, the committee unanimously approved.

II. Approval of Minutes from May 20, 2019

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

III. Action Items

A. Review Committee Composition and Purpose

See attached Operations Committee Composition and Purpose. Katie motioned to approve the Operations Committee Composition and Purpose, Brian seconded and the committee unanimously approved.

B. Goal Setting 2019-2020

See attached Operations Committee Goals for 2019-2020. Brian motioned to approve the Operations Committee Goals for 2019-2020, Albert seconded and the committee unanimously approved.

C. Decision Making Process

See attached Decision Making Process Chart. Katie motioned to approve the Decision Making Process, Brian seconded and the committee unanimously approved.

D. Planning Committee Charge Change

See attached Planning Committee Charge changes. Brian motioned to approve the Planning Committee Charge changes, Katie seconded and the committee unanimously approved.

IV. Information/Discussion Items

A. Employee Directory Office Locations

- Mariles will request a master list of employees from James Eyestone, IT Manager.
- The master list will be divided into Divisions to complete the location of each employee on that spreadsheet.
- Once the list is completed, the list will go to District IT to upload the information into the College Website for accessibility.

B. Clarification on Emergency Notification Systems on Campus

- Lt. Thomas Holt reported Campus Shield Buttons will be determined by a group which will be led by Rod Santos, Interim Dean of Enrollment Services, and Dennis Franco, Dean of Student Services. Dennis will report back on which computers at Student Services will need these notification buttons at their stations.
- Lt. Holt stated that in an emergency to always dial 9-1-1. The call will be dispatched to the Pinole Police Station and our Campus Police for a quick emergency response.
- Lt. Holt stated Notification boxes are not for emergencies. Please contact 9-1-1 if there is a true emergency. These notification boxes are for advisory notices in your building or classroom.

C. General Education Building HVAC System Issues

- The engineers, contractors, District facilities employees and campus employees have meet last Thursday regarding the GE HVAC system. Two failed compressors will be replaced by the manufacturer. There is no estimated time of completion. Mariles will notify the date of completion once the information has been received.

D. Campus Preparedness for Smoke/Air Quality

- The guidelines for campus closure based on air quality has been found difficult to assign an air quality index number. The Air Quality Index radars are too far apart to determine if the air quality at the campus are unhealthy to continue with classes and services. However, if a student or employee believes that the air quality is harmful to their health they must protect themselves with a mask or determine if they must go home.
- Lt. Holt stated the air quality inside of government facilities have better air circulation than being at home.

E. Other Discussion/News Item

V. Adjournment at 10:49 a.m.

Operations Committee

(subcommittee of College Council)

Status: Participatory (Shared) governance subcommittee of the College Council.

Meeting Time: Second and fourth Mondays of the month ~~from 9:00 a.m. to 10:30 10 a.m.~~ or as posted on College's Website: www.contracosta.edu

Composition: ~~Vice president, 1 classified representative, 1 division dean, 2 deans, academic senate president, manager of custodial services, police sergeant, director of admissions and records, manager of buildings and grounds, manager of technology systems.~~ 2 classified, 2 managers, 2 faculty, 2 students

Ex Officio: Manager of Custodial Services, Police Lieutenant, Dean of Student Services, Manager of Buildings and Grounds, Manager of Technology Services, Marketing Manager

Quorum: 50% of filled voting seats plus one voting member

Chair: Vice president ~~of academic and student services~~

Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the College Council.

Purpose:

1. To raise issues and take immediate action on problems pertaining to the daily operations or routine operations of the college, its instructional and service programs/units.
2. To recommend to ~~President's Cabinet~~ College Council proposals regarding non-routine operational matters; proposals regarding planning and evaluation activities; ~~or recommendations for procedure development/codification.~~
3. To recommend updates to College Procedures Handbook
- ~~3. To evaluate and improve instructional service operations.~~
4. To make recommendations for the prioritization of maintenance and upgrade of existing facilities.

Operations Committee Goals 2019-2020

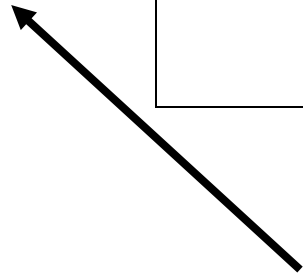
1. To develop a timeline and process for updating the College Procedures Handbook.
2. To resolve construction and facilities related issues as they arise.
3. To review and revise specific sections of the College Procedures Handbook.
4. To determine how to assess the effectiveness of Operations Committee.

Contra Costa College Governance and Decision-Making Process

Path of Decision Making ~~Problems or Issues Needing Routine Attention~~



Problem or Issue Regarding:				
College Council	President's Cabinet	Planning Budget Operations Council Student Success	College Sector Committees* Or Organizational Unit**	<ul style="list-style-type: none"> • College-Wide Plans, e.g. <ul style="list-style-type: none"> ○ Strategic Planning ○ Educational Master Plan ○ Facilities/Technology
College Council	President's Cabinet	Operations Council	College Sector Committees* Or Organizational Unit**	<ul style="list-style-type: none"> • Assessment of College Budgeting, Evaluation and Planning Processes • Administration or Operational Procedure Development • Resource Development • Personnel; Collective Bargaining Issues
	President's Cabinet	Operations Council	College Sector Committees* Or Organizational Unit**	<ul style="list-style-type: none"> • College-wide Policy and Procedure Development • College Planning, Budgeting, evaluation Processes • College Goal Development • Resource Allocation
		Operations Council	College Sector Committees* Or Organizational Unit**	<ul style="list-style-type: none"> • Day to Day College or Unit Operations or Problems • Special Interest or Narrow-Focus Problems and Operations



*Listed in the College Committee Roster

**Department/Office/Program

Planning Committee (subcommittee of College Council)

Status: Participatory (Shared) governance subcommittee of the College Council.

Meeting Time: First Fridays of the month ~~from 12:30 p.m. to 2:30 p.m.~~ or as posted on College's Website: www.contracosta.edu

Composition: Strategic planning faculty coordinator, academic senate president, 3 managers, 2 faculty, 2 classified, 1 student representative (ex officio) vice president and president 4 Faculty (including co-chair), 4 Classified, 4 Students, 4 Managers (including co-chair)

Ex Officio: President, Vice-president(s), Academic Senate President, Classified Senate President, ASU President, SLO Coordinator Co-Chairs: Strategic planning faculty coordinator Faculty planning coordinator, Dean of Institutional Effectiveness

Voting procedures: Quorum: 50% of filled voting seats + 1 voting member (i.e., 9 if all voting seats are filled) All official members are voting members. Chairs may serve as voting members for their constituency group as needed. Ex officio are non-voting members, but may serve as proxy for their constituency voting members.

Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the College Council and the Budget Committee.

Committee charge:

- Lead the creation and monitoring of the College Strategic Plan
- Monitor the implementation of campus-wide plans and initiatives as they relate to the College Strategic Plan
- Oversee the program review validation process
- Maintain and archive evidence that will support accreditation process and the continuous improvement of institutional effectiveness measures and processes
- Make recommendations to College Council and Budget Committee