

**CONTRA COSTA COLLEGE
OPERATIONS COMMITTEE
Monday, November 4, 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 Eystone, William Tandongfor, Bruce King and Dennis Franco

Present: Mariles Magalong, Jason Berner, Brian Williams, Elaine Gerber, Albert Duenas and Bruce King

Meeting called to order at 9:31 a.m.

I. Approval of Current Agenda

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

II. Approval of Minutes from October 28, 2019

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

III. Action Items

A. Develop and Approve Timeline and Process for updating A1000-A1009 of College Procedures Handbook

See attached spreadsheet for the timeline for updating the College Procedures Handbook. Jason motioned to approve the timeline and process for updating A1000-A1009 of College Procedures Handbook, Albert and Elaine seconded and the committee unanimously approved.

B. Develop and Approve Timeline and Process for Updating B2000-B2301 of College Procedures handbook

See attached spreadsheet for the timeline for updating the College Procedures Handbook. Jason motioned to approve the timeline and process for updating B2000-B2301 of College Procedures Handbook, Albert and Elaine seconded and the committee unanimously approved.

C. Review and Approve Decision Making Chart

Mariles has contacted Vanessa Mercado on the redesign of the decision making chart.

Jason proposed the need to clarify the two processes in place, one for classified hiring and one for faculty hiring.

Jason motioned to approve the exploration of a redesign of the decision making flow chart, Brian seconded and the committee unanimously approved.

IV. Information/Discussion Items

A. Operations Committee Goals 2019-2020

- See attached for the Operation Committee Goals 2019-2020.
- Bob Pacheco, consultant, was in charge of developing a survey on the Operation Committee overall effectiveness in fulling its charge.
 - Bob Pacheco is no longer working for the District.
 - Mariles will obtain a survey Bob created for DVC and bring back to the committee for review and recommendations for edits.
- Any additional goals will be added to the list throughout the year.

B. Scheduled Maintenance Projects List

- The scheduled maintenance projects list was developed by CCC Buildings and Grounds on any facilities projects that needs updating or replacing.
- The scheduled maintenance projects 5-year list was submitted to the District which complies a list for the entire District and submits it to the State.

C. Strategic Plan Timeline

- Introduction of SYGNUS Group consultants, Kristina Paul, to assist in writing the Strategic Plan.
- Mayra Padilla is leading the effort.

D. Introduction in the College procedures handbook

- To make the College Procedures Handbook consistent with our District's different procedures handbooks
- Review the Introduction and bring back any edits to the next meeting.

E. Other Discussion/News Item

V. Adjournment at 10:22a.m.

Albert motioned to adjourn the meeting, Jason seconded and the committee unanimously approved.