

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

**Minutes**

**Committee Members:** Mariles Magalong (chair), Katie Krolkowski, Brian Williams, Elaine Gerber, Jason Berner, Albert Duenas, TeJae Dunnivant

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

**Present:** Mariles Magalong, William Tandongfor, Mayra Padilla, James Eyestone, Bruce King, Albert Duenas, Elaine Gerber, Jason Berner and Katie Krolkowski.

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

**I. Approval of Current Agenda**

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

**II. Approval of Minutes from November 4, 2019**

Jason motioned to approve the minutes with minor edits, Katie seconded and the committee unanimously approved.

**III. Action Items**

**A. Review and Approve A1003.11 - Information flow chart for Participatory (Shared) Governance Committees in the College Procedures Handbook**

See attached A1003.11 of the College Procedures Handbook. Jason motioned to approve the A1003.11 of the College Procedures Handbook with minor edits, Katie seconded and the committee unanimously approved.

**B. Review and Approve A1001.0 - Administrator In Charge: Order of Assignment in the College Procedures Handbook**

See attached A1001.0 for the College Procedures Handbook. Albert motioned to approve the A1001.0 for the College Procedures Handbook, Elaine seconded and the committee unanimously approved.

**C. Review and Approve Introduction of the College Procedures Handbook**

See attached Introduction of the College Procedures Handbook. Jason motioned to approve the Introduction of the College Procedures Handbook with the inclusion of the College Council approval dates on all documents, Elaine seconded and the committee unanimously approved.

**D. Review and Approve Revised Decision Making Chart**

See attached Decision Making Chart, Albert motioned to approve the Decision Making Chart with edits, Jason seconded and the committee unanimously approved.

**E. Develop and Approve Timeline and Process for updating C3000.0-C3029.0 of College Procedures Handbook**

Jason motioned to approve the Timeline and Process for updating C3000.0-C3029.0 of College Procedures Handbook, Albert seconded and the committee unanimously approved.

**F. Review and Approve Student Success Committee Purpose and Scope**

Jason motioned to approve the Student Success Committee Purpose and Scope with minor edits, Katie seconded and the committee unanimously approved.

**G. Review and Approve Safety Committee Charge**

Jason motioned to approve the Safety Committee Charge, Elaine seconded and the committee unanimously approved.

**H. Review and Approve Marketing and Recruitment Committee Charge**

Jason motioned to approve the Marketing and Recruitment Committee Charge, Katie seconded and the committee unanimously approved.

**IV. Information/Discussion Items**

**A. History and Demographics in the College Procedures Handbook**

Tabled for next meeting.

**B. Campus Map**

James mentioned the large campus maps are out dated and the updates necessary are as follows:

- Custodial Services are located in the AA Building
- AA Annex needs to be noted as AA Annex not AA Building
- Legend information correction, e.g. AA Annex is not services it is a building
- EV charging location needs to be visible
- Campus Safety Center needs to be visible
- Buildings are not labeled correctly, e.g. Physical Science
- Street names are written over image makes it hard to read
- Star or Icon locations for easy access, e.g. Bookstore, Police, Cafeteria.

**V. Adjournment at 10:28 a.m.**