

**CONTRA COSTA COLLEGE  
OPERATIONS COMMITTEE  
Monday, February 10, 2020  
9:30 a.m. - 10:30 a.m.  
SAB-211**

**Minutes**

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

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

**Present:** Mariles Magalong, William Tandongfor, James Eyestone, Elaine Gerber, Jason Berner, Katie Krolkowski, Brian Williams, Dennis Franco and Lt. Thomas Holt.

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

**I. Approval of Current Agenda**

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

**II. Approval of Minutes from December 9, 2019**

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

**III. Action Items**

**A. Meditation Room**

Katie motioned to approve the Meditation Room to be located in the Veteran's Center, with the addition of a partition that will be installed to enclose the space. Jason seconded and the committee unanimously approved.

**B. Proxy Language for Participatory Governance Committees**

Katie motioned to table the Proxy Language for Participatory Governance Committees to rewrite the proxy that better explains the rule. Brian seconded and the committee unanimously approved.

**C. Student Success Committee Charge**

See attached Student Success Committee Charge, Jason motioned to approve the Student Success Committee Charge, Katie seconded and the committee unanimously approved.

**IV. Information/Discussion Items**

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

Mariles will check to make sure the information in this section is contained elsewhere, including the College or District websites. If so, the section will be considered for deletion.

**B. Building Name Process**

Mariles will bring the Building Name Process to College Council as part of the Budget Committee update.

**C. Pro-active development of college action and communication plan for emergencies (e.g. earthquake, fires/smoke, etc.)**

Academic Senate would like for Management to create a College Action plan, to appoint and publicize decision makers and a communication plan for College response and work plan emergencies (e.g. earthquake, fires/smoke, etc.).

Mariles will bring this discussion to Management Council in February's meeting.

**D. Security: communication to employees about risk (recent break-in as example)**

Lt. Holt explained that the notification for incident reports are emailed to all campus employees after it has been resolved. Below is the link to these reports:

<https://portal.arms.com/?AgencyId=69>

**E. Follow-up actions on GE building, particularly monitoring and pro-active communication with users**

Mariles will present a written follow-up regarding the GE building HVAC at the February College Council meeting.

**F. Information flow from board, chancellor, president, employees. Discuss ways to modify for improved communication.**

Tabled for the next meeting.

**V. Adjournment at 10:34 a.m.**

**Student Success Committee**  
(Subcommittee of College Council)

- Status:** Participatory (Shared) governance subcommittee of the College Council.
- Meeting Time:** As posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)
- Composition:** 2 managers, 2 faculty, 2 classified, 2 student representative
- Chair:** Elected by membership
- Quorum:** 50% of filled voting seats + 1 voting member
- 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 provide governance oversight for student success initiatives across the college in order to maximize positive impact for students by a) strategically integrating institution-wide initiatives; b) ensuring alignment with the college's values, mission, and commitment to inclusion and equity; c) ensuring that efforts are customized to meet the needs of CCC's diverse student population.
  2. To provide a forum for the ongoing review and discussion of student success data to a) help shape a comprehensive, institution-wide strategy for the advancement of student success and systemic equity at CCC, and b) promote greater responsiveness to community needs in alignment with the college's overarching vision and mission.
  3. To actively advance a student-centered culture by regularly evaluating the impact of institutional efforts to improve student success and making recommendations for continuous improvement.
  4. Based on an analysis of student outcome data, to make recommendations to college governance committees regarding student success and equity priorities. When appropriate, provide suggestions for how these priorities might be incorporated into unit plans in order to improve student outcomes while simultaneously meeting state mandates.
  5. To liaise with Academic Senate, Classified Senate, Professional Development, Student Services, Council of Chairs, and other relevant groups on campus in order to recommend the incorporation of equity-minded practices and frameworks into classroom pedagogy and services provided to students.
  6. To make recommendations to College Council for the approval of all college plans related to student success and the college's equity agenda.