

**CONTRA COSTA COLLEGE
OPERATIONS COMMITTEE
Monday, February 24, 2020
9:30 a.m. - 10:30 a.m.
SAB-211**

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, Lt. Thomas Holt, Mayra Padilla, James Eyestone, Katie Krolikowski, Brian Williams, Bruce King and Jason Berner.

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 February 10, 2020

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

III. Action Items

A. Proxy Language for Participatory Governance Committees

See attached Proxy Language for Participatory Governance Committees. Jason motioned to approve the Proxy Language for Participatory Governance Committees with edits. Katie seconded and the committee unanimously approved.

B. History and Demographics in College Procedures Handbook

Katie motioned to table the History and Demographics in the College Procedures Handbook until the committee is able to review a digitized copy, Jason seconded and the committee unanimously approved.

IV. Information/Discussion Items

A. Building Name Process

See attached Building Naming Process with collaborative edits by the committee.

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

Mariles will bring this discussion to Management Council of the pro-active college plan around campus-wide emergencies.

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

- Lt. Holt reported the alarms campus-wide has been evaluated by Pacific Wired (vendor). An estimate of the equipment and maintenance charges will be sent to Lt. Holt.
- Brian Williams will email the Emergency Action Plan Flipbook provided by the District for the committee for review.
- Lt. Holt reminds the committee about the Daily Log link for up-to-date police reports in our District. Link is shown below:

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

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

See attached GE Building Cooling and Heating Repair Progress Update. Mariles will present a written follow-up regarding the GE building HVAC at the March College Council meeting.

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

After the campus hires a permanent Director of Marketing and Media Design, this committee will inquire a creation of a Campus Committee Newsletter to inform the public of the work of the committees and their highlights.

F. Combine Journalism and Speech Departments

The Journalism and Speech departments will be combined by the new fiscal year.

G. Display cases

ESL would like to purchase a display case to highlight the program in the General Education building near room 208. Jason inquired about size restrictions of the display case and posting policies. The committee will review College Procedures Handbook for policy and procedures at the next meeting. The committee will also propose for the incoming Director of Marketing and Design be involved in this discussion.

H. C3018.0 Facilities and Properties Naming Guidelines – College Procedures Handbook

Tabled for the next meeting.

V. Adjournment at 10:32 a.m.