

**CONTRA COSTA COLLEGE  
OPERATIONS COMMITTEE  
Monday, March 9, 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, Brian Williams, Dennis Franco, James Eyestone, Jason Berner, Bruce king, William Tandongfor, Katie Krolikowski, Elaine Gerber

**Guest:** Brandy Gibson

Meeting called to order at 9:32 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 24, 2020**

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

**III. Action Items**

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

The committee reviewed the History and Demographics section of the College Procedures Handbook, noting that the information contained therein was also found in either the District website, the College website, or the Let's Do This brochure. There were a couple of statements, regarding the college history when it first opened, that was not found in any other document or website.

Jason motioned to:

- approve the removal of the "History and Demographics" section in the College Procedures Handbook
- submit the information about the college history not found elsewhere to the Marketing Department for archiving and/or inclusion where appropriate.

Katie seconded and the committee unanimously approved.

**B. SLO/AUO Committee Charge**

Jason motioned to approve the SLO/AUO Committee Charge, Brian seconded and the committee unanimously approved.

**C. C3018.0 Facilities and Properties Naming Guidelines- College Procedures Handbook**

Katie motioned to approve the revision to C3018.0 Facilities and Properties Naming Guidelines, Jason seconded and the committee unanimously approved.

**D. Update of the College Procedures Handbook**

In its work to review and facilitate the update of the handbook, the committee discovered that the handbook is not well organized, many of the procedures are duplicates of District procedures, there is no consistency in the format, etc. It was determined that there should be a pause on the update until a more comprehensive review of the handbook has been completed. Jason will take the lead in reviewing and organizing the College Procedures Handbook. Starting summer 2020.

**IV. Information/Discussion Items**

**A. Emergencies Procedures Flipbook**

- Mariles will verify with Lt. Holt that the Emergency Procedures Flipbook is consistent with the Districts Emergency Operations Plan.
- To expedite the review of the flipbook, Jackie will send an email to everyone indicating what pages will be reviewed by each committee member.

**B. Follow up on the College Crisis Management Plan**

- Brian suggested to install hand washing posters in all bathrooms and areas with sinks. Custodial Services and Buildings and Grounds will work together to complete the task.
  - Due to the coronavirus, students and staff are washing hands more frequently. Custodial Services ordered more toilet paper, hand sanitizers and paper towels for restroom areas and workrooms.
  - Custodial Services is awaiting quotes for equipment to sanitize all offices and classrooms. Custodial Services will do this work at least once a week after the equipment and supplies are received
- Due to the coronavirus, Katie suggested to talk to IT about updating Canvas and Zoom for student instruction and meetings.
- Dennis drafted a District pandemic planning checklist that he shared with the committee. Tish Young and Evan Decker volunteered to consult with Academic Senate the emergency preparedness plan.

**C. Follow up on alarm system evaluation and plan**

Bruce reported that a security specialist is coming this Sunday to begin working on the alarm systems that are malfunctioning.

**V. Adjournment at 10:19 a.m.**