

**CONTRA COSTA COLLEGE
OPERATIONS COMMITTEE
Monday, April 27, 2020
9:30 a.m. - 10:30 a.m.
Zoom**

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, William Tandongfor, Elaine Gerber, Bruce King, Katie Krolikowski, Thomas Holt, James Eyestone

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

I. Approval of Current Agenda

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

II. Approval of Minutes from March 9, 2020

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

III. Action Items

A. Emergencies Procedures Flipbook

- William volunteered to lead a subcommittee to review the flipbook. The timeline to review the document before summer and work over the summer on edits. When the subcommittee completes its work, it will bring back the document to Operations Committee for approval. Brian motioned to have James make the document editable for William's subcommittee. Katie seconded and the committee unanimously approved.

- Brian agreed to be part of this group for classified, Elaine agreed to be part of this group for faculty, and Mariles will approach ASU to find a student representative.

IV. Information/Discussion Items

- A. Training for students and staff for social distancing behaviors**
- B. Published expectations for how people on the college campus are to behave according to social distancing guidelines**
- C. Air flow/exchange analysis for each room on campus, for use in planning appropriate # of people/room during social distancing situations**

Points A, B and C were discussed.

- Brian proposed that Bruce and William develop a plan for social distancing in classrooms.
- Katie asked that Tom lead the work to have written guidelines for social distancing protocol and non-compliance process if social distancing is not followed. Tom agreed and suggested to include Dennis in this work.
- William mentioned that his custodial team has disinfected classrooms, walkways and offices. He plans to do this again before we return to work.
- Once back on campus, the frequency to disinfect rooms is unknown because of manpower and timing issues. William has placed orders for masks and other sanitation supplies to be ready when campus reopens. He plans to increase the number of sanitation stations in building corridors to serve classrooms and offices.
- Specifically what is being asked to do.

- D. Central communication "hub" for use during emergencies, method of providing updates for each constituent group**

Katie proposed for Management Council to create a document that details the notification process in times of campus emergencies. Tom indicated that the communication protocols would be different for a life endangerment situation from a slower progressing type of emergency, e.g. air quality when there is smoke/fire. Katie also asked that this information be available online. Mariles will bring this topic to Management Council.

E. Follow up on Management Council action re. ASC request for preparation planning

Evan Decker agreed to follow up on this, and would meet with Katie as a starting point, if he hasn't yet.

V. Adjournment at 10:39 a.m.