

Operation Committee charge and A1003.3 review 1st read

CCC's Procedure Handbook – review 1st discussion

A1003.3 Safety/Security Committee (subcommittee of Operations Committee)

Status:	Participatory (Shared) governance subcommittee of College Council)
Meeting Time:	Second Wednesday of the month from 2:00 p.m. to 4:00 p.m. Second and fourth Monday's of the month from 9:00 a.m. to 10:30 a.m. or as posted on College Website: www.contracosta.edu
Composition:	Vice President, 1 classified representative, 1 division dean, 2 deans, academic senate president, manager of custodial services, police sergeant, director of admission and records, manager of buildings and groups, manager of technology systems. Vice President, 2 classified representatives, Director of Business Services, police lieutenant, custodial manager, Director of Maintenance and Operations building and grounds manager, 6 faculty representatives, 2 classified representatives, 1 student representative (doesn't match roster composition),
Chair:	Vice President of Business and Administrative Services academic and student services.
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:	<ol style="list-style-type: none"> 1. To raise issues and take immediate action on problems pertaining to the daily operations or routine operations of the college, its instructional and service programs/units. 2. To recommend to President's Cabinet Council proposals regarding non-routine operational matters; proposals regarding planning and evaluation activities; or recommendations for procedure development/codification. 3. To evaluate and improve instructional service operations. 4. Makes recommendations for the prioritization of maintenance and upgrade of existing facilities.