

**CONTRA COSTA COLLEGE  
OPERATIONS COMMITTEE  
MONDAY, NOVEMBER 25, 2013  
9:00 A.M. - ROOM #AA-216**

**MINUTES**

**PRESENT:** Tammeil Gilkerson (Chair), Quansanta Brumfield (Guest), Ysrael Candori, James Eyestone, Vicki Ferguson, Donna Floyd, Patricia Duncan Hall (Guest), Lilly Harper, Susan Lee, Bruce King, Wayne Organ, Jose Oliveira, Darlene Poe

**I. Welcome/Introductions**

Everyone welcomed Patricia Duncan Hall and Quansanta Brumfield from Futures Without Violence.

**II. Approval of Current Agenda**

Susan moved to approve the Agenda and Wayne seconded the motion. The Agenda was approved.

**III. Approval of October 28, 2013 Minutes**

James moved to approve the Minutes of the October 28, 2013 meeting and Vicki seconded the motion. The Minutes were approved.

**IV. Action Items**

**A. C3016.0 Class Audit Policy**

At the October 28, 2013 meeting the only change recommended to this policy was in the third paragraph: Student Service's Office should be changed to *Dean of Student Services' Office*.

James mentioned it was brought up at a recent Distance Education Committee meeting that students are able to audit an in-person class but not an online class. You must enroll in an online class to participate. Tammeil responded that a student can request to audit any class. The policy doesn't differentiate between in-person or online students; however, if technology doesn't allow for auditing online, a request might be denied.

Wayne brought up a point of order with College Council asking the Operations Committee to review this policy. Melody Hanson suggested this policy be reviewed at College Council, but she doesn't represent a constituency. Tammeil replied that management brought this policy to the Operations Committee. Susan moved to forward this policy to College Council with the one change to the third paragraph, and Vicki seconded Susan's motion. The motion was carried unanimously. Tammeil will forward the policy to College Council with the change to the third paragraph, and if it is approved at College Council, the date will be changed.

**B. C3000.0 Designated Smoking Area Policy Review**

James made a motion to discuss this item after the guests from Futures Without Violence presented their item. Susan seconded the motion and no one objected.

## **V. Information/Discussion Items**

### **A. Mural Project**

Patricia Duncan Hall from Futures Without Violence met with President Noldon, who referred her to the Operations Committee. Ms. Duncan Hall has been working with the Early Learning Center and teaches a class on teaching children who have been exposed to violence. She has been working on a mural project with an organization in San Francisco called Precita Eyes. The people from Precita Eyes are muralists who volunteer their time. The goal of the mural project is to exhibit, in a positive manner, ways in which families and children that have been impacted by domestic violence are able to thrive. There are many disturbing pictures about children who are exposed to violence, but there are no pictures that are positive and show resiliency. Ms. Duncan Hall distributed some information about the mural project, along with some murals with very positive messages, and some examples of the very disturbing images.

At Contra Costa College there are students who are dealing with violence in their lives. There are also students who are being trained to teach children who are exposed to violence. There is space on the wall of the ELC next to the front door and there may be spaces inside the building. Everyone should be able to see the mural in a prominent location. Students would be involved in creating the mural and families could speak about it.

The project should take approximately six months to complete. Donations would be sought to fund the project. Tammeil said at this point the mural project is a discussion item and no action would be taken at this meeting. Everyone liked the murals that were passed around but more information is needed. Jose asked if there would be information near the mural about where people can go if they're in a violent situation. Ms. Duncan Hall said she will have information for students about where to go for help. Tammeil urged Ms. Duncan Hall to work with Intisar Shareef regarding the cost, the location, and to write a thorough plan to be brought back to the Operations Committee. The Operations Committee thanked the guests for their interest in Contra Costa College, and look forward to seeing a more thorough plan. Ms. Duncan Hall asked the Committee to visit the Futures Without Violence website to learn more about the project.

## **IV. Action Items (Continued)**

### **B. C3000.0 Designated Smoking Area Policy Review**

At the October 28, 2013 meeting the Operations Committee agreed that this policy should be changed to include e-cigarettes. Susan moved to submit the proposed changes to this policy to College Council and Vicki seconded Susan's motion. The motion was carried. Tammeil will forward the policy to College Council with said changes and if it is approved at College Council, the date will be changed.

## **V. Information/Discussion Items (Continued)**

### **B. Identification of Areas for Students to Eat Outside in the Rain**

Bruce reported that the first option is to rent an event tent. It is 20' by 20' and it will be delivered and installed by December 10. It will be installed adjacent to the Subway truck and will be open from 8:00 a.m. to 5:00 p.m. We're also looking at lighting and heating for the tent. If the district approves this, a smaller event tent will be installed in front of the bookstore. Critical Solutions is investigating. An additional modular building is being considered to place where the old Early Learning Center used to be. Last week when it rained, a lot of people moved to the library to eat and get out of the rain.

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Tammeil gave kudos to Bruce for working on this and finding a solution. She also recognized Darlene and the custodial staff. Tammeil asked Ysrael to talk to the ASU about starting a campaign to get students to clean up after themselves. The campus is our community and we're all responsible for keeping it clean. Ysrael replied that the ASU plans to place 10 to 15 ads around campus stressing the need to keep the campus clean. There was also a proposal brought to ASU to designate a special area on campus for events. Susan suggested the area between the library and the AA-Bldg. might be a good location because there is a lot of traffic. After meeting with the ASU, Ysrael will bring both of these proposals back to the Operations Committee on December 9.

Donna mentioned there were discussions about keeping the tent open until 7:00 p.m. because that's how long Subway is open. There will also need to be added police presence at the tents and Jose agreed. It's also been suggested that a cyclone fence be installed around the tent. Most of the Operations Committee didn't support this idea.

C. Five-year Maintenance Plan

Bruce distributed a list of the scheduled maintenance. This was a draft but it's due to Sacramento on December 2. Bruce asked the Operations Committee to review the draft. He tried to put projects in order by priority. The goal is to replace the roof of the PS-Bldg. by April. It leaks whenever it rains. It was noted that the Music Bldg. needs \$100,000 for repairs to the HVAC system, and that building was just remodeled.

Everyone reviewed the draft and had no suggestions.

D. Technology Plan – First Read

James distributed the draft. The draft is an extension of the last five-year plan which has been extended for one more year. The timeline has changed and some dates have changed. This came mostly from feedback from the Technology Committee. The plan must eventually go to College Council but it was suggested that it be brought to the Operations Committee first. This would be a first read and would be an action item at the next meeting.

Everyone reviewed the draft. Tammeil suggested on page 2, last section, "existing Technology Plan initiatives" be changed to "initiatives in the 2008-2012 plan have been completed satisfactorily". She also suggested listing the staff of the I.T. dept. James didn't think that was essential. In that case, the Mission Statement on page 3 should say, "Technology Committee" rather than "Technology Services". It should also be very clear what the benchmark is for completing the action plans. The first action plan, to facilitate learning through staff training, is very difficult to measure. It should be reworded so that the results fall on faculty and staff, and not the Technology Committee.

James said the draft is a one-year extension of the 2008-2012 plan. It was focused on what can be done in the next year. Part of the plan is cutting our losses. Part of the problem is that the organization hasn't decided where the college will be going in the future. Tammeil asked the reason for a one-year extension and James and Wayne said they were asked to do this by the district. Wayne added that the plan on the website isn't current and we're going through accreditation. Wayne feels it's the district's fault that there isn't an updated plan. The district is currently working on the strategic plan. James added that some things on the last plan are outdated.

**VI. Subcommittee Reports**

A. 11/7/13 Sustainability Committee Minutes

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Everyone reviewed the Minutes and they were accepted.

The meeting adjourned at 10:00 a.m.

Minutes Recorded by Mary Healy

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