

**CONTRA COSTA COLLEGE
OPERATIONS COMMITTEE
MONDAY, OCTOBER 14, 2013
9:00 A.M. - ROOM #AA-216**

MINUTES

PRESENT: Tammeil Gilkerson (Chair), Ysrael Candori, Vicki Ferguson, Donna Floyd, Lilly Harper, Bruce King, Wayne Organ, Jose Oliveira

ABSENT: James Eyestone, Susan Lee, Darlene Poe

I. Welcome/Introductions

Everyone welcomed ASU President Ysrael Candori, the new student representative to the Operations Committee.

II. Approval of Current Agenda

Two items were added to the Agenda:

- V. Information/Discussion Items: Facilities Committee charge moved to Operations Committee
- VI. Subcommittee Reports: 10/9/13 Technology Committee Minutes were added.

III. Approval of September 23, 2013 Minutes

The Minutes were changed to reflect that Vicki Ferguson was absent. The title of the Minutes was changed to Operations Committee.

IV. Action Items

A. Procedures for Accommodations at Public Events

Tammeil didn't receive any e-mails about Committee preferences for the ADA statement. The statement is required for campus public events. Everyone reviewed the four examples. There was a question about which phone number should be on the statement. After discussion, Vicki agreed that it could be the Dean of Student Services' phone number. Everyone preferred Example 1. Operations Committee will recommend that Example 1 be used for campus public events and the Dean of Student Service's phone number should be listed on the standardized statement.

V. Information/Discussion Items

A. Access Control and Hours Staff Can Access Campus Facilities

None of the district's colleges have anything in writing as to the hours card keys will work. At CCC, the card keys are programmed to work during the hours that Police Services are on campus, 6:00 a.m. – 11:00 p.m. Police Services received a request from the NSAS Division Dean for a faculty member to come in at 4:00 a.m. Police Services made the adjustment and the faculty member came in at 3:00 a.m. and the card key didn't work. The faculty member then complained to the dean.

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The access to card keys is for the hours Police Services are on campus due to safety. Jose asked the Operations Committee if the hours of access for card keys should remain during Police Services hours, unless otherwise requested by a dean or manager. Everyone agreed.

Plans of Action

1. If a dean or manager requests a staff or faculty member be given card key access for hours other than 6:00 a.m. – 11:00 p.m. Police Services will make the change.
2. Police Services will respond in writing to the staff member and dean or manager stating the additional hours the card key will have access.

B. Student I.D. Cards

Vicki reported that since the I.D. machine has been moved to the SSC there has been an increase in the number of student I.D. cards being issued. A recommendation was made that it be a requirement for all students to have a student I.D. card. Vicki thought if it is made a requirement it should be district-wide. There are already many areas of the campus where a student I.D. is required, such as the library and the fitness center.

Tammeil said if the I.D. cards are required, the pictures should be downloaded into Colleague and Vicki said the program the I.D. machine uses isn't compatible with Colleague.

Ysrael thought all students should have a student I.D. card. Donna thought tying activities to the card would encourage students to get a student I.D. card. Various suggestions were made. Getting a student I.D. card could be made part of the orientation process. If it becomes a requirement, enforcement would be a problem. What would the college do if a student doesn't have a student I.D. card? It was decided that making a student I.D. card part of orientation and encouraging students to get one rather than making it mandatory would be best.

Plans of Action

1. Vicki will do more research about other companies taking the photos.
2. She will also see if CI Solutions can make the photos compatible with Colleague.

C. Type of Floor in LA-100

At the September 23, 2013 meeting the Operations Committee recommended having concrete floors in LA-100 with bumpers on the steps. However, the Safety Committee had many concerns. The cement may be slippery when wet and it may affect the sound in the room. There are many meetings and events held in #LA-100 and the Safety Committee didn't think the cement looked good. It was recommended that laminated floor be installed at the entrance of LA-100 and carpet be installed on the stairs. Bruce brought floor and carpeting samples. The walls of LA-100 are dark brown wood. After discussion, Operations Committee recommended the sample LWS5443 be used for the laminated floor at the entrance, and sample 31410-Elector be used for the carpet on the stairs.

Plan of Action

Bruce will move forward on having the floor and carpeting installed in #LA-100.

D. Charge of the Facilities Committee Moved to Operations Committee

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James Eyestone took this recommendation to College Council, where it was approved. Wayne read the charge of the Facilities Committee: "Makes recommendations for the prioritization of maintenance and upgrade of existing facilities." This charge will now fall under the Operations Committee.

Plans of Action

1. Wayne will send Melody Hanson an e-mail adding the charge of the Facilities Committee to Operations Committee.
2. Wayne will ask Melody Hanson to remove the Facilities Committee from the committee chart.

VI. Subcommittee Reports

A. 10/3/13 Sustainability Committee Minutes

Everyone reviewed the Minutes of the 10/3/13 Sustainability Committee meeting. Bruce reported that a transportation survey has been conducted regarding carpooling due to parking spaces being reduced. Donna added that Student Services has worked hard to get students to complete the survey. Chris Johnson has had a table in the SSC lobby and verbally asked students the survey questions. He's gotten a large number of responses. The contractor at any given time may have 100 workers on campus. Parking Lot 5 is where the SSC staff park and that will be the construction staffing area. It will be fenced off and no parking will be allowed. Jose said the 100 construction parking spots will probably be the least desirable spaces in the El Portal School lot. The Operations Committee will be informed when this is finalized.

B. 9/6/13 and 10/4/13 Safety Committee Minutes

Everyone reviewed the Minutes of the two meetings. Jose has proposed that the new telephones in the hallways go directly to Police Services. It's unclear if the hallway telephones will still be red. There are no telephones in the classrooms. Panic buttons will be installed in each classroom. The button will indicate to Police Services the location the button was pushed.

C. 10/9/13 Technology Committee Minutes

Everyone reviewed the Minutes of the 10/9/13 Technology Committee meeting.

The meeting adjourned at 9:50 a.m.

Minutes Recorded by Mary Healy