

**CONTRA COSTA COLLEGE  
OPERATIONS COMMITTEE  
MONDAY, SEPTEMBER 23, 2013  
9:00 A.M. - ROOM #AA-216**

**MINUTES**

**PRESENT:** Donna Floyd (Chair), James Eyestone, Bruce King, Susan Lee, Wayne Organ, Darlene Poe

**ABSENT:** Vicki Ferguson, Tammeil Gilkerson, Lilly Harper

**I. Welcome/Introductions**

Donna chaired the meeting in Tammeil's absence. No student attended the meeting.

**II. Approval of Current Agenda**

The Agenda was approved.

**III. Approval of Minutes/Suggestions**

The Minutes of the August 26, 2013 Operations Council meeting were approved.

**IV. Action Items**

There were no action items.

**V. Information/Discussion Items**

**A. Floor for LA-100**

Lots of people use LA-100 and the carpet needs to be replaced. Bruce passed around some pictures of LA-100. He asked if anyone objected to replacing the carpet with cement. Bumpers would be glued to the steps to prevent slipping.

**Plan of Action**

Operations Council approved replacing the carpet in LA-100 with cement as long as bumpers are installed to prevent slipping. Bruce will move forward with the project.

**B. Parking Issues**

John Wade has suggested to Bruce that there are areas near the gym annex that could be converted into staff parking. Seven parking spots could be designated along the iron fence in front of the handball courts. There is also room for one parking space in front of the gym annex on the tennis courts side. Approximately twelve parking spots could be created in front of the tennis courts if the palm trees and grass are removed. Bruce is waiting for a quote on the cost of paving in front of the tennis courts. The costs would come out of the Buildings & Grounds

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budget. Bruce pointed out that Lot 5 will be closed, which has 15 staff parking spots. We will also lose current staff parking near the bookstore.

There was some objection to creating parking spaces in front of the tennis courts where the palm trees are, but everyone approved the other two areas that are already paved.

There are other parking problems. Staff are parking in front of the R-Bldg. where only maintenance staff and contractors are supposed to park. These parking spaces are marked for maintenance staff. Contractors visiting the Buildings & Grounds office have nowhere to park. Jose asked if those areas should be ticketed. There is staff parking in the El Portal School parking lot. James added that the loading zone in the back of the AA-Bldg. has become a parking area as well.

Plans of Action

1. Operations Council approved creating staff parking spots in front of the handball courts and in front of the gym annex because those areas are already paved. Operations Council did not approve creating staff parking on the green area in front of the tennis courts.
2. Police Services will send out warnings for one week. After one week, unauthorized cars parking in front of the R-Bldg. will be ticketed.

C. Facilities Committee Charge

James reported that College Council has set up a Facilities Committee that needs a chair and a charge. Wayne added that the Facilities Committee came from a request from President Noldon last year. James suggested that the committee be Operations Council. In the past, Operations Council prioritized facilities projects, etc. Wayne said Operations Council could request that the Facilities Committee not be established and that this charge be moved to Operations Council.

Plan of Action

Operations Council will recommend that College Council delete the Facilities Committee and add that charge to Operations Council.

D. Procedures for Accommodations at Public Events

Sue Abe and Richard Stollings from DSPS presented this item at College Council. The DSPS dept. is recommending that the college have a standardized ADA statement for every public event and that statement should include a contact person. The contact person could be the event coordinator working behind the scenes with DSPS. DSPS can't be the contact person. Operations Council has been asked to review this. Everyone was referred to the examples of Accommodations Requests from other public agencies.

Plans of Action

1. If anyone has other suggestions for the ADA statement, they should send them to Tammeil Gilkerson.
2. This will be discussed again at the 10/14/13 meeting before sending a recommendation to College Council.

**VI. Information/Discussion Items**

**A. 9/5/13 Sustainability Committee Minutes**

Everyone reviewed the Minutes of the 9/5/13 Sustainability Committee meeting. No one had any questions about the Minutes. Bruce said the Sustainability Committee is always open to suggestions, but there is no money to try many new ideas.

**VII. Other**

**A. Recycling**

People are coming on campus to collect cans and bottles. Some of them drag the bags through the buildings and this sometimes leaves a trail of liquid from the cans. Darlene saw a student slip and she is concerned this will become a safety issue. The police have been asking people to only collect cans and bottles outside the buildings.

**B. Athletic Vans**

Nick Dimitri has told Darlene another athletic van will be parked in the old childcare playground behind Police Services. The athletic vans are taking up space that should be for the police and custodial deliveries. The area is becoming congested. Jose said the vans are parked there because they were vandalized when they were parked elsewhere. Jose suggested striping the parking spaces so it's more organized. James suggested the athletic vans could be parked in the new parking spaces by the gym annex that will be created.

**Plans of Action**

1. Striping the parking spaces will be tried first to see if it improves the situation.
2. The vans could be parked in the parking spaces that will be created near the handball courts. After the bleachers are completed, storage intended for the handball courts could be stored under the bleachers.

The meeting adjourned at 9:50 a.m.

Minutes Recorded by Mary Healy