**CONTRA COSTA COLLEGE**

**OPERATIONS COMMITTEE**

**Monday, March 9, 2015**

**9:00 A.M.-Room AA-216**

**Minutes**

**Committee Members: Tammeil Gilkerson (chair), Wayne Organ, James Eyestone, Susan Lee, Donna Floyd, Vicki Ferguson, Lilly Harper, Lt. Jose Oliviera, Darlene Poe, Bruce King**

**PRESENT:** Tammeil Gilkerson (chair)**,** Donna Floyd, Vicki Ferguson, Lt. Jose Oliviera, Bruce King and Wayne Organ, Susan Lee, James Eyestone, Lilly Harper

**Guest:** Nick Dimitri

**ABSENT:** Darlene Poe

1. **Welcome/Introductions**

Meeting was called to order at 9:06 a.m.

1. **Approval of Current Agenda**

Wayne motioned to accept the current agenda with additions, Jose seconded.

1. **Approval of February 23, 2015 Minutes**

Wayne motioned to approve the minutes. Vicki seconded. BK,JO, SL, LH, DF and JE voted yay, none voted nay.

1. **Action Items**
2. **Clearance for electronic signs**

Nick Dimitri shared photos detailing the proposed location/position of the signs and solicited approval to purchase two signs for the Knox Performing Arts Center and the obelisk (across from McDonalds).

Tammeil solicited a motion to approve the placement of and mock-up for the sign at the obelisk. Donna motioned to approve. Vicki seconded. All committee members present unanimously voted in favor.

There was a second motion to approve the location and placement of the signboard and movement of the letters on the Knox Performing Arts Center. Donna motioned to approve. Lilly seconded. All committee members with the exception of Vicki (abstention), voted in favor.

1. **Information/Discussion Items**
2. **Fax Services**

In an update from a previous meeting, James stated that he’d spoken to the college president and noted that the District doesn’t have a strong opinion on fax services. He was encouraged to contact other Districts who have electronic fax services in place.

After conferring with Solano Community College, Irvine Community Colleges, and the tech management group; James suggests identifying a service that is PCI compliant

James research pricing and bring back to the next meeting. This item will come back to the next meeting as a discussion item.

1. **Streamlining campus wide communication: Beginning of term notifications/reminders**

Chena Mckenzie shared a draft of the proposed campus wide communication as directed in the last meeting. After reviewing the document, Tammeil requested for a “Student Services” narrative to be provided in addition to links.

There was some concern with the document being too long. Wayne suggested distributing the document as an email attachment, so that it can be saved on one’s desktop for easy reference. All committee members agreed. Additionally, Payroll and IT information is to be included.

James and Jose agreed to be on the taskforce with Tammeil, to help streamline campus wide communications. Chena will forward a working draft to James.

1. **Campus team signage**

The President walked the campus to assess signage; she determined that it is inadequate. She is requesting for a campus team to walk the campus with the District to assess signage from two perspectives. Bruce, Vicki, Susan, Jose and James volunteered to do the walk-through. Per James’ suggestion, a student will be added; Vicki agreed to get students to participate.

The walk-through is tentatively scheduled for Wednesday, March 11th, 12pm-2pm. Tammeil will email directions.

1. **ADA accessibility to GA elevator**

Per Susan, Sue Abe reported a number of concerns with the newly installed elevator in the Gym Annex. Upon assessing the area, Susan agreed that her concerns were valid and should be addressed with some urgency. It was also noted that although entrance door to the elevator is legally compliant, it is not easily accessible. Susan also shared photos of the “problem areas”.

Bruce will add this as an agenda item for the next construction meeting and provide an update in the next meeting. This item will come back to the next meeting as an info/discussion item.

Donna motioned to adjourn. Vicki seconded.