

**CONTRA COSTA COLLEGE
OPERATIONS COMMITTEE
Monday, March 23, 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, Bruce King and Wayne Organ, Susan Lee, James Eyestone, Lilly Harper, Darlene Poe

ABSENT: Lt. Jose Oliviera

I. Welcome/Introductions

Meeting was called to order at 9:02 a.m.

II. Approval of Current Agenda

Tammeil Gilkerson motioned to add items to the agenda, items are as follows:

- Follow up on Office of Civil Right Compliance visit and finding
- District Office signage walk-through

James Eyestone motioned to table fax services discussion.

Susan Lee motioned to approve amended agenda. Darlene Poe seconded the motion. The motion was unanimously passed.

III. Approval of March 9, 2015 Minutes

Revisions made to the minutes.

James Eyestone motioned to approve amended minutes. Susan Lee seconds the motion. The motion unanimously passed.

IV. Information/Discussion Items

A. Fax Services

This item has been tabled. Fax services appear on the next meeting agenda.

B. ADA accessibility to GA elevator

Bruce King went back to the architect and asked 3 questions regarding the entrance issues to the elevator. The questions and answers are as follows:

- Question: Why are the yellow bubbles directly leading to the electrical?
Answer: It's an ADA requirement.
- Question: Why is there a curve that blocks direct access to the elevator?
Answer: It was done as a requirement because the grading on the parking lot were not in compliance.
- Question: There is a metal grade used to cover two sides, this creates a bump and it makes it hard to walk if someone is using a walker. Why is this bump okay to have?
Answer: Bumps and grading have to be kept because they are ADA requirements.

Per Bruce, another item added to the list is the button to the door, it will become Automated. This will be done before the end of the fiscal year.

Bruce recommends installing/making a ramp as a solution to the step that keeps causing issues; however, it's not approved by DSA. We cannot install the ramp without DSA Approval.

Tammeil asked the committee to make a recommendation to take the ramp issue to the appropriate committee. It can be moved to action items or it can be brought up in the council meeting. Donna motioned to send it to college council. Vicki second the motion.

Susan motioned that the step leading to building be removed and replace with a ramp. Darlene second the motion.

James Eyestone motioned to amend Susan's motion to say "it's a concern about safety; one option might be to install a ramp." Bring issue to College Council. Vicki seconded motion. The motion unanimously passed.

C. Streamlining Campus-Wide Communication: Beginning of term Notifications/Reminders

The changes that James Eyestone and the committee made are as follows:

- Contact Information: Some of the areas had the information directly on the sheet, while others had links. For consistency now they are all the same.
- Susan suggested adding the library link to the services link.
- Fixed grammar
- Added techs and services
- Recycling Section: Cleaned up the language, added headings to make it more consistent, and emphasized that recycling is the responsibility of everyone.

Per Tammeil, this item will be back on agenda as an action item.

D. HR/Payroll Services

Per Lilly, payroll is having issues with people working before their paperwork is turned in. She brought a written reminder that all new/rehired employees must have their hiring paperwork turned into campus HR before they start work.

Per Darlene, there is miscommunication between HR and managers. Managers need information about hiring protocol.

Per Tammeil, HR procedures for new hires will be put on next meeting's agenda.

E. Camera Policy on Campus

Per Bruce, the committee has to be aware about surveillance camera issues:

- Cameras on campus with no signs are illegal. Some of the locations that are in violation are AA, CTS, bus stop and ELC.
- Dummy cameras are a liability.

At the next meeting Bruce will bring a comprehensive list of all cameras and legal language regarding surveillance cameras. He will also look into district and legal policies. This item will put on the agenda as information.

F. OCR Visit and Findings

In February, 3 representatives from OCR visited the campus. They were here to review the facility to make sure CCC is in compliance. It was a successful visit. They commended CCC for a job well done on the comprehensive report.

OCR reported 2 findings that require CCC to respond in 30 days:

- 1) Non-Discrimination Notices
CCC should include non-discrimination notices on all materials published, i.e. The Advocate, flyers, schedules, brochures, catalog etc.
- 2) Accessibility

- Upgrade braille signs
- Upgrade disable bathroom facilities
- Replace door nobs
- Repairing doors and drinking fountains to be come automated
- Not enough disable parking spaces and no van access

Per Tammeil, Bruce and Mariles are going to help find solutions to the OCR's findings. CCC has 30 days to respond, after that CCC must complete a compliance plan and submit it to the state by the end of April. The committee will bring back to the agenda the plan of action.

G. D.O. Signage Walk-Through

The feedback was not well received. CCC staff and students did not feel supported by the district. There was some sort of disconnect, CCC staff and students did not feel like they were being heard. Tammeil apologized on behalf of the District Office for any mistreatment.

Outcome of the walkthrough:

The District Office sent an email with recommendations and visuals of how signs should be changed. After looking at some of the signage changes, Bruce recommended that instead of taping over signs, they should just be replaced. The email from the District office will be added to the agenda.

V. Comments/Additional Information

Review process of strategic planning will be added to next meeting's agenda.

VI. Adjournment

Donna motioned to adjourn; Vicki seconded.

The meeting was adjourned at 10:05am