**CONTRA COSTA COLLEGE**

**OPERATIONS COMMITTEE**

**Monday, August 25, 2014**

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

**Minutes**

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

**GUESTS:** Mariles Magalong and Jason Berner

1. **Welcome/Introductions**

Group welcomed by Tammeil Gilkerson

1. **Approval of Current Agenda**

Lilly motioned to approve the current agenda with the addition of review of committee charge and prioritization of maintenance projects as discussion items. Vicki seconded the motion. JE, DP, SL, WO, DF, LO, and VF voted yay, none voted nay. BK had not arrived yet.

1. **Discussion on May 12, 2014 Minutes**

Tammeil explained that there were no minutes available to be approved from May 12, 2014 meeting due to the departure of the person who took the minutes. James agreed to try and retrieve document.

IV. **Action Items:**

**Carpool Forms & Guidelines**

Susan moved to approve the carpool form and guidelines. James seconded the motion. LH, DP, WO, DF, JO and VF voted yay, none voted nay. BK had not arrived yet. There was no discussion. The form and document outlining guidelines will be forwarded to College Council for review and approval.

1. **Information/Discussion Items**

**Campus Signage**

Susan spoke to challenges in directing students to the Music building, which is quite difficult while the campus is under construction. She suggested improved campus signage as a way of alleviating this problem. She also mentioned that directing students to the Student Services building (SSC) was equally frustrating and difficult for students and faculty.

It was mutually agreed by all committee members present that our current signage is dated and confusing to students, and should be removed. Vicki stated that Student Life will put up signs.

Mariles posed the idea of creating an app with navigation of the campus as it was discussed in a construction meeting. In response, James shared that he’d previously tried to make this happen, but to no avail. There was difficulty obtaining a copy of the CADD drawings from facilities. James also stated that it would not be useful to create an app at this point because the age of apps is outdated. He shared that Google had reached out to the college to discuss the possibility of adding a map of all college buildings to Google Maps. Wifi, or lack of, delayed this process, as it is an integral part in making this work. Campus now has a developed a wifi connection/network.

Campus construction might interfere with the ability to create an accurate map of campus. James stated that Google only wants to come out once. This poses a problem because once construction is complete, they would need to make a second visit to make the necessary adjustments. Tammeil suggested that we ask Google if they are willing to accommodate this request.

It was agreed by all committee members present that improved signage and a new walking map would help to mitigate the effect construction has on students. A subcommittee was created to include: Susan, Vicki, Bruce, and Jose. They will walk campus, evaluate current signage and share findings with the Operations Committee. The subcommittee will also make recommendations for improvement. Susan was assigned the task of getting the subcommittee organized.

**Traffic and Parking Issues**

The campus has received numerous complaints about cars moving in the wrong direction, mainly during peak drop- off times. Susan, stated that the problem lies in the area in front of Police Services being the designated drop-off area. She suggested using Mills avenue as an alternative. It was determined that Mills avenue is owned by the City of San Pablo and not the college, therefore cannot be utilized by the college as a drop-off area for students. Bruce is producing signs that better identify drop-off and “no stopping” areas. Dropping off in the lower parking lot below the AA building poses a danger to students as many drivers are “backing out” of the parking lot.

Other suggestions to rectify this problems were:

* Signs to better label designated drop off areas
* Increase police staffing during peak times
* Increase patrolling near problem areas (i.e. in front of bookstore)
* Have at least one police aide stationed in problem areas
* Consistency in color used to label staff parking

There was some concern about police aides traveling in twos and gathering in certain areas of campus instead of patrolling campus. Lt. Oliviera agreed that he would address these concerns. It should also be noted that Police Services is still in the process of staffing police aides, which may be a contributing factor to decreased supervision.

**Former T.V. Studio Usage**

Mariles stated that the construction committee has identified this space as a potential “swing space” for students using funds from the New College Center project. This would be for the duration of construction only. Upon construction completion, the space can be used by the college for other purposes.

Darlene, expressed concern with regard to supervision and saw this as a potential problem. Tammeil also expressed concern. Mainly with equipment being accessible to students and the effect it would have on staff in that area. James stated that as a precaution, the plan is to “wall up” the area, limiting student access. James also revealed that, there are security measures in place to monitor the area. Student Life is also housed near this area which could aid in supervision.

No decision has been made. Mariles will take this back to the President.

**Review of Operations Committee A1003.3**

Tammeil suggested a review of the committee charge and asked for feedback on any changes. Donna suggested having fewer managers, adding an additional faculty member and including students. There was an overall consensus that people who are involved in the infrastructure of the college should be involved.

There was some concern with regard to voting. Susan stated that since the committee votes by constituency, the make-up of the group does not matter. It was suggested by Tammeil to rotate or designate ex officio members. The decision was made to discuss voting later. Wayne stated that the committee should take the issue of voting to College Council and to have it standardized.

Recommended changes for A1003.2 were:

* Change meeting time from 9:00am-10:00am (1 hour instead of 1.5)
* Composition to include two faculty, two managers, two classified and one student
* Under “Composition” change text from manager of buildings and groups to buildings and grounds
* Under “Purpose”, change from President’s Cabinet to College Council and to remove #3. Replace with “Makes recommendations for the prioritization of maintenance and upgrade existing facilities.

This will be an action item at the September 8, 2014 meeting.

**Prioritization of Scheduled Maintenance**

Bruce stated that the college has received $1 million dollars in funds for scheduled maintenance. He provided a scheduled maintenance project list for the 2014-2015 school year and asked the committee for input on how it should be prioritized.

The projects include:

* Creating one alarm system
* Expanding Three Seasons garden, by putting in a vineyard, terraces and plants to beautify area.

This area is adjacent to the Administration building. Darlene Poe expressed some concern over the upkeep of the area during summer break. Dr. Susan Lee stated that maintenance was arranged for the summer months in Chef Nader Sharkes’ absence, but there was no follow through.

* Install drought resistant landscaping near the music building, which appears “un-kept” and “un managed”
* Create disabled student access to the baseball bleachers
* Partner with the city of San Pablo to maintain sidewalks adjacent to campus. Dr. Helen Benjamin has expressed displeasure with the appearance of this area. The issue is that it is owned by the city, but its proximity to campus leads to the perception that it is a part of CCC campus.
* Hallways in buildings B and PS need to be replaced. Bruce is already working on this.

At the suggestion of Tammeil, Bruce will create a prioritized list of maintenance projects and present to the committee at the next meeting on September 8, 2014 to discuss.

Tammeil, reminded the committee that handouts must be submitted prior to meeting. All committee members acknowledged this as a guideline established for committees operating under the Brown Act.

James motioned to adjourn the meeting. Donna seconded the motion. LH, DP, SL, WO, BK, JO and VF voted yay, none voted nay.

Meeting was adjourned at 10:03am

Minutes recorded by Chena Mckenzie