

**CONTRA COSTA COLLEGE  
OPERATIONS COMMITTEE  
Monday, January 12, 2015  
9:00 A.M.-Room AA-216  
Minutes**

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

**GUEST:** Nick Dimitri

**ABSENT:** Tammeil Gilkerson

**I. Welcome/Introductions**

Meeting was called to order at 9:04 a.m.

**II. Approval of Current Agenda**

Wayne motioned to approve the current agenda, James seconded.

**III. Approval of December 8, 2014 Minutes**

James motioned to approve the minutes with corrections, Susan seconded. DP,LH,JO,VF and SL voted yay, none voted nay.

**IV. Action Items**

There were no action items

**V. Information/Discussion Items**

**A. Broken furniture/equipment**

Discussion continued from the previous meeting on the process for removing/replacing broken furniture on campus and who is responsible. Per Darlene, a work order request must be submitted via Insite Portal to Custodial Services. Technology Services is responsible for removing broken electronic equipment. These items should be labeled "broken" to alert custodial staff.

This will require a campus wide effort. Custodial staff and Technology Services may not be aware of broken furniture/equipment. Wayne will advise faculty of the process for reporting.

## **B. Gazebo in front of AA-building**

There are concerns around the gazebo located in front of the AA-building. There was some discussion on the best way to resolve the problem of students gathering in the area; engaging in inappropriate/illegal behavior; creating a nuisance. Per Jose, Police Services has worked to identify those responsible for making the area unpleasant with some success.

Relocating the gazebo to another location; possibly the edge of a parking was offered as a suggestion. Dismantling it altogether was also considered. There was some concern that there are already limited spaces for students to congregate due to construction. Therefore, dismantling the gazebo is not the ideal solution.

James suggested soliciting input from the Associated Student Union since this issue directly affects students. Vicki posed the idea of inviting a student representative to the next meeting. All committee members were in favor.

## **C. Electronic signs**

Nick Dimitri shared details on the college's plan to replace electronic signs on campus. There are four on campus that are not operating; two will be replaced; one in front of the PAC and one at the obelisk (across from the McDonalds on Mission Bell Drive).

The estimated cost to complete the project is \$70,000-\$75,000. This includes the services of a structural engineer. Depending on the engineer's report, the cost could increase. There is \$50,000 on reserve for the project. The previous President agreed to pay the remaining costs with Foundation funds. The college will follow proper procedures for DSA compliance.

Facilities, Technology Services and Nick Dimitri will assume responsibility for maintenance. Per Nick, the college is trying to obtain a copy of the software to be sure that James agrees/approves.

Wayne motioned to agree on submitting/forwarding a proposal to College Council.

## **D. Commercial trucks parked along Mission Bell Drive**

Commercial trucks are parked along Mission Bell Drive. There was concern that the trucks use space that could be additional parking spaces for students. Also, it is a main entrance to the campus and is not aesthetically appealing or appropriate.

Jose placed a call to the San Pablo Police Department and was informed that this is city property, therefore anyone is permitted to park there from 8am-5pm. Campus police has no authority over the area because it is considered "off campus". It is against city ordinance to park in this area after 5pm. However, it is highly unlikely that the trucking company will be cited due to the City's parking enforcement officers' work day ending at 5pm.

The decision was made to draft a letter to send to the trucking company's corporate office outlining the problem. Jose agreed to work collaboratively with Bruce to draft a letter. The long term goal is to have the city council to rezone the area as "residential" or a "school zone". There was some discussion on

who would attend the City Council meetings to make the request. Donna agreed to follow-up with Tammeil to develop and execute a plan.

James motioned to adjourn at 9:42a.m. Vicki seconded.