

**CONTRA COSTA COLLEGE  
OPERATIONS COMMITTEE  
Monday, January 26, 2015  
9:00 A.M.-Room AA-216  
Minutes**

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

**GUEST:** Nick Dimitri

**ABSENT:** Susan Lee

**I. Welcome/Introductions**

Meeting was called to order at 9:03 a.m.

**II. Approval of Current Agenda**

Wayne motioned to approve the current agenda, Vicki seconded.

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

Wayne motioned to approve the minutes with corrections, Lilly seconded. DP,JE,JO,VF and DF voted yay, none voted nay.

**IV. Action Items**

**A. Electronic signs**

Wayne motioned to approve Nick Dimitri moving forward with the investigation and design in purchasing two electronic signs. All committee members present were in favor.

**V. Information/Discussion Items**

**A. Fax Services**

A&R has requested for Technology Services to look into eliminating fax machines and moving to third party electronic fax services. James shared that he is considering this as an alternative for all fax machines here on campus. Faxes will be interfaced like email. The benefits are:

- Existing numbers can be transferred.
- The college will no longer have to maintain a phone line with AT&T
- There will be no support problems/issues
- Cost may be as little as \$5 dollars per month, depending on the number of machines.

Per James, this transition may start with Student Services, Business Services and the President's office as a pilot. The decision was made for James to come back to the next meeting with a larger scope. James also stated that he is working with Business Services to conduct an audit of analog lines on campus.

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

This discussion was continued from the previous meeting. Per Jose, there hasn't been the same complaints this semester. He stated that Police Services will continue to monitor the area and advise the committee if the problem reoccurs.

#### **C. Streamlining campus-wide communications-Beginning of term notifications/reminders**

Tammeil solicited feedback on an idea to develop a comprehensive document containing all pertinent information to be distributed at the beginning of each term. There was some discussion on what information should be included. Wayne suggested posting the document under the "Faculty & Staff" tab on the college website. Donna suggested reviewing what each division puts out. The decision was made to distribute this document via email with a "no reply" feature.

Tammeil recommends putting this on the agenda for the next meeting as a discussion item. All committee members present agreed.

Donna motioned to add "signs" to the current agenda, as a discussion/information item. Bruce seconded.

Per Bruce, The Early Learning Center is requesting a sign to be placed at the Performing Arts Center promoting their program. There is concern that the childcare center located across from the PAC center is often perceived as belonging to the college. It is believed that this may have an adverse effect on enrollment.

There was a suggestion to integrate this information into the electronic sign that is being purchased for in front of the PAC. Purchasing "shopping mall" type of signs with directions was also offered as a suggestion. It was determined that there may be alternate ways to distinguish the Early Learning Center from the one located across from the PAC and improve enrollment.

#### **D. Signs**

Bruce solicited feedback from the committee on whether or not directional signs along city streets would be effective. This would require approval from the City Council, but the college has funding to complete the project. This item will come back to a future meeting as a discussion item.

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