

**CONTRA COSTA COLLEGE
OPERATIONS COMMITTEE
Monday, October 13, 2014
9:00 A.M.-Room AA-216
Minutes**

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

I. Welcome/Introductions

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

II. Approval of Current Agenda

Susan motioned to approve the current agenda with the addition of “subcommittees and voting” as an info/discussion item, Donna seconded. WO, JE, DP, LH, JO and BK voted yay, none voted nay.

III. Approval of September 8, 2014 Minutes

Wayne motioned to approve the minutes, Lily seconded. JE,DP,LH,JO, and SL voted yay, none voted nay.

IV. Action Items

Scheduled maintenance priority list

Bruce provided an update on maintenance projects. He clarified that even though this list has been prioritized, he is working simultaneously on multiple projects and some have been completed. A speed bump and stop sign are already in place near the Early Learning Center. The subcommittee has placed an order for signs and is awaiting their arrival. There is a desire to put lighting in the Physical Sciences building. Lighting in this area and throughout campus will be addressed during the annual “walkabout” with management.

Per Bruce, he has been given the “greenlight” to move forward with maintenance projects, although he does not know the specifics of funding. There is a little uncertainty around the fire alarm system standardization project, and there is still no definite decision on whether the college will cover the costs of beautifying the landscape along El Portal. The President has spoken to the City of San Pablo about this but the committee has not received a final word yet. There was concern that the timeline for partnering with the city could be from one year to eighteen months.

There was a suggestion to update the list each year to help next year’s Operations Council committee have a better understanding of what this year’s committee did. Susan motioned to approve the list, Jose seconded. All members present voted in favor.

Committee Charge

Tabled until next meeting

V. Information/Discussion Item

A. Student IDs

Per Vicki, Student Services was able to reduce the cost incurred from student ids by using black ink instead of color.

B. Space heater guidelines

This was an item from the Sustainability Committee. Initially, there was a recommendation to remove all space heaters. Bruce estimates that there are approximately 150 space heaters on campus.

The decision was made later to establish guidelines for their use. Bruce shared a draft of the "Space heater policy/procedures" and solicited feedback from the committee.

The document includes the state regulation for office buildings, which is 68-72 degrees. There was a suggestion to reference where this information came from as to reduce the likelihood of "challenging" it. Using less arbitrary language and not using brand names were also offered as suggestions.

Susan stated that she'd pondered the idea of purchasing the same space heater for each person in her department. She would first solicit feedback from her staff in determining which one to purchase. Tammeil suggested a plan that emulates a "buy back" program, in which the college would purchase space heaters that are within the allowed specifications and loan them to employees in exchange for their old ones. Buildings and Grounds would be the exchange site. There was some discussion on where to post the policy and who would "police"

This method would allow the college to establish an efficient tracking system and to know how many space heaters are on campus. Bruce is of the belief that adopting a policy for the use of space heaters will not only reduce the safety risk, but also save a significant amount of money. The committee is considering a "college issued only" policy. When the final decision on how to proceed with replacing old space heaters with new ones is reached, it will go to College Council. If approved, it is a possible that the Budget Committee will find funding. James volunteered to help Bruce rewrite the document as a policy.

C. Subcommittees and voting

Subcommittees are no longer considered "sub" they could be considered advisories. President's Cabinet has a desire to clean-up the committee charge. Wayne stated that there are too many committees and it is difficult to get participation on all levels. There was also a discussion about different alternatives to voting. Wayne believes there should be one set of rules for all committees as to avoid confusion.

Lilly motioned to adjourn the meeting at 10:04 a.m., James seconded. All members presented voted yay, none voted nay.