**CONTRA COSTA COLLEGE**

**OPERATIONS COMMITTEE**

**Monday, September 8, 2014**

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

**Minutes**

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

1. **Welcome/Introductions**

Meeting was called to order at 9:00am

1. **Approval of Current Agenda**

Wayne motioned to approve the current agenda, Darlene seconded. SL, JE, VF, LH, JO and BK voted yay, none voted nay.

1. **Approval of August 25, 2014 Minutes**

There was one correction to the minutes. Wayne motioned to approve the minutes, Susan seconded. JE,DP,VF,LH,JO, and BK voted yay, none voted nay.

1. **Action Items**

**Campus Signage**

The subcommittee met last Wednesday to walk the path around campus. Susan stated that they tried to identify the best path of travel. Directional signage was incorrect, confusing and missing. They identified the path behind construction as a first priority because it is very dark and has brush and trees. Susan suggests getting this done as soon as possible as the end of daylight savings time is near.

1. **Information/Discussion Items**
2. **Evening faculty parking**

Wayne spoke on behalf of two adjunct faculty members who teach in the evenings. Instructors are walking long distances to and from their cars due to lack of staff designated parking spaces. This is especially difficult for faculty in the Music department because they are often hauling heavy equipment.

Wayne stated that it is reasonable to have designated parking spaces for adjunct faculty in the evenings just as there is for fulltime/day faculty. A number of parking lots on campus change after 5pm. They are designated for staff up until this time. Wayne suggested having at least two designated spaces for evening faculty. Jose stated that his may not be a solution to the problem because other staff might occupy these spaces, since they would be on a “first come first serve” basis. He also expressed concern with regard to how to make the campus aware that there has been a change.

Bruce stated that the catalog lists requirements for all parking lots. However, even with signage, it is difficult to communicate the message that only ½ of a parking lot is available to students.

James suggests developing a standard for how campus signage is painted along with a color scheme for what colors mean. Consistency is critical to resolving the parking issue. Bruce suggests a “loading zone” for faculty hauling heavy equipment. Wayne stated that this might be a hassle, because faculty would still have to walk long distances.

Jose stated that he will assess the parking lots to determine if it is worth it to designate them as staff parking. James reiterated that consistency is very important in that it gives those who violate parking rules less room to “fight” tickets. Susan suggests adding this to the subcommittee’s signage list. Wayne stated that any recommendations for color coding must be submitted to College Council for approval. There was also some concern with how costly this could be.

James reiterated that developing a standard and sticking to it will be a solution. Darlene stated that signage can be very expensive and believes color striping will suffice. Bruce is of the opinion that colors without signage is confusing. Vicki posed the idea of inquiring about what our sister campuses use.

1. **Scheduled maintenance priority list**

Bruce shared the priority list he developed for maintenance projects. He outlined those that will be funded by bond and Prop. 39. He explained that he used a “safety first” approach to develop the list. Vicki also stated that those projects that have to do with safety should be done first. She also suggested all items related to DSPS be moved higher on the list. Bruce moved the ADA renovation project to #3. He stated that he doesn’t have a definite amount for how much money will be allocated to these projects. It was suggested that he ask the question in the upcoming “Traveling Road Show”. Darlene expressed opposition to allocating $30,000 to beautify an area that is owned by the City of San Pablo. It was agreed that this will be forwarded to the President in hopes that she can come to an agreement with the city. There will be a “walkabout” on campus with management in November.

Susan stated that in addition to lighting, having a “police presence” on foot could provide a sense of security. There was some inquiry about what time police aids and police shifts end. Jose stated that police aides are off at 10:30pm. The idea is for them to start locking buildings at 10:00pm and to have all doors locked by 10:30pm. Susan stated that some faculty were being locked out of the LA building at night. It was suggested for faculty to use their key cards to access buildings at night. Donna stated that all part time faculty may not have key cards.

Darlene expressed concern with students staying in classrooms late. When questioned by the night custodial staff, many students stated that they were granted permission by their instructor(s). Susan suggests getting the names of the instructors and reporting to the appropriate dean to address the problem. Darlene stated that her intent was to inform the faculty and deans and suggested this as a discussion item for the Dean’s committee.

Darlene stated that staff was apprehensive about approaching students, as this might pose a safety risk. She suggests getting the message to everyone including part-time faculty that students are not allowed to linger in classrooms after hours. Susan stated that most part-time faculty do not attend division meetings. Darlene suggests placing flyers in their mailboxes.

1. **Disaster recovery**

James expressed concern with the college’s disaster recovery plan. It is an issue that needs to be discussed. I.T. has a plan, but it won’t mean much if no one can access the data that has been “backed up”. James suggests developing a holistic plan as to avoid putting the college in a liable position in the event of a disaster. This should begin with a letter to the District Office expressing our desire to talk about developing a plan.

Susan agreed, stating that the “gas leak” incident was really indicative of our level of preparedness in case of a disaster. It is important for everyone to know what to do. She suggests including the EMED program in the plan. She reiterated the idea of starting with a letter to the District Office.

Jose posed the idea of having a videotaped training session made available online. Susan suggested an “all out” prep, with a larger raising of consciousness on the importance of a solid disaster recovery plan. Jose stated that Police Services will continue monthly evacuation tests.

Donna inquired about the college’s original plan. Susan suggested contacting Denise Killings to find out how to locate it. James stated that initial response and recovery are both essential to a solid plan. James will draft a letter to the District Office.

Susan motioned to adjourn. Lilly seconded. VF, JE,BK, DF, DP, LH,WO,SL AND JO voted yay, none voted nay.