

**CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
MONDAY May 9, 2016
9:00-10:30 a.m., Room AA-216**

Minutes

Committee Members: Tammeil Gilkerson (chair), Bruce King, Beth Goehring, Lilly Harper, Thomas Holt, Vicki Ferguson, James Eyestone and Darlene Poe

Present: Bruce King, Beth Goehring, Lilly Harper, James Eyestone, Susan Lee (acting chair) Darlene Poe and Lorena Cortez (taking notes)

Guest: Travis Hiner, Mariles Magalong, Dickson Keyser, Derick Lazaro and Shalilah Bess

Meeting called to order at 9:09 a.m.

I. Approval of Current Agenda

Bruce King moved to approve the agenda. Lilly Harper seconded the motion. BG, SL, JE and DP voted yay. No nays. The agenda was unanimously approved.

II. Approval of April 25, 2016 Minutes

James Eyestone moved to approve the minutes. Lilly Harper seconded the motion. BK, BG, TH, SL and DP voted yay. No nays. The minutes were unanimously approved.

III. Information/Discussion Items

A. Wayfinding Signage Update

Dickson Keyser and Derick Lazaro from GNU, the wayfinding consultant firm, presented the revised wayfinding plan based on the recommendations made by at the last Operations Council meeting on April 25, 2016. The committee reviewed the plan along with the copy list detailing each sign and location.

Pedestrian Directional Signs: The plan showed the size configurations, the panel details and the updated locations of the signs, including those that will be removed. The committee had no objections to the proposed plan.

Vehicular Directional Signs: The signs will direct visitors to the parking lots with key building locations (i.e. Student Services Center, Student Administration Building, Gym Annex and Library). The signs also note if parking lot(s) have ADA spaces. The committee had the following suggestions to improve the directional signs:

- Add the Knox Center as a key building
- Remove the Administration and Applied Arts as a key building and possibly replace with the sciences buildings.

In order to keep on schedule and be ready before the new college center opens, Dickson Keyser asked the committee to identify a person(s) to review the plan and send the final revision in one week. Bruce King and Beth Goehring volunteered to lead the task. They will ask Corporal Tom Holt to join their task force. The rest of the committee members will email their feedback to the task force. The task force will convene on Friday, May 13, 2016 to review and compile the recommendations. The final list of recommendations will be sent to Shalilah Bess.

B. Campus Events/Facility: Scheduling & Communication Update

The stakeholders Darlene Poe, Bruce King, Thomas Holt, Susan Lee, John Wade, Nick Dimitri and Mariles Magalong, met to discuss the inconsistent communication about events on campus between stakeholders and how to resolve the issue. Per Mariles, there is already a process in place to help assure all stakeholders are aware of the events on campus. The stakeholders agreed to implement and follow the process. If the solution proposed does not work, they will meet again and work on finding a solution.

C. Leave Request Form Update

At the Operations meeting on April 11, 2016, the committee reviewed three different versions of the leave request form that are currently in use. To help determine which form to use, Lilly Harper reached out to her counterparts at Diablo Valley College (DVC) and Los Medanos College (LMC). DVC has edited the leave request form to adapt to their needs. After a brief discussion on the cancel and substitute language on the form, the committee recommended that the deans review the leave request form. Susan Lee will report feedback from the deans at the next Operations Council meeting.

D. AED Machine Location on Campus Update

Discussion was tabled. The discussion item will appear on the next Operations Council meeting agenda on May 23, 2016.

E. Designated Space for Nursing Mothers Update

Discussion was tabled. The discussion item will appear on the next Operations Council meeting agenda on May 23, 2016

F. Bicyclist Sign Update

Discussion was tabled. The discussion item will appear on the next Operations Council meeting agenda on May 23, 2016

G. Memorial Sign Location for Students

Discussion was tabled. The discussion item will appear on the next Operations Council meeting agenda on May 23, 2016

H. Printed Tickets for Art/Theater/Sporting Events

Currently the Knox Center uses the raffle tear-away tickets for events. This ticketing method is not helpful for accounting purposes because it does not display the event name, time or cost. Travis Hiner proposed to purchase blank tickets and thermal printer(s) for all events on campus. The tickets will have the new ling logo as a background and will have the event name, time, number, cost and location. The committee recommended to Travis to hold a meeting with all event stakeholders (Athletics, Music and Art departments) to discuss cost and brainstorm ideas. Once the meeting takes place, Travis will report back to Operations Council.

I. Efax

Discussion was tabled. The discussion item will appear on the next Operations Council meeting agenda on May 23, 2016

J. Other Discussion/New Items

No items.

K. Adjournment

Beth Goehring moved to adjourn the meeting. Darlene Poe seconded the motion. BK, JE, LH and SL voted yay. No nays. Motion was unanimously approved.

Meeting adjourned at 10:00 a.m.