

**CONTRA COSTA COLLEGE
OPERATIONS COMMITTEE
MONDAY August 24, 2015
9:00-10:30 a.m., Room AA-216**

Minutes

Committee Members: Jane Harmon (Chair), Vicki Ferguson, Beth Goehring, James Eyestone, Susan Lee, Donna Floyd, Lilly Harper, Lt. Jose Oliveira, Darlene Poe, Bruce King

PRESENT: Jane Harmon, Donna Floyd, Bruce King, Susan Lee, Lilly Harper, Darlene Poe, Vicki Ferguson, Beth Goehring, Lt. Jose Oliveira, and Donna Floyd (arrived at 9:49am)

ABSENT: James Eyestone

GUEST: Mariles Magalong

I. Welcome/Introductions

Meeting was called to order at 9:01 a.m.

II. Approval of Current Agenda

Susan moved to approve the agenda. Beth seconded the motion. JH, DP, VF, BK, SL, JO and LH voted yay, none voted nay.

III. Approval of May 11, 2015 Minutes

Susan moved to approve minutes. Darlene seconded motion. BK, VF, LH and JH voted yay. BG and JO abstained.

IV. Information/Discussion Items

A. Selection of Furniture Vendor for New College Center

Mariles Magalong, Director of Business Services came to the meeting to inform the committee members, that Operations will be selecting the furniture vendor for the 3 new buildings. The vendor selection process is as follows:

September 21-25: All 4 vendors will set up mock-up displays in GA-40. The Display will include chairs, office furniture, cubicles, overhead storage, student seating and desk.

September 28: Expanded Operations Committee will view the mock-ups.

September 29 - October 2: Expanded Operations Committee members will view mock-ups at their leisure. Contact Shawna Belfield to gain access to GA-40.

October 5-9: Vendors will remove the displays.

October 14: Target date to announce the vendor selected.

The committee members agreed to view the furniture displays on September 28 as a group. Maries will contact vendors to make sure the consultants are present during the time the committee is viewing the displays. Each vendor will provide the committee members with a rating sheet detailing the items on display. Also, the members will have the opportunity to view the display at their leisure throughout the week.

Mariles proposed to the committee members to expand the committee.

The committee members agreed to expand the committee for the purpose of selecting a furniture vendor. The new members will be Mojdeh Mehdizadeh, Jason Berner, Erica Greene, Mariles, 1-2 students and a faculty member from Social Science.

Voting to select a vendor will be done via email.

B. Prioritizing Scheduled Maintenance Projects

Mariles notified the committee that the ACCJC findings regarding fiscal sustainability as it relates to scheduled maintenance has to go through Operations and then to College Council. The Budget Committee approved in their last meeting, August 19, to have a prioritized list from Operations Committee brought to Budget Committee for approval. They will not change the prioritization, they will only go through the list and assign the funds as they are available.

Bruce presented the scheduled maintenance list for 2015-2020 and the committee discussed the 2015-16 items.

Beth moved to accept the 2015-16 priority scheduled maintenance project list with the caveat that we are going to maximize the funds and if there are additional funds available, it should come back to Operations Committee. Lt. Oliveira seconded the motion. JH, BK, SL, LH, DP and VF voted yay. None voted nay.

C. Purpose of Operations Committee

The committee members read the handbook description/scope of the Operations Committee. They want to make sure that the proper items and/or issues are going to proper committees. Lt. Oliveira noted that some items and/or issues go to more than one committee.

D. Security Camera Policy and Signage

Lt. Oliveira notified the committee that the college district is working on a camera policy and it's currently being reviewed by Districtwide Governance Council. His suggestion is to put on hold the signage until the district has finalized the policy language.

E. Communicating Water Conservation (Bruce King)

The Sustainability Committee feels strongly that we need to communicate to students, staff, faculty, and classified the importance of water conservation.

Vicki will approach ASU and Student Life to create a water conservation campaign.

F. Potential Ongoing Operational Issues for 2015-2016

Jane noticed that there are not enough directions signage for students, this is an issue the committee should focus on. Per Vicki, in April-May there was a walk-through to identify signs that should be updated and placed around campus. There were 55 new signs installed around campus. Buildings are grounds were responsible for producing and installing the signs based on the College District's recommendations.

Per Bruce, this year we are testing the carpool program. Student life is responsible for promoting and coordinating the carpool program.

G. Communication of Issues Discussed or Acted on at Operations Committee Meetings

For clarification, items acted on by the Operations Committee are taken to College Council for action or information. They may also be brought to President's Cabinet by the chair for discussion.

H. Other Discussion/New Items

None

I. Adjournment

Susan moved to adjourn the meeting. Lt. Oliveira seconded the motion. JH, BK, DP, DF, LH, JE, WO and VF voted yay. None voted nay.

Meeting adjourned at 10:00 a.m.