

**CONTRA COSTA COLLEGE
OPERATIONS COMMITTEE
Monday, September 14, 2015
9:00 a.m. - Room AA-216
AGENDA**

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

PRESENT: Jane Harmon, Bruce King, Susan Lee, Lilly Harper, Darlene Poe, Vicki Ferguson, Beth Goehring, James Eyestone and Lt. Tom Holt

I. Welcome/Introductions

Meeting was called to order at 9:04am

Corporal T. Holt is taking Lt. Jose Oliveira place on the Operations Committee.

II. Approval of Current Agenda

Susan moved to approve the agenda. Lilly seconded the motion. JH, DP, VF, BG and JE voted yay. None voted nay.

III. Approval of August 24, 2015 Minutes

Beth moved to approve minutes with the following changes: Change the number of furniture vendors to 4, Sep. 28 expanded committee members will view the mock-ups, Sept 29-Oct. 2 members can view mock-ups at their leisure. (Contact Shawna Belfield for access). Darlene seconded the motion. JH, SL, LH and VF voted yay. JE abstained.

IV. Action Items

Recycle Program Opportunity (Bruce King)

Signalcampus will pay CCC \$300 a month to set up the sorted reclining bins. Darlene and Bruce asked the committee to approve the money from the recycling program go to the Sustainability Committee. The Sustainability Committee needs the money to fund events like earth day. The committee will take responsibility for operating the recycle program. Placement of bins has not been decided yet, more than likely will be set up in the populated areas. There is advertising on the recycling bins, however, the college can restrict the type of advertisements displayed on the bins.

Susan moved that the money from the recycle program go to the Sustainability Committee. Beth seconded the motioned. JH, LH, DP, VF and JE voted yay. None voted nay.

Bruce will bring the recycle program progress report to the Operations Committee.

V. Information/Discussion Items

A. Expanded Operations Committee Update (Mariles Magalong)

Jane presented the vendor rating sheet on behalf of Mariles. Committee members looked through the rating sheets, questions were raised regarding the language and products. Jane will contact Mariles to get clarification on language and to see if it can be changed.

B. Website Search Phone Book (Beth Goehring)

The online directory is designed to search for both the first letter of the first and last name, it will then sort by first last name. Beth recommended that the directory be fixed or removed from the website because it's very dysfunctional.

James is talking to the District about creating a districtwide directory, because they have the most update information. He will bringing up the issue to Mojdeh with the support of the Operations Committee.

James will change the directory search feature to only search by last name.

C. Keys to GA Building (Susan Lee)

Instructors are not able to gain access to the GA building without contacting Police Services to open the doors. This causes instructors to be upset and class delays. Corporal T. Holt was able to provide some background information.

Per Corporal T. Holt, some of the door handles were changed because of OCR visit/report. This change was so quick, they ran out of key blanks. Another issue, is delay in producing the keys. At this time there is only one person at each campus that produces keys. Corporal Holt would like to train multiple people to produce keys, this would help solve the waiting issue. Darlene will work with Corporal T. Holt to find solutions to key issue.

Another issue Corporal T. Holt is working on is the permit ticket machines. Some of the machines are malfunctioning and it's a vendor issue. He will be meeting with Cal A, the machine vendor and Mike.

Darlene reported to Corporal T. Holt that students and staff are complaining that the buildings are not opening at 7am like they are supposed to. Corporal T. Holt will address the issue with his staff. Deans will send building opening schedule to Corporal T. Holt.

D. Tobacco-Free Campus (Jane Harmon)

Jane noticed that there are not enough tobacco-free campus signs posted. It is creating confusion as to where people can and can't smoke. Per Corporal T. Holt, the arbor is an area

where they get a lot of complaints of students gathering, creating noise, and smoking. Should steps be taken to remove the arbor? Due to the construction there is no place for students to gather, so students will go wherever they can find shade and seating. Members agreed to allow student to congregate at arbor until construction is completed.

The committee decided that the tobacco-free campus signs should be posted in classrooms and around in the SSC. Before they are posted, the tobacco-free policy language will be sent to all members to review and approve.

E. Restoration of Creek (Jane Harmon)

The Student Government president is interested in doing a creek restoration campaign and needs to find out if there are agencies who give permission. Per Bruce, fish and game and army core of engineers have jurisdiction over the creek; you can only go in and pick up trash. He would need to go thru the agencies to obtain permission for the campaign.

F. Other Discussion/News Items

None.

G. Adjournment

Vicki moved to adjourn the meeting at 10:28am. Susan seconded the motion.