

**CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, October 12, 2015
9:00 a.m. - Room AA-216
AGENDA**

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

Expanded Committee Members: Mojdeh Mehdizadeh, Mariles Magalong, Jeffrey Michels, Manu Ampim, Maritza Guerrero, Darris Crear, Erika Green, Bonnie Holt, Andrew Almacen and Almas Amjad

Present: Jane Harmon, Bruce King, Susan Lee, Lilly Harper, Darlene Poe, Vicki Ferguson, Beth Goehring, James Eyestone, Interim Lt. Tom Holt, Mojdeh Mehdizadeh, Mariles Magalong, Jeffrey Michels, Manu Ampim and Jacqueline Lopez (represented Maritza Guerrero)

Absent: Maritza Guerrero, Darris Crear, Erika Green, Bonnie Holt, Andrew Almacen and Almas Amjad

Guest: Ben Cayabyab, Rudy Yu and Shalilah Reynolds

I. Welcome/Introductions

Meeting was called to order at 9:05 am

II. Approval of Current Agenda

Darlene moved to approve the current agenda. Lilly seconded the motion.

III. Approval of September 14, 2015 Minutes

Beth moved to approve the minutes. Lilly seconded the motion.

IV. Action Items

Select Furniture Vendor (includes expanded committee members)

Per the request of the committee, the district approved to split the purchase order to select the node desk from a separate vendor, from the vendor who will supply the rest of the furniture. Susan moved to purchase the student node desk from Steelcase. Beth seconded the motion.

Ben Cayabyab presented the furniture vendor evaluation results: Herman Miller 78%, K.I. 66%, Steelcase 60% and Campbell Keller 51%. The committee members discussed the furniture vendor and decided to select Herman Miller as the vendor to provide the furniture except the student node desk. The student node desk will be purchased from Steelcase.

The committee was also able to make the lectern selection. Based on the number of votes via email, option 5 Freedom One eLift Lectern (Electronic Adjustable Height between 28.5" & 42" was selected by the committee.

Develop Short List of Names for New Building (Mojdeh Mehdizadeh)

Mojdeh led the discussion to narrow down the list of names for new classroom building, student activities building, community building and the street. The short list will be sent out for a college wide vote. The results are as follows:

Classroom: Learning Center and General Education Building

Student Activities: College Center and Student & Administration Center

Community Building: Community Conference & Fireside Hall

Street: Contra Costa Drive, Creekside Drive, College Lane, Comet Way* and Martin Padilla**

*Need to confirm if Comet Way already exist

**Mojdeh will check with district to see if we can name the street after Martin Padilla

V. Information/Discussion Items

A. Class Cancellation Notification Process (Susan Lee)

Susan was asked the question via email if there is a process to notify students when classes are cancelled. When a class is cancelled, students are notified by the office and or/department chair. If it is before or after the office closed, then Police Services are noticed and they post a signs. Some faculty send out mass emails to their students when they have a last minute cancellation. At this time texting is not part of notification process. Per James, the district is working/building on a technical process, web form based that would send out text messages (SMS) when a class is canceled. Susan will get more information from Satish at the district regarding the class cancelation text project.

Manu addressed an issue regarding class cancellation signage. The class cancellation sign from the department has different language from the sign that Police Services uses. This has led to instances where student are confused whether the class is canceled for the day or for the semester. Signage should be uniformed and taken down at the end of the day. The committee will talk and/or notify the appropriate people to make sure there is consistency and an understanding of the procedure.

B. Drop Off/Pick Up Location Redirected (Susan Lee)

Susan asked the committee if drop off center should be moved to the new area by the Student Services Center. The committee's consensus is that it should not be moved. At this time with construction, there is no easy path for students to get through campus if

the drop off area is moved. This will be a future agenda item once the campus construction is completed.

C. Other Discussion/News Items

Per Darlene, safety and emergency preparedness has been discussed at the Safety Committee meeting.

D. Adjournment

Beth moved to adjourn the meeting at 10:15am. Darlene seconded the motion.