

**CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, October 26, 2015
9:00 a.m. - Room LLRC 214
AGENDA**

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

Present: Bruce King, Darlene Poe, Beth Goehring, Susa Lee (acting chair), Vicki Ferguson, Lt. Thomas Holt, Maritza Guerrero and Lilly Harper

Absent: Jane Harmon and James Eystone

Guest: Jim Gardner and Nakari Syon

I. Welcome/Introductions

Meeting was called to order at 9:05 am

II. Approval of Current Agenda

Beth moved to approve the current agenda. Lilly seconded the motion. VF, DP, TH, BK and MG voted yay. None voted nay.

III. Approval of October 12, 2015 Minutes

Beth moved to approve the minutes with the correct spelling of cancellation. Vicki seconded the motion. BK, DP, VF, TH, MG and TH voted yay. None voted nay.

IV. Action Items

No action items

V. Information/Discussion Items

A. Flagpole Funding (Jim Gardner)

Mr. Gardner proposed to the committee the idea of purchasing a new flagpole and flags as a gift to the college. The flagpole would be placed at the new plaza on campus and would display a few flags (e.g. U.S. flag, CA State flag, CCC flag, CCC Green flag, and department flags). The cost of the flagpole could be divided between the four constituency groups. As for the flags, the state and U.S. flag can be obtain free from the

government. According to Jim, the rough estimate for the cost of the flagpole is \$6,000-\$8,000; this does not include shipping, architect or plan fees.

The committee discussed the proposal and determined that more information about the regulations, procedures and cost of the purchasing and installing a new flag pole are needed before any recommendation can be given. Bruce will look into regulations/procedures, construction/installing and DSA cost. Lt. Thomas Holt will gather information regarding the cost of the flags.

Flagpole funding will come back as an action item.

B. ASU Civility Campaign (Nakari Syon)

The objective of the campaign is to teach students rules of conduct on campus and how to cherish education by correcting language, fashion and use of electronic devices. Nakari wants this campaign to be a collaboration between students, faculty and staff with different roles but all with the same objective. Faculty could give reminder and show students how to conduct themselves in a learning environment. Students would serve as peer to peer mentors. Serving as examples of the civility campaign will be more powerful and effective than just verbally saying what is and is not proper conduct.

The other component of the civility campaign is spreading awareness through the use posters, shirts, buttons, flyers etc. ASU wants to do a Civility T-Shirt campaign to show support and to spread awareness. ASU willing to support campaign financially with half of cost, not to exceed \$5,000.

At the committee members suggestions, Nakari will do research on how a civility campaign should be developed, e.g. cost and marketing. He will report to Dr. Harmon and she will keep the Operations Council apprised. Also, Susan suggested for ASU to do the civility campaign presentation at the division meetings, classified senate and other committees.

ASU Civility Campaign will be come back as discussion item.

C. Class Cancellation Notification Signage (Lt. Thomas Holt)

Lt. Holt showed the one day class cancellation sign that Police Services uses. Maritza noted that in the NSAS division they use a different sign that has space for students to sign in. The committee agreed that there should be one official sign used by everyone (divisions, police services and departments). The other issue with the sign is the length of time it takes to remove the sign. There is an inconsistency throughout campus, some stay posted for a day while others can stay posted for weeks. Since the decision on

selecting one sign involves all the divisions, the committee agreed to add this issue on the Dean's Meeting Agenda.

D. Class cancellation Notification: Text Alert Update (Susan Lee)

Susan received an update from district regarding texting students when their classes are cancelled. According to the District, the process does not notify the Deans, but rather the text is initiated by the Deans or the Vice President's office for cancellations. Faculty will not be allowed to text students. Currently this text alert program is being utilized by one of the other campuses.

The committee members has several questions regarding access to the program, how would faculty know that all students received the text and is there an opt-in/out option. The committee agreed to put this discussion item on the Dean's Meeting agenda since it has to deal with faculty. Also, have Satish from the District attend the Dean's Meeting to explain and answer questions regarding the text alert program.

E. Parking Issues: Visitors (Susan Lee)

Vicki reported a specific in where a vehicle parked in the SSC plaza. The driver told Vicki that Police Services granted her permission. Per Lt. Holt, Police Services does not allow for vehicles to park on the SSC Plaza.

Lt. Holt reported that ticketing/permit machines are not working. They are looking at leasing the machines rather than buying them.

Maritza reported that there may be student workers that have staff parking. Per Lt. Holt, student works should not have staff parking. However, hourly workers and staff have temporary permit. Lt. Holt keeps the permit locked away in his office. This item will be added to the Dean's Meeting Agenda.

F. Other Discussion/News Items

Beth would like an update on the website search directory from James Eyestone. This will be put on the agenda as a discussion item.

Darlene reported that there is an excess of flyers posted on glass doors, this is not acceptable. Flyers should never be posted on glass doors, they cause damage. Need to remind people that there is a procedure on where flyers can be posted. The other issue is the chalk on the sidewalks and buildings. The chalk and flyers issues will be added to the Dean's Meeting agenda.

G. Adjournment

Beth moved to adjourn the meeting. Vicki seconded the motion. Meeting adjourn at 10:33am