

**CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, November 23, 2015
9:00 a.m. – 10:30am
MINUTES**

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

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

Absent: Jane Harmon

Guest: Mayra Padilla

I. Welcome/Introductions

Meeting was called to order at 9:02am

II. Approval of Current Agenda

Beth moved to approve the current agenda. Lt. Holt seconded the motion. VF, DP, JE, BK, TH and MG voted yay. No nays.

III. Approval of October 12, 2015 Minutes

Beth moved to approve the minutes. Lt. Holt seconded the motion. BK, DP, VF, MG and TH voted yay. No nays. JE abstained.

IV. Action Items

No action items

V. Information/Discussion Items

A. Chalk on Buildings and Sidewalks (Mayra Padilla)

Mayra reported on the 3 chalk instances on campus: Chalk on the HS building was done by Ed Cruz pre-calculus course, walkway chalking to and from tutoring center (to and from library and AA building) and La Raza chalking on the HS building.

Chalking for tutoring has been very helpful advertising to students. Mayra suggested creating a policy to determine what is tacky vs. proper advertising. There is a lack of

advertising space, therefore flyers are not as affective. Mayra suggested purchasing footsteps as advertising for tutoring. The committee recommended that Mayra and other people who want to use a different method of advertising besides flyers may need to wait for the new marketing director to be hired.

Mayra, asked the committee to allow chalking the walkways the first two weeks of spring 2016 semester. She would make sure that the chalk would be cleaned up. The committee will add this proposal as an agenda item on the next meeting, December 14, 2015.

B. Placement of Flag Pole (Bruce King)

The cost of purchasing a second flag pole and installation is \$10,000-\$15,000. There are no regulation problems to install the flag pole. The cost of the United State and California flag is \$150 for both.

Per James, an alternative to buying a flag pole is to display the flag on the bookstore window. Lt. Holt suggested buy indoor flag poles to hang the flags properly and would allow to display several flags. Another option for flag placement is placing flag holders/brackets on side of one of the new building.

Upon discussing the place of the flags, the committee determine that there would have to be a process created for managing the flags. Lt. Holt and Bruce will look at the building to determine what side of the building the flag pole brackets would be place. They will report back at the next Operations meeting, December 14, 2015.

Per Bruce, currently the flag pole is located next to the Student Services Center. The specification/contract of the campus center project is to move the flag pole next to the foot bridge in front of the Student Services Center. The new location of the flag pole would be next to a Oak tree that is 75 years, the oak tree and other trees would block the flag pole. Committee member discussed the option to not move the flag pole. James moved to make the placement of current flag pole an action item. Lilly seconded the motion. Susan called for the vote, it passed unanimously.

James moved to leave the existing flag pole in front of the SSC. Lilly seconded the motion. BG, LH, MG, TH, VF voted yay. No nays.

C. Location of Map Stand in New Area (Bruce King)

The new parking lot area will have two new map stands. Bruce brought two recommendations map sites, one by footbridge near SSC and the other by library drive.

James, Beth, Vicki, Bruce and Susan will survey the parking lot for possible map stand locations. They will bring back recommendations to Operations at the December 14, 2015 meeting.

D. New Building Dedication Plaques (Bruce King)

Bruce brought examples of the dedication plaques that are currently installed on the SSC and AA building, as well as the dedication plaques from the architect's plans for the new buildings. The Operations committee needs to decide the content of the new buildings plaques.

The committee members will come back with recommendation of content and format to the next meeting. This will be an action item.

E. Website Directory Search Update (James Eyestone)

The directory has been corrected so that it only searches are based on the last name. However, it still needs to be updated. James has suggested to District IT that they give colleges the contact information so that each college can update their own directory. There has been no action taken by District IT.

Regarding the campus directory, James will follow-up with Mojdeh to see if the President's office will be producing a physical and searchable directory. The college directory will be on the agenda as a discussion item.

F. Single Class Cancellation Notification Signage (Jane Harmon)

Tabled due to Jane's absence.

G. Other Discussion/News Items

None

H. Adjournment

Beth moved to adjourn the meeting. Vicki seconded the motion. Meeting adjourn at 10:38am