

**CONTRA COSTA COLLEGE  
OPERATIONS COUNCIL COMMITTEE  
Monday, December 14, 2015  
9:00 a.m. – 10:30am, Room AA-216  
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, Vicki Ferguson, James Eyestone and Lilly Harper

**Absent:** Jane Harmon, Susan Lee, Maritza Guerrero and Lt. Thomas Holt

**I. Welcome**

Meeting was called to order at 9:05am

**II. Approval of Current Agenda**

Lilly moved to approve the current agenda. Vicki seconded the motion. BK, DP, BG, JE and LH voted yay. No nays.

**III. Approval of November 23, 2015 Minutes**

Darlene moved to approve the minutes with the following changes: Cross out Agenda and replace with Minutes and correct the name Susa to Susan. Lilly seconded the motion. BK, BG, JE and VF voted yay. No nays.

**IV. Action Items**

**A. New Building Dedication Plaque (Bruce King)**

The committee has been appointed to select the dedication plaque for the new buildings. After reviewing two options, the committee decided the new plaques will read as follows: "Dedicated to Pursuing Excellence in Education, Courtesy of Contra Costa County Taxpayers Measure A 2006 Bond". The dedication date will be September 2016. Vicki moved to approve the dedication on the plaque. James moved to amend Vicki's motion, and added to confirm the correct bond name before the plaques are printed. Lilly seconded the motion. BK, DP, BG and VF voted yay. No nays.

**B. Location of Map Stand in New Parking lot Area (Bruce King)**

After surveying the new parking lot area for locations to install the two new map stands, the committee has the following recommendations: Place the first map stand at the intersection of Comet Way and Castro/Library drive. The second map stand will be placed in front of the walk bridge facing Comet way. Darlene moved to place the new map stands at the intersection of Comet way and Castro/Library drive and in front of the walk bridge facing Comet Way. Lilly seconded the motion. BK, BG, JE and VF voted yay. No nays.

**C. Approval to Chalk the Walkway the First Two Weeks of the SP16 Semester**

The committee explored the pros and cons of allowing the tutoring program to advertise by chalking the walkway the first two weeks of the semester. Concerns of clean up, graffiti like image and the lack of policy were raised. Beth moved to approve chalking of walkway the first two weeks of spring 16 semester. None voted yay. JE, LH, BK and BG voted nay. VF abstained. Approval to chalk the walkway was denied.

The committee recommends the use of laminated footsteps as a method of advertising. The footsteps are a cleaner and a professional way of advertising the tutoring program. Beth moved to use professionally made temporary signage, like the footsteps. VF, LH, BK voted yay. None voted nay. JE and DP abstained.

**V. Information/Discussion Items**

**A. College Directory (James Eyestone)**

The website search directory has been fixed, it now only searches by last name. However, the data has not been updated. There needs to be a decision made whether the it is the President's office is responsibility to update the directory. In the past it has been suggested for the district to take responsibility of updating the directory. This makes sense because the district receives all new hire and updated information. A possible proposal is to have a districtwide directory instead of each campus having its own directory.

It is the committee's recommendation to take the issue to the constituency groups. The constituency groups can discuss what department should be responsible for updating the directory or if the directory should be removed from website.

**B. Tech Committee - Evening Support (James Eyestone)**

There is frustration from faculty with the lack of IT support during evening class hours. IT hours are Mon-Thurs 8:00am-6:30pm and Friday 8:00am-5:00pm. This information item was presented because the Tech Committee/Working group is a subcommittee of Operations. This is a larger issue regarding policy and available resources.

Per James, there will be annual tech satisfaction surveys as part of the IT Strategic Plan. This will allow for an opportunity evaluate the need for IT support in the evening.

**C. Tech Committee – Security Cameras (James Eyestone)**

The new buildings will have a different security camera system from the old buildings (CTC, ELC, B&G, Library, AA, SS and bus stop). It is important to note that none of the buildings mentioned above have the same security system. There is no policy that states who is responsible for the security cameras when they are broken and/or need to be repaired. The only security cameras assigned are the Student Services Center and the Bus Stop. Those cameras are monitored by Police services.

The Operations committee would like to know the cost of upgrading the security cameras in the old building. Bruce will obtain quotes on upgrading and/or changing the security in the old buildings so it will be the same system as the new buildings.

**D. Single Class Cancellation Notification Signage, 5 minutes (Jane Harmon)**

Per Lorena, the Deans have decided on the template for the one day class cancellation signage. It is printed on blue paper and will be used by all divisions and police services.

**E. Other Discussion/News Items**

Covering for Students at New Turnaround Area:

Per Vicki, students are asking if there is a plan to install a covering at the new turnaround area to keep students from getting wet during the rainy season. Per Bruce, the covering was not previously talked or thought about, however, if it is deemed a priority it can be discussed and placed on a list. Vicki will bring this discussion item to executive council.

Update on Civility Campaign:

Per Beth, Nakari Syon has present his civility campaign at several college committees.

**VI. Adjournment**

Bruce moved to adjourn the meeting. Lilly seconded the motion. Meeting adjourned at 10:25am