

CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, February 8, 2016
9:00 a.m. – 10:30am, Room AA-216
MINUTES

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

Present: Bruce King, Beth Goehring, Vicki Ferguson, James Eyestone, Tammeil Gilkerson, Susan Lee and Lilly Harper

Absent: Lt. Thomas Holt and Darlene Poe

Guest: Jackie Lopez and Evren Gurson

I. Approval of Current Agenda

Meeting was called to order at 9:02am

Beth moved to approve the current agenda. Lilly seconded the motion. BK, JE and SL voted yay.
No nays.

II. Approval of December 14, 2015 Minutes

Beth moved to approve the current minutes. Lilly seconded the motion. BK, JE and SL voted yay.
No nays.

III. Action Items

No action Items.

IV. Information/Discussion Items

A. New Facilities Rental Application (Jackie Lopez)

There are a few versions of the rental facilities form circulating and being used by employees. Jackie brought a revised rental facilities form for feedback and approval to be placed in the college procedures handbook.

The committee looked at the policy and determined that the Business Services office is responsible for managing the facilities rental forms, they do not need the approval of Operations. However, since the facilities rental involves several departments as resources, it is recommend that a subcommittee be formed where Business services, IT, Custodial, Buildings & Grounds, Polices Services and Athletics meet once a month to look over the facilities calendar and come up with a procedure. This meeting would help disseminate information, address resources issues and help plan and coordinate events between

departments. Jackie will take the Operations committee recommendations to her supervisor. Jackie will bring back to Operations the facilities rental procedure for feedback.

B. Hover Boards (Vicki Ferguson)

There is concern about the number student riding hover boards inside buildings, damaging floors, safety and charging boards in the hallway. Vickie would like to know if the Operations Committee would like to develop a hover board policy.

The committee found that hover boards falls under the governing board policy, section 3 "Roller/inline skates and skateboards". According to the policy, using a hover board is a violation of the California Vehicle Code Section 21113(f) and shall/may be subject to a citation. Vicki will talk Lt. Holt about the governing board policy in regards to hover boards.

C. Gym Annex (GA) and Gym Cleaning Schedule (Beth Goehring)

There have been complaints that the GA and Gym are not being consistently cleaned. Beth would like to discuss the cleaning schedule. Per Bruce, custodians work Monday-Friday evenings, no weekends. According to Susan, there is a meeting schedule between Sandra Everhart, Darlene Poe and John Wade to discuss the cleaning issues. The GA and Gym cleaning schedule will return as a discussion item. Susan and/or Darlene will give update on the next meeting.

D. Other Discussion/News Items

Beth would like to discuss adding additional map stands in the area closer to the GA building and tennis court. Bruce can proceed to obtain one more map stand installed. However, it should be noted that if additional stands are needed they should be purchased at the same time. At the next meeting, Bruce will bring a map of the campus with current location of map stands to discuss.

V. Adjournment

Susan moved to adjourn the meeting. Beth seconded the motion. Meeting adjourned at 9:52am