

**CONTRA COSTA COLLEGE  
OPERATIONS COUNCIL COMMITTEE  
Monday, February 22, 2016  
9:00 a.m. – 10:30a.m., Room AA-216  
MINUTES**

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

**Present:** Bruce King, Beth Goehring, Vicki Ferguson, Tammeil Gilkerson, Susan Lee, Lt. Thomas Holt and Lilly Harper

**Absent:** James Eystone

**I. Approval of Current Agenda**

Meeting was called to order at 9:02a.m.

Lilly Harper moved to approve the current agenda. Beth Goehring seconded the motion. VF, TH, DP and BK voted yay. No nays.

**II. Approval of February 8, 2016 Minutes**

Susan Lee moved to approve the minutes with amendments. Lilly Harper seconded the motion. VF, TH, DP and BG voted yay. No nays.

**III. Action Items**

No action items.

**IV. Information/Discussion Items**

**A. Gym Annex (GA) and Gym Schedule (Susan Lee/Darlene Poe)**

Susan Lee reported that the meeting between Sandra Everhart, Physical Education/Kinesiology Department Chair, John Wade, Athletics Director and Darlene Poe, Custodial Manager, was a successful meeting. All of the concerns have been addressed and there is a plan set to resolve the issues.

The committee members discussed whether this was the appropriate place to discuss topics like the custodial schedule. It seems that an issue like this could be resolved between managers. The committee consulted the Operations Committee chair for clarification on the purpose of the committee. Based on the purpose, it is appropriate to discuss the daily or routine operations of the college. The committee should redirect the concern/issue to the appropriate manager and have a follow-up report at the next meeting to confirm action has been taken.

Per Tammeil Gilkerson, the conversation noted on the February 8<sup>th</sup> minutes regarding coordination around event scheduling, notification, and process, should be returned as a

discussion item on the next meeting agenda. Mariles Magalong will be invited to attend the meeting. In preparation, the committee created a list of issues to raise: notification, cost, scheduling, and coordination.

**B. Location of Map Stands on Campus (Bruce King)**

The committee reviewed the map with the current map stand locations on campus. Beth Goehring noted that a map stand should be installed between parking lot 4 and the gym area which is the main entrance students use to get to the athletics area. There were no other suggested locations to install map stands. Per Tammeil Gilkerson, while the map stands are helpful, directional walking signage is needed to help direct students around campus especially with the movement of departments in fall 2016.

Per Bruce King, at the start of fall 2016 semester, new directional walking signs will be installed by the contractor within the new center of campus. The contractor will copy the style of the current directional walking signs. The committee's concern is that currently there is no consistency when it comes to directional walking signage.

The committee came to a consensus that further discussion on directional walking signage is needed. The chair, Tammeil Gilkerson, asked the committee members to convene with their constituencies for input on directional walking signage. At the next Operations Committee meeting the members will report on and show examples of directional walking signage.

**C. Road Signage for Cars (Beth Goehring)**

Per Beth Goehring, there is insufficient amount of directional road signs for guest to navigate around campus. The following are suggestions to install directional road/driving signs:

1. Castro and Comet Way
2. Mission Bell Drive and Comet Way
3. Mills Avenue and Campus Drive
4. Entrance to Lot 1 by tennis court

Tammeil Gilkerson, recommended that committee members to convene with their constituencies for input on directional road/driving signage. At the next Operations Committee meeting the members will report on and show examples of directional road/driving signage.

**D. Other Discussion/News Items**

Due to the walking pathway closure behind the Physical Sciences and Liberal Arts buildings, the campus pathways map will need to be updated. Tammeil Gilkerson, will contact Mariles Magalong and/or Mojdeh Mehdizadeh to have the map updated.

**V. Adjournment**

Susan Lee moved to adjourn the meeting. Beth Goehring seconded the motion. Meeting adjourned at 9:54a.m.