

**CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, March 14, 2016
9:00 a.m. – 10:30a.m., 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, Tammeil Gilkerson, Susan Lee, Lilly Harper, Lt. Thomas Holt and James Eyestone

Guest: Travis Hiner

I. Approval of Current Agenda

Meeting was called to order at 9:00a.m.

Susan Lee moved to approve the current agenda. Lilly Harper seconded the motion. VF, DP, JE, BG and BK voted yay. No nays.

II. Approval of February 22, 2016 Minutes

Susan Lee moved to approve the minutes. Beth Goehring seconded the motion. VF, DP, LH and BK voted yay. James Eyestone abstained. No nays.

III. Action Items

No action items.

IV. Information/Discussion Items

A. Campus Events/Facilities Rental: Scheduling and Communication (Tammeil Gilkerson)

Mariles Magalong, Business Services Director was not able to attend the meeting to address the committee's concerns regarding the campus events/facilities. Mariles notified Tammeil Gilkerson that Jacqueline Lopez, Senior Account Clerk, is leading the effort to coordinate the meetings between Buildings & Grounds, Custodial Services, IT, Police Services and Athletics to discuss issues with event scheduling and communication. Darlene Poe or Bruce King will provide a report after the joint meeting between the departments has taken place.

B. Directional Pedestrian/Walking Signs (Tammeil Gilkerson)

Tammeil Gilkerson attended a Measure E bond meeting, where she was informed that directional signage (pedestrian, vehicular and ADA) is part of the 2016-17 project. At the Measure E it was decided that the construction consultant, Critical Solutions, will provide a report to determine if the college can hire a signage consultant to evaluate campus signage. Tammeil will report status update to Operations Committee.

Per Tammeil, when the signage consultant is hired the Operations Committee will probably be involved in supporting the consultant through the signage evaluation process. Once more information is available about the process and consultant, the information will be brought to the committee for further discussion. James Eyestone recommended to include Marketing Director, Brandy Howard as part of the support group.

C. Directional Driving Signs (Beth Goehring)

Beth Goehring brought examples of directional driving signs for the committee to review. The committee members explored and made suggestions on several directional signage options. Per Tammeil Gilkerson, the signage consultant will help the committee navigate through the selection process.

D. Arch Entrance at Foot Bridge by the Student Services Center (Bruce King)

The installation of an arch entrance on campus was a vision from past President McKinley Williams. Bruce King suggested to the committee to use the contingency fund from the campus center project to install an arch at the foot bridge by the Student Services Center. The committee discussed how the money could be used for unmet needs or pending expenses. The members created quick list of items that could be funded by the contingency money: Covering for students, outdoor seating and allowance for changing configuration of rooms. Before moving forward with any further suggestions, it is the committee's recommendation to obtain a budget report to determine the fund amount. The budget report will be brought back as a discussion item.

E. Other Discussion/News Items

No items discussed.

V. Adjournment

Beth Goehring moved to adjourn the meeting. Vicki Ferguson seconded the motion. Meeting adjourned at 9:25a.m.