

**CONTRA COSTA COLLEGE
OPERATIONS COMMITTEE
MONDAY April 25, 2016
9:00-10:30 a.m., Room AA-216**

Minutes

Committee Members: Tammeil Gilkerson (chair), Bruce King, Beth Goehring, Lilly Harper, Thomas Holt, Vicki Ferguson, James Eyestone and Darlene Poe

Present: Tammeil Gilkerson, Bruce King, Beth Goehring, Lilly Harper, Tom Holt, Vicki Ferguson, James Eyestone, Darlene Poe and Lorena Cortez (taking notes)

Guest: Travis Hiner, Mariles Magalong, Dickson Keyser, John McDade and Shalilah Bess

I. Approval of Current Agenda

Lilly Harper moved to approve the agenda. Beth Goehring seconded the motion. BK, SL, TH, VF, JE and DP voted yay. No nays. Agenda unanimously approved.

II. Approval of April 11, 2016 Minutes

Susan Lee moved to approve the minutes. Lilly Harper seconded the motion. BK, BG, TH, VF, JE and DP voted yay. No nays. Minutes unanimously approved.

III. Information/Discussion Items

A. Wayfinding Signage Update

Mariles Magalong introduced GNU Group, the consultant company hired to evaluate and augment the wayfinding signage around the three new buildings on campus. Dickson Keyser, Director of Design at GNU Group discussed, showed examples and locations of the three types of wayfinding signs: vehicular, pedestrian and ADA.

Vehicular Signs:

GNU is proposing nine new vehicular signs to get to parking destinations close to building desired. The sign would have directions to parking lot. Based on the example shown, the committee members were concerned that not enough information would be displayed. Visitors would not know which parking lot is closer to the destination they desire. Also, some of the location of the signs are not necessary or are duplicated. The committee made following recommendations:

- Display current vehicular signs on map
- Do a combination of signs with parking lot and key buildings (SAB, SSC, Athletics & Library etc.) as destinations
- Designate student & staff parking
- Bring example of each vehicular location sign

Pedestrian:

There are three classifications of pedestrian wayfinding signs: New, augment existing signs and access path direction signs. All the signs are designed to direct students to the new college center. The committee reviewed the wayfinding signs on the map. Shalilah Bess noted that the map does not display the signs that will be removed. The committee made the following recommendations:

- Add signs at parking lot(s) 16 and 17.
- Move sign #16 to near construction barrier.
- Move sign #15 to the beginning of the trail by Biological Sciences building.

ADA:

After reviewing the map the committee made the following recommendations:

- Circle ADA location on map from parking lot 7 and parking lot 12

Based on the committee's feedback, GNU Group and Mariles Magalong will bring back a comprehensive recommendation to the next Operations Council on Monday, May 9, 2016.

B. Leave Request Update

Vicki Ferguson moved to table discussion until the next Operations Council meeting on May 9, 2016. Beth Goehring seconded the motion. LH, JE, TH, SL, BK and DP voted yay. No nays. Motion unanimously approved.

C. AED (Automated External Defibrillator) Machine Location on Campus

The AED machine that was removed from the Administration & Applied Arts building (AA) will soon be replaced. Bruce King asked the committee if they would like to keep the AED machine in the same location (AA building) or if it should be moved to one of the new buildings. Before making a decision the committee recommended to find out if the new buildings will be equipped with AED machines and if there is a regulation regarding the location/placement of the machine. At the next Operations Council meeting Bruce King will report on the AED machine.

D. Designated Space for Nursing Mothers Update

Bruce King spoke to Krista Olson, Designer/Planner at KO Designs regarding a space for nursing mothers. She recommended using the office space of former Chief Gibson. This item will be placed on the next Operations Council agenda for further discussion.

E. Bicyclists Sign Update

Vicki Ferguson moved to table discussion until the next Operations Council meeting on May 9, 2016. Susan Lee seconded the motion. LH, JE, TH, BG, BK and DP voted yay. No nays. Motion unanimously approved.

F. Campus Events/Facilities: Scheduling & Communication Update

Per Bruce King, there has not been a meeting scheduled. Mariles will schedule the meeting and will report back at the next Operations Council meeting.

G. Other Discussion/New Items

Proposed discussion items for the next Operations Council meeting:

- Location of memorial signs for students who have passed away (Bruce King)
- Printed tickets for art/theater/sporting events (Travis Hiner)

H. Adjournment

Beth Goehring moved to adjourn the meeting. Vicki Ferguson seconded the motion. BK, JE, LH, TH and DP voted yay. No nays. Motion unanimously approved.

Meeting adjourned at 10:16 a.m.