

CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE

Monday, May 23, 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: Bruce King, Beth Goehring, Lilly Harper, James Eyestone, Susan Lee, Darlene Poe, Vicki Ferguson, Thomas Holt, Tammeil Gilkerson and Lorena Cortez (taking notes)

Guest: Travis Hiner, Jason Berner and Brandy Howard

Meeting called to order at 9:01 a.m.

I. Approval of Current Agenda

James Eyestone moved to amend the agenda to include item G: Review Campus Maps. Beth Goehring seconded the motion. BK, SL, LH, TH, VF and DP voted aye. No nays. The agenda was approved with the amendment.

II. Approval of May 9, 2016 Minutes

James Eyestone moved to approve the minutes. Beth Goehring seconded the motion. BK, SL, LH, TH, VF and DP voted aye. No nays. TG abstained. The minutes were approved.

III. Action items

A. Location of replacement AED Machine

Based on interim Lt. Thomas Holt's recommendation, Bruce King moved to install the replacement AED machine on the second floor of the Administration and Applied Arts building (AA). Vicki Ferguson seconded the motion. JE, TH, DP, LH, SL and BG voted aye. No nays. The motion was approved unanimously.

IV. Information/Discussion Items

A. Wayfinding Signage Update (Bruce King/Beth Goehring)

Per Bruce King, all the comments were sent to the wayfinding consultant, GNU. The consultant will make the final revisions to the plan and submit it to the college for final

approval. They should be on schedule to install the wayfinding signage before the start of the fall 2016 semester.

B. AED Machine Location on Campus Update (Bruce King)

Currently there are no plans to install AED machines in the Fireside Hall, General Education and Student and Administration buildings. Bruce King is working on putting together a priority list which will include the addition of three AED machines, one in each building.

Regarding the location of replacement AED machine, it is interim LT. Thomas Holt and Bruce King's recommendation that the AED machine be installed on the second floor of the Administration and Applied Arts building (AA). The location of the AED machine will minimize the time a person has to wait to receive aid. Bruce King asked the committee to vote on the location of the replacement AED machine.

Beth Goehring moved to make the location of AED machine an action item. Vicki Ferguson seconded the motion. TH, DP, LH, SL, BK and JE voted aye. No nays. No abstentions. The motion was approved unanimously; the location of AED machine is now an action item.

G. Review Campus Map (James Eyestone/Brandy Howard)

Brandy Howard, Director of Marketing and Media Design, requested to move up item G: Review Campus Map. Beth Goehring moved to have Item G: Review Campus Map, as the next item on the agenda. James Eyestone seconded the motion. BK, SL, VF, DP, LH and TH voted aye. No nays. The motion was approved unanimously, Item G.

Brandy Howard and James Eyestone presented copies of the campus maps, building names, services locations and parking information for the Operations Committee to review. The committee reviewed and noted the corrections on each document. Jason Berner and Interim Lt. Thomas Holt will work together to revise the parking information and submit their recommendations to Brandy Howard.

C. Designated Space for Nursing Mothers Update (Bruce King)

Chief Gibson's office is the proposed space for nursing mothers. Questions about how or who will give access to use the room, availability of the space and procedures were discussed. Interim Lt. Thomas Holt suggested that Police Services could lock and unlock the room. Susan Lee mentioned that Chief Gibson is a part-time instructor and is still using his office. Perhaps the committee should consider using the Academic Senate office as a space for the nursing mothers. It was recommended that the deans discuss establishing procedures for the nursing mothers space and bring back recommendations to Operations Council.

D. Bicyclist Sign Update (Vicki Ferguson)

Jim Gardner has express concerns regarding the language on the newly posted bicyclist signs on campus. Vicki Ferguson met with Jim Gardner to explain that it is district policy to post the signs at all entrances to campus.

Bruce King and James Eyestone had some concerns about the confusing message the signs have created. The signs indicate that bicycles are not allowed on campus, yet there are bicycle racks within and throughout campus. They also noted that the district policy is not clearly explained on the signs. Tammie Gilkerson recommended to create a subcommittee to look at the wording on the signs and bring back findings to the Operations Committee in fall 2016. The subcommittee volunteers are James Eyestone, Vicki Ferguson and Interim LT. Thomas Holt.

E. Memorial Sign Location for Students (Bruce King)

Middle College High School (MCHS) approached Bruce King about finding a location on campus to memorialize deceased students by planting a tree. Some of the locations proposed are: behind the Biological Sciences and Art buildings and the Culinary Garden. The Operations Committee recognized that policy and procedures would need to be established before a decision can be made. The committee recommended to bring back this discussion item next academic year 2016-2017 and to rename the discussion item, "Memorial Tree Location for Students".

F. eFax (James Eyestone)

James Eyestone worked with the District Office to finalize the eFax discussion regarding security standards. It has been decided that the District will meet the healthcare security standards for using eFax. Contra Costa College is going to pilot the service. James Eyestone will talk to the Admissions & Records office about piloting the service.

H. Other Discussion/New Items

While attending two back to back events at the Knox Center on Saturday, Vicki Ferguson noticed that the restrooms were not serviced in between the time of the two events. Perhaps the restrooms were not serviced because of the short time in between the two events. Darlene Poe was able to confirm Vicki Ferguson's conclusion. Darlene Poe explained that scheduling back to back events does not allow enough time for custodial services to be performed.

V. Adjournment

Darlene Poe moved to adjourn the meeting. Beth Goehring seconded the motion. BK, JE, LH, TH and SL voted aye. No nays. Motion was unanimously approved.

Meeting adjourned at 10:25 a.m.