

CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, August 22, 2016
9:00-10:30 a.m., Room SAB-211

Minutes

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

Present: Beth Goehring, Lilly Harper, James Eyestone, Susan Lee, Darlene Poe, Vicki Ferguson, Lt. Thomas Holt, Tammeil Gilkerson and Lorena Cortez (taking notes)

Guest: Jason Berner

Meeting called to order at 9:05 a.m.

I. Approval of Current Agenda

Susan Lee moved to approve the agenda. Lilly Harper seconded the motion. BG, TH, DP, VF and JE voted aye. No nays. The agenda was approved unanimously.

II. Approval of May 23, 2016 Minutes

Beth Goehring moved to approve the minutes. Vicki Ferguson seconded the motion. SL, LH, TH, JE and DP voted aye. No nays. The minutes were approved unanimously.

III. Action items

No action items.

IV. Information/Discussion Items

A. Memorial Tree/Plaque Location (Bruce King)

Item was tabled and will be brought back to the next Operations Council meeting on September 12, 2016

B. Leave Request Follow-Up

The committee members reviewed the leave request form with the dean's recommendations. Upon further review, the Operations Council members added a few more changes to the form. Tammeil Gilkerson will revise the leave request form and make a pdf fillable. The leave request form will be an action item at the next Operation Council meeting on September 12, 2016.

C. Designated Space for Nursing Mothers Update

Tammeil reported that Chief Gibson's office is not an available space for nursing mothers. The Administration and Applied Arts building (AA), is being used as a swing space for departments and part-time faculty. She proposed for the committee to find a location(s) that is easily accessible, create a procedure and find a point of contact for nursing mothers.

The committee members identified the Student Life Coordinator, Joel Nickelson-Shanks, as a potential point of contact. Nursing mothers could report to the Office of Student life and provide their schedule to Joel. Based on the nursing mothers schedule, Joel would find available offices/rooms within the Student and Administration building (SAB), and with the assistance of Police Services provide access to the room(s).

Vicki Ferguson will work with Joel to create procedures for nursing mothers. They will consult with Tammeil before providing a follow-up information at the next Operations Council meeting on September 12, 2016.

D. Bicyclist Sign Update

Lt. Thomas Holt brought pictures of the current bicyclist sign posted on campus. All the signs are currently being evaluated. At this time, the signs must remain posted in order for Police Services to be able to stop and warn students about the bicycle policy on campus until a new sign is selected. In the interim, it was suggested by the committee members to perhaps place temporary bicyclist signs in the center of campus or do an education campaign.

The committee members asked Lt. Holt to consult with the Chief Edward Carney about the sign evaluation timeline and how the Operations Council can provide feedback on the signs. Lt. Thomas Holt will report on the timeline, mechanisms of feedback and update/clarification of the board policy at the next Operations Council meeting on September 12, 2016.

E. Locking Classrooms

Per James Eyestone, not all the AV equipment has been secured in the General Education building (GE). He suggested to remind faculty and staff to lock the classrooms after their classes and/or meetings have ended. Tammeil Gilkerson recommended to do a video demonstrating how to lock and unlock classrooms using the key card. Lt. Thomas Holt said this should not be a problem to create.

Adding to the discussion about key card usage and access, Susan Lee brought up the outdated key request form. The form needs to be updated with the correct college listed and procedures. Lt. Thomas Holt and Susan Lee will review and make recommendations to improve the form.

Darlene Poe added to the discussion regarding the classrooms in the GE building. She reported that the students eating in the classrooms are not disposing of their trash in the

garbage cans. Faculty are complaining about arriving to the class and finding garbage around the classroom. The committee members discussed the eating policy in classrooms. They determined that in the meantime, "No eating in the classrooms" signs will be posted in the GE classrooms. Jason Berner will coordinate posting signs in each classroom.

To help with the trash problem on campus, Susan Lee suggested installing larger garbage cans in the classrooms and more garbage cans outside in the center of campus. Lt. Thomas Holt will follow up with Alex Gourzelis, project manager at Critical Solutions, about adding more garbage cans in the middle of campus. Darlene will send a list of the type and number of garbage cans that are needed in the GE building to Tammeil. Tammeil will work on a proposal to request the additional garbage cans.

F. Series 25Live Update

25Live is a web-based event scheduling application that provides space and resource management capabilities. This product provides a centralized calendar and scheduling system for all events held at Contra Costa College. The committee watched a short video to demonstrate how faculty and staff use 25Live to request spaces on campus.

Lorena Cortez and Jackie Lopez have been working building the system information, training key personnel, creating training materials and a timeline to rollout 25Live. At this time 25Live is being used along with the other calendars on campus. Beth Goehring suggested to have a link on the college website for easier access to 25Live.

James Eyestone was interested to know if 25Live has the functionality of providing analytics like the current program he uses for media requests. He will reach out to Satish Warriar at the District Office to discuss the functionality of 25Live.

G. Other Discussion/New Items

Jason Berner had a few items for the committee to provide feedback:

- vending machines in the GE building are not working - The committee asked Jason Berner to report the vending machine issues to the Business Services Manager, Mariles Magalong.
- amphitheater – How does we request to use the amphitheater? Per Lorena Cortez, request can be made by using 25Live.
- concerns about the lack of handicap parking spaces near the GE building. - Per Tammeil Gilkerson, the college is in compliance. The nearest ADA accessible parking lot to the GE building is by the Liberal Arts and Physical Sciences buildings. People who need assistance can contact DSPS.

V. Adjournment

Beth Goehring moved to adjourn the meeting. Lt. Thomas Holt seconded the motion. JE, LH, VF, DP and SL voted aye. No nays. Motion was unanimously approved.

Meeting adjourned at 10:31 a.m.