

CONTRA COSTA COLLEGE  
OPERATIONS COUNCIL COMMITTEE  
Monday, September 12, 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 Eystone and Darlene Poe

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

**Guest:** Travis Hiner

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

I. **Approval of Current Agenda**

Susan Lee moved to approve the agenda. Beth Goehring seconded the motion. LH, TH, DP, VF, BK and JE voted aye. No nays. The agenda was approved unanimously.

II. **Approval of August 22, 2016 Minutes**

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

III. **Action items**

**A. Leave Request Form**

The committee made formatting and grammar changes to the form. Vicki Ferguson moved to approve the leave request form with the changes. Lilly Harper seconded the motion. SL, TH, JE, DP, BG and BK voted aye. No nays. The motion passed unanimously.

While discussing the leave request form, Beth Goehring inquired about the number of hours' faculty are charged for missing office hours. The committee members briefly discussed their thoughts about the charge for missing office hours. Susan Lee will get clarification from the District office and report back at the next Operations Council meeting on September 26, 2016.

**B. Drop Off Passenger Shelter**

On April 25, 2016, the Operations Committee asked to install drop off passenger shelters on the list as potential project to receive funding from Measure A contingency budget. Bruce King brought the committee two options for the drop off passenger shelters. Susan Lee moved to make the passenger waiting shelters an action item. Lilly Harper seconded the motion. VF, DP, JE and BG voted aye. None nays. Motion passed unanimously.

The committee reviewed the two drop off passenger shelter options and favored the style reflected on the red option. Beth Goehring moved to select the style of drop off passenger shelter reflected on the red option\*. Vicki Ferguson seconded the motion. LH, DP, JE and BK voted aye. No nays. The motioned passed unanimously.

\*Note: The actual color of the shelter will be blue or a color that matches the campus colors.

#### **IV. Information/Discussion Items**

##### **A. Memorial Tree/Plaque Location**

Bruce King provided the committee with pictures of past memorial plaques, as well as three potential locations; culinary garden, open space behind the biological sciences building and along the creek by a palm tree.

The committee expressed concerns about the culinary and biological sciences locations. The locations are not ADA accessible and questions regarding responsibility of maintenance of space and guidelines were brought forth. Bruce King and Beth Goehring will form a working committee to evaluate spaces on campus and provide location recommendations at the next Operations Council meeting on September 26, 2016

##### **B. Schedule Maintenance Plan**

The five-year schedule maintenance plan was presented to the committee for their review. Bruce King asked the committee to review and vote to approve the plan. The committee recommended to make the maintenance plan an action item at the next Operations Council meeting.

Lt. Thomas Holt asked the committee to move up the agenda discussion items that he was reporting on. Vicki Ferguson moved to move up key request form, bicycle sign timeline and board policy, citations for faculty parking in student parking lots and installation of emergency communication system. Lilly Harper seconded the motion. JE, SL, BK, DP and BG voted aye. No nays. Motion was approved unanimously.

##### **C. Citation for Faculty Parking in Student Parking Lots**

Lt. Thomas Holt clarified the parking citations that were given out to faculty who parked in student designated parking lots. He referred to the e-mail that was sent on Tuesday, September 6, 2016. The e-mail explained that it was a mistake by new trainee aides and that the parking citations would be changed into warnings. However, District policy does indicate employees must to park in their designated spaces.

There have been changes to the parking lots. Parking lot 9 by the Library has been turned into student parking. The new staff/faculty parking spaces are located at lot 9 by the old bookstore and Annex by Moraga road. Lt. Thomas Holt will send out an e-mail to all Contra Costa Employees listing the staff/faculty designated parking lots.

#### **D. Bicyclist Sign Update**

Lt. Thomas Holt presented the proposed revised bicyclist sign language. The committee reviewed and provided additional revisions to the language.

#### **E. Key Request Form**

Susan Lee and Lt. Thomas Holt presented the second draft of the key request form. The committee provided feedback to improve the form. Susan and Lt. Holt will revise the form based on the committee's recommendations. The key request form return as an action item at the next Operations Council meeting on September 26, 2016.

The committee also recommended to send a reminder to all managers to make sure faculty and staff that will not be returning to work on campus must return all keys to Police Services. Lt. Holt said he will send the reminder to managers by e-mail.

#### **F. Installation of Emergency Communication System**

The District has invested in purchasing an emergency speaker communication and panic button system for the colleges. Classrooms will be equipped with speaker, panic button and digital signs to display messages. The District has tasked the Operations Council committee to evaluate classrooms and provide feedback. James Eyestone, Bruce King, Lt. Thomas Holt, Beth Goehring and a division dean will form a working group to evaluate the classrooms. James Eyestone will be the point person to Satish Warriar, Director of Information Technology.

The evaluation findings will be presented at the next Operations Council meeting on September 26, 2016.

#### **G. Space for Nursing Mothers Update**

Vicki Ferguson and Joel Nickelson-Shanks have identified room SAB-124 as the location for nursing mothers. The lactation room is a private office in the Student and Administration Building (SAB) in the back of Student Lounge. Committee members expressed interest in making the lactation room a pleasant and comfortable environment for nursing mothers. Susan Lee, Travis Hiner and Vicki Ferguson volunteered to be part of a committee to decorate the lactation room.

The committee reviewed the draft nursing mother policy and procedures. Tammeil Gilkerson will work with Vicki Ferguson on the policy language. The revised policy will be added to the next Operations Council agenda.

#### **H. Brick Work in College Plaza**

Beth Goehring inquired about the cleaning schedule for the grounds on campus, specifically the new brick pathways. The Buildings and Grounds Manager, Bruce King,

explained that the brick pathways were power washed on Sunday, September 11, 2016. Per Bruce King, the Buildings and Grounds department is understaffed and requires more workers to up keep the campus grounds. The committee would like to review the current campus grounds cleaning schedule. Bruce King will bring the current cleaning schedule for the committee to review at the next Operations Council meeting on September 16, 2016.

Tammeil Gilkerson recommended to Bruce King to do a proposal detailing the cost, time and cleaning schedule that is required to maintain the campus grounds. The proposal would then be forward to the appropriate committee, College Council, to begin a discussion.

#### **I. Other Discussion/New Items**

##### Performing Arts Center (PAC) Sign

Travis Hiner informed the committee that until the new sign is installed, the PAC will not have the name displayed for about two months. He asked the committee if it is necessary to install a temporary sign. Due to the timeline and cost the committee determined it is not necessary to install a temporary sign.

#### **V. Adjournment**

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

Meeting adjourned at 10:10 a.m.

**REQUEST FOR KEY**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>ID#</b>
<b>DEPARTMENT/AREA</b>	<b>PHONE NUMBER/EXTENSION</b>	<b>CLASSIFICATION</b>

<b>Building Name</b>	<b>Room Number (s)</b>

**Procedure for Requesting Keys**

1. The person desiring a key must fill out the "Request for Key". If the form is not completed correctly the form will be returned. Final approval for key issuance will come from Police Services.
2. Request by faculty must be approved by department chair/manager.
3. The department chair/manager is responsible for the building (or area) in which the key is requested for.
4. All keys will remain the property of Contra Costa College. They must be returned to Police Services when no longer required by the individual to whom they are issued by the date assigned to be returned. Duplicated keys should not be obtained from sources other than Police Services.
5. Transferring of keys is prohibited.
6. Any loss or damage to keys shall be reported to Police Services immediately.

I, \_\_\_\_\_ have read the above procedure and agree to adhere to the policies set forth.

*Unauthorized making, duplicating or possession of key to public building: (SS469 California Penal Code) Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempt to make, duplicate, cause to be duplicated, or use, or has possession on any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Department Chair/Manager</b>	<b>Signature</b>	<b>APPROVED</b>	<b>NOT APPROVED</b>
<b>Area Dean</b>	<b>Signature</b>	<b>APPROVED</b>	<b>NOT APPROVED</b>



## **Contra Costa College Nursing Mothers Policy & Procedures**

Contra Costa College recognizes the breastfeeding needs of new mothers by providing a Lactation Room for students and employees. The Lactation Room will provide seating, table and electrical outlet for breast-pumps. The room will be in a secure location for students and employees giving them the ability to ease back into work or school without having to sacrifice the healthy practice of expressing milk.

The location of the Lactation Room and guidelines for its use are below:

- Lactation Room located in the Student and Administration Building (SAB), Room 124 (in the back of the Student Lounge)
- The Lactation Room is used only by nursing mothers who are currently enrolled students and employees
- The Lactation Room is available on a first-come, first-served basis, Monday-Friday, 8-7pm, as scheduled, although drop-ins are allowed if the room is available. The person whose name appears on the schedule at a designated time has priority to use the room at that time
- If access to the room is needed after 5pm or on a Saturday, contact Police Services for entry into the room
- If you need to schedule a time to use the room, contact the Student Activities Coordinator, located in the Student Life Office, Room 109, in the Student and Administration Building
- Mothers using the space are responsible for providing their own personal breast pumps and accessories
- It is the responsibility of the mothers to clean up after themselves
- Abuse of the Lactation Room will suspend your right to use it

SKATEBOARDING, ROLLERBLADING, INLINE  
SKATING & HOVER BOARDING ARE PROHIBITED  
BEYOND THIS POINT.

BICYCLING IS PROHIBITED ON ALL SIDEWALKS AND  
PEDESTRIAN WALKWAYS. VIOLATORS WILL BE  
CITED PER C.V.C. 21113 (f).