

CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, September 26, 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, Bruce King, James Eyestone, Susan Lee, Darlene Poe, Vicki Ferguson, Lt. Thomas Holt, Tammeil Gilkerson and Lorena Cortez (taking notes)

Guest: Travis Hiner, James Gardner, Jason Berner

Meeting called to order at 9:07 a.m.

I. Approval of Current Agenda

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

II. Approval of September 26, 2016 Minutes

Beth Goehring moved to approve the minutes with grammar and formatting changes, as well as more detailed notes on discussion item I. Performing Arts Center Sign. Vicki Ferguson seconded the motion. SL, TH, JE, BK and DP voted aye. No nays. No abstentions. The minutes were approved unanimously.

III. Action items

A. Schedule Maintenance Plan

Bruce King presented the 2016-2020 Schedule Maintenance Plan to the Operations Committee. The five-year plan has prioritized items, with the most urgent projects listed in the current year, 2016. Tammeil Gilkerson asked for clarification on the types of projects the schedule maintenance budget is used for. Per Bruce King, the budget is used to maintain the facilities on campus that are not being maintained by bond(s).

Upon review of the schedule maintenance plan the committee noted that standardizing the fire alarm system should be a priority. James Eyestone and Vicki Ferguson recommended to move up the fire alarm system from 2019 to 2017. Per Bruce King, moving up fire alarm system project will result in trading off another project; possibly replacing the HVAC in the Art building. The other projects currently on the 2017 list besides the replacing the HVAC in the Art building are: resurface tennis courts, upgrade

ELC playground grass, replace baseball outfield grass and repair/replace paved walkways. The projects are a priority due to safety concerns.

Beth Goehring mentioned that based on the bond language, there may be a possibility to use the Measure A bond to re-surface tennis courts and/or replace the baseball outfield grass since the locations hold classrooms. This would allow for the fire alarm system to be moved up to the 2017 project list without affecting the budget for the other projects. Tammie Gilkerson recommend for Bruce King to report the Operations Committee's feedback to Business Services Director, Mariles Magalong, and get clarification if Measure A bond language considers the tennis courts and baseball field a classroom. Approval of the 5-year schedule maintenance plan was tabled. Bruce King will report back at the next Operations Council meeting on October 10, 2016.

The committee agreed to vote on the 2016-2017 schedule maintenance plan, so that the report could be submitted to the District to request funds from the state. James Eyestone moved to approve the 2016 items listed on the schedule maintenance plan. Beth Goehring seconded the motion. VF, TH, BK, and DP voted aye. No nays. No abstentions. The motion passed unanimously.

B. Key Request Form

Discussion item was tabled. Susan Lee and Lt. Thomas Holt will bring back the key request form to the next Operations Council meeting on October 10, 2016.

C. Lactation Room Policy & Procedure

Vicki Ferguson introduced the second draft of the room procedures. She noted that the name of the procedure has changed from nursing mothers procedures to lactation room procedures. Also, the procedure includes the phone numbers for Police Services and the Student Activities Coordinator. The Operations Committee reviewed and made phrasing recommendations to the form.

The subcommittee to decorate the lactation room (Susan Lee, Travis Hiner and Vicki Ferguson) met to evaluate the space. They found that there is kitchen, soda machine, AV equipment that has to be moved out. Vicki Ferguson and Bruce King will go back to the room and set a plan to move the equipment out of the lactation room.

The subcommittee had the idea to send out an email asking for donations for the to outfit the room with decorations, a comfortable chair and table. Some members of the Operations Committee will donate most of the items requested. The email will not be sent out, but Susan Lee will still check with Early Childhood department for donations.

The Operations Committee came to a consensus to move forward the lactation room procedure, so that it may be announce to the college. Lt. Thomas Holt moved to make the lactation room policy & procedure an action item. Susan Lee seconded the motion.

VF, BK, BG, JE and DP voted aye. No Nays. No abstentions. The motion was passed unanimously.

Beth Goehring moved to approve the lactation room procedures with the procedure phrasing changes. Lt. Thomas Holt seconded the motion. VF, DP, BK, JE and SL voted aye. No nays. No abstentions. The motion passed unanimously.

Vicki Ferguson will provide an update of the lactation room opening timeline at the next Operations Council meeting on October 10, 2016.

D. Memorial Tree/Plaque Location Report

Bruce King and Beth Goehring walk around campus and identified the current memorial grove location as appropriate space that is ADA accessible. The current plaque location is between the Student and Administration and General Education buildings, right along the creek. They also made the following guideline recommendations for the memorial location: 1. Desired plants/trees need to follow college standards, 2. Approval will go through Buildings and Grounds department, 3. No new plaques will be added, 4. Overcrowded planting will not be allowed, 5. Plants need to be coordinated with the rest of the landscape. The committee agreed that the location and guidelines recommended by the subcommittee, Bruce King and Beth Goehring. James Eyestone moved to make it an action item. Beth Goehring seconded the motion. BK, VF, SL, DP and TH voted aye. No nays, No abstentions. The motioned passed unanimously.

James Eyestone moved to leave the memorial grove in the current location and allow buildings and grounds to manage the placement of new plants based on the guidelines proposed by the subcommittee. Susan Lee seconded the motion. DP, BK, TH, BG and VF voted aye. No nays. No abstentions. The motion passed unanimously

IV. Information/Discussion Items

A. Installation of Emergency Communication System Update

Mariles Magalong notified Satish Warriar that the committee has been formed. Satish Warriar was able to retrieve most of the classroom information from the online scheduling system 25Live. James Eyestone asked Operations Committee to provide recommendations on what public locations on campus the emergency communication system should be installed. The following were locations recommended by the committee: Existing emergency phone locations; cafeteria; Student and Administration building hallway; student lounge; Music building; women's and men's locker room; pool deck (outdoor); Performing Arts Center (green room and shop); library (by reference desk). The emergency communication system subcommittee (Bruce King, James Eyestone, Lt. Thomas Holt and Beth Goehring) will identify additional locations.

The Operations committee discussed the difference between the panic button located in the Student Services Center (SSC), specifically in the cashier, counseling and financial aid offices, and the emergency notification system with panic button attached. The emergency notification system is a two-way communication device that has the ability to notify the campus of emergency via Shortel (phones), regroup and display on the screen. The panic button attached to the emergency communication system will prompt a response from Police Services over the speaker system. Lt. Thomas Holt explained that the panic button in the SSC is a silent alarm notifies Teltec and then contacts Police Services of the emergency. Travis Hiner asked if the emergency communication system should also be installed in the box office where money is handled. since they handle. Per James Eystone, perhaps the installing a silent panic button like in the SSC would be the better option. Lt. Thomas Holt reminded everyone that Police Services is required to be onsite whenever an event on campus is handling money.

B. Buildings and Grounds Cleaning Schedule

The Operations Committee discussed having the cleaning schedule information from Buildings and Grounds and Custodial Services. The schedule would assist the committee to create a report to be presented to the appropriate college committees. The report would focus on the data to support Buildings and Grounds and the Custodial Services departments with possibly additional funds to provide services on campus. There is no cleaning schedule report at this time.

C. Performing Arts Center (PAC) Painting

Travis Hiner presented renderings illustrating the proposed PAC painting options. The key visual changes are: Paint color combinations, new PAC sign; removal of the Drama department iconography and the installation of projector to display the production playing now on the building.

In order for the Operations Committee to provide recommendations, they asked for more options of approved color combinations. They were also concerned about the projector not able to display the image during the day time. Travis Hiner will return to the next operations Council meeting on October 10, 2016 with more options.

D. Banner Placement on New Buildings

Tammeil Gilkerson reported on behalf of Brandy Howard, Director of Marketing and Media Design. The Drama department is seeking approval to hang the 2016-17 drama banner on an exterior location on one of the three new buildings. The proposed locations are either end of Fireside or either side of the student lounge entrance. The final printed size of the banner will be 8' x 12' or 10' x 16'. The discussion led to the questions about the process to display/advertise on buildings. It also began the conversation of perhaps installing a kiosk or other free standing equipment in the center of campus to place advertisements.

The Operations Committee could not make a decision without more information from Brandy Howard. Brandy Howard will be invited to attend the next Operations Council meeting on October 10, 2016 to discuss protocol and vision of the marketing department. In the meantime, the committee agree to keep the drama banner on the PAC.

I. Other Discussion/New Items

Email Hacking

A brief reminder from James Eyestone: the IT department does not solicit over email or ask for passwords. Employees should never respond to emails that request that information.

V. Adjournment

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

Meeting adjourned at 10:36 a.m.