

CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, October 10, 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 (acting chair), Darlene Poe, Lt. Thomas Holt, Lilly Harper and Lorena Cortez (taking notes)

Guest: Travis Hiner, Jason Berner and Brandy Howard

Meeting called to order at 9:04 a.m.

I. **Approval of Current Agenda**

Brandy Howard requested for her agenda item to be moved up before the action items. James Eyestone moved to approve the agenda with the following change, to discuss information item A. Marketing Protocol: Advertising on Buildings before the action items. Darlene Poe seconded the motion. TH, LH, BG, and BK 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. Darlene Poe seconded the motion. LH, TH, JE and BK voted aye. No nays. No abstentions. The minutes were approved unanimously.

III. **Action items**

A. Key Request Form

The committee reviewed the second draft of the key request form. Beth Goehring moved to approve the form with minor spelling change. Lt. Thomas Holt seconded the motion. BK, DP, LH and JE voted aye. No nays. No abstentions. The motion passed unanimously.

B. Five-Year Scheduled Maintenance Plan

Bruce King received clarification from Business Services Director, Mariles Magalong, that the Measure A bond language does consider the tennis courts and baseball field as classrooms. However, Bruce King is not sure how much money is left from Measure Bond A to cover the maintenance repair on the tennis courts and baseball field.

Beth Goehring moved to approve the five-year scheduled maintenance plan. Lilly Harper seconded the motion. TH, BK, DP, and JE voted aye. No nays. No abstentions. The motion passed unanimously.

C. College Arch Design

On April 25, 2016, the Operations Committee created a list of potential project to receive funding from the Measure A contingency budget. The list included installation of AED machines in new buildings, drop-off passenger shelter, flat televisions and a college arch. Bruce King brought the committee two arch examples to select from.

There were concerns voiced by the committee about students potentially jumping to touch the arch. The committee explored the idea of using the Measure A contingency budget to fund the maintenance repairs for the tennis court and/or baseball field, as these are higher priority than the arch. However, the committee is unaware of how much money is in the contingency budget. Before the committee can move forward, they asked to review the cost of the arch, as well as the Measure A budget. Susan Lee suggested inviting Mariles Magalong to discuss the Measure A budget.

At the next Operations Council meeting on Monday, October 24, 2016, Bruce King will bring the cost of the arch and Mariles Magalong will discuss the Measure A budget with the committee.

IV. Information/Discussion Items

A. Marketing Protocol: Advertising on Buildings

Per Brandy Howard, due to cost and timing the Drama department banner was not purchased. Regarding the marketing protocol/advertising on buildings, Brandy Howard asked for the Operations Committee's input on what should be in the protocol. The committee members suggested to research the posting signs policy in the Contra Costa College Procedures Handbook. Brandy Howard will give a report on her research findings at the next Operations Council meeting on October 24, 2016.

B. Performing Arts Center (PAC) Painting Update

Per the Operations Council request, Travis Hiner presented an illustration depicting the PAC in a lighter color shade from the approved college color list. The main color of the building was Millstone with Vermillion trim (see pictures attached). Besides the color change the PAC will display one accent wall, the college logo will replace the old Drama department mural and the entry doors will be clearly label as "Entrance".

The committee reviewed the illustration and asked Travis Hiner to return to the next Operations Council meeting on Monday, October 24 with an illustration of the PAC painting with the following recommendations: college logo moved to the front of the building, make the "Entrance" smaller so that it is as wide as the door, and present an illustration that displays the exact colors (the illustration presented during the meeting displayed Millstone as off-white rather than a light gray).

C. Lactation Room Timeline Update

The lactation room is coming along, the table and glider chair have been delivered. The art department will be placing artwork on the walls and the lactation room procedure will be presented to the College Council Committee for feedback on Thursday, October 13, 2016. Once the procedure has been reviewed by the College Council committee, the announcement of the lactation room will go out via flyers, e-mail and social media announcements. Per Susan Lee, the expected grand opening day is November 1, 2016.

D. Display Cases in General Education Building (GE)

Jason Berner has noticed that display cases in the GE have flyers that his office has not posted and are not stamped by the Office of Student Life. He asked the committee for the department(s) responsible for the display cases. Per Lt. Thomas Holt all flyers posted on campus must be approved by the Office of Student Life. Flyers that do not have the stamp should be taken down. He will also check with Michael Sandholm to identify the persons with keys to the display cases. Since the flyers are also marketing materials, the committee recommended to ask Brandy Howard to include the display cases as part of the research she has been asked to report on at the next Operations Council meeting.

V. Adjournment

Lilly Harper moved to adjourn the meeting. Darlene Poe seconded the motion. JE, BK, TH and BG voted aye. No nays. Motion was unanimously approved.

Meeting adjourned at 9:57a.m.