

CONTRA COSTA COLLEGE  
OPERATIONS COUNCIL COMMITTEE  
Monday, October 24, 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:** Tammeil Gilkerson, Vicki Ferguson, Beth Goehring, Bruce King, James Eyestone, Susan Lee, Darlene Poe, Lt. Thomas Holt, Lilly Harper and Lorena Cortez (taking notes)

**Guest:** Travis Hiner, Jason Berner, Mariles Magalong, Brandy Howard and James Gardner

Meeting called to order at 9:02 a.m.

I. **Approval of Current Agenda**

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

II. **Approval of October 10, 2016 Minutes**

Lilly Harper moved to approve the minutes. Darlene Poe seconded the motion. BG, TH, JE, SL, VF and BK voted aye. No nays. No abstentions. The minutes were approved unanimously.

III. **Action items**

A. **Performing Arts Center Painting (PAC)**

Travis Hiner presented the third draft illustration with the changes requested by the Operations Committee. The college logo was moved to the front of the building, the main color was changed to a darker shade of gray named Vienna Smoke and the "Entrance" was changed to a smaller font. The Operations Committee discussed several ideas to revise the illustration which included: removing the college logo and name, painting an accent wall, adding the Drama department iconography and installing letter to display the word "Entrance" instead of painting word. Travis Hiner informed the committee that installing lettering with backlighting is more expensive than painting. The committee asked Bruce King to obtain lettering with backlighting (same as the PAC building name) quote(s) and provide it at the next Operations Council meeting on Monday, November 14, 2016.

The Operations Committee recommended to paint the PAC in stages, starting with the main building color as Vienna Smoke and painting the trim Vermillion. Once the main color and trim painting have been completed the committee will discuss adding to add accent wall(s) and/or the Drama department iconography. Susan Lee moved to approve the PAC paint colors Vermillion

for the trim and Vienna Smoke for the walls. Beth Goehring seconded the motion. VF, JE, DP, BK, TH and LH voted aye. No nays. No abstentions. The motion passed unanimously.

#### **B. College Arch Design**

Beth Goehring moved to make the College Arch Design an action item. Lilly Harper seconded the motion. BK, TH, VF, JE, SL and DP voted aye. No nays. No abstentions.

Bruce King reported the estimated cost to purchase and install the college arch will be \$270,000. The committee members discussed the concerns regarding the cost and future cost of maintaining the arch. Per Bruce King, the arch has 30-year life time guarantee. The discussion to approve the college arch design continued with some members indicating to use the Measure A budget for other priority items/projects. Other members endorsed the arch that had been announced at the Ribbon Cutting of the New College Center last September 13, 2016.

Bruce King moved to approve the arch design in the same style as the Todos Santos Plaza arch located in Concord, California. Beth Goehring seconded the motion. LH, VF and DP voted aye. SL, JE and TH voted nay. No abstentions. The motion passed by majority decision.

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

#### **A. Marketing Protocol: Advertising on Buildings and Display Cases Update**

Brandy Howard's research found that display cases in the General Education building, Student and Administration building and College Center Plaza are managed by Joel Nickelson-Shanks, Student Life Coordinator. Organizations interested in posting flyers must complete and submit the form to the Office of Student Life in order to receive approval. At this time there is no policy procedure determining duration time advertising may be posted. She also, reached out to the Public Information Officers (PIO) at Diablo Valley College and Los Medanos to review their campus advertising policy. The PIOs do not have written policies, just verbal guidelines.

Brandy Howard presented the following recommendations for a campus advertising policy development:

- identify locations advertising may be hung/posted
- determine timelines for duration advertising may be posted
- develop parameters for acceptable/not acceptable content
- ensure use of approved branding, required the draft recommendations for policy development to the Operations Committee

The committee members recommended to include advertising on television monitors and hanging banners on buildings in the policy procedure. Brandy Howard will work with Joel Nickelson-Shanks to create the campus advertising policy and will report back at the next Operations Council meeting on November 28, 2016.

## **B. Community Emergency Response Team (CERT) Program**

James Gardner has been working on obtaining support to reestablish the CERT team program at Contra Costa College. He has presented the idea to the Safety and Security Committee and was recommended to present the idea to the Operations Council Committee.

The Operations Committee members recommended that James Gardner return to the committee with more information about CERT specifically, addressing the following questions:

- What is CERT?
- How does it work?
- What does reestablishing CERT require?
- What is the college's investment?

James Gardner will provide more information about CERT at the next Operations Council meeting on Monday, November 14, 2016.

## **C. Measure A Budget Discussion**

Mariles Magalong was invited to discuss and clarify questions about the Measure A budget. According to the budget report from the District Facilities Department, there are \$5 million available from the 2016-2017 New College Center Measure A project. However, the \$5 million does not include the drop off passenger shelters or the college arch. Also, the New College Center project has several outstanding items that have not been completed, this includes: installation of AV equipment, punch list items and change orders.

The Measure A language allows for the remodel of Biological Sciences, Physical Sciences and Music buildings; the renovation of the Math and Speech facilities by moving Culinary to the Student and Administration Building (SAB) and seismic safety. The standard Measure A bond language allows the funds to be used to repair ageing sewer and gas lines; infrastructure improvement; American with Disabilities (ADA) improvements; renovation of health facility, fields and classrooms; and communication improvements.

The renovations to the Physical Education facilities will be funded by Measure E (\$20 million) and Measure A (\$5 million). The Athletics renovation list has grown with the latest addition of resurfacing the swimming pool deck and tennis courts, and replacing baseball outfield grass. The pool deck, tennis court and baseball outfield grass are also currently listed on the five-year schedule maintenance plan. The committee discussed prioritizing the schedule maintenance plan by the removing the pool deck, tennis court and outfield grass projects from the maintenance list. Or using \$1 - \$1.5million from the Measure A budget to fund schedule maintenance projects. Per Mariles Magalong, the Operation Committee can make budget prioritization recommendations to the Executive Steering Committee, as long as the projects fall within the Measure A bond language.

Tammeil Gilkerson asked Bruce King to provide the updated schedule maintenance plan at the next Operations Council meeting. Mariles Magalong will research the Measure A definition of infrastructure and what projects listed on the schedule maintenance can be covered by the Measure A budget. For the committee to continue discussing prioritizing the Measure A contingency budget, they asked Mariles Magalong to provide the New College Center completion

timeline. Bruce King and Mariles Magalong will provide their reports at the next Operations Council meeting on Monday, November 14, 2016.

#### **D. Emergency Communication System Speakers**

James Eystone provided a brief update on the emergency communication system implementation plan.

- the communication system contractor will be meeting with the working groups at each campus
- there still locations that need to be itemized
- district Office has made a recommendation to use a different version of the communication systems in the hallways; It's more expensive.

The committee requested to see pictures of the communication system that District Office recommended to install in the hallways. James Eystone will bring the pictures to the next Operations Council meeting on Monday, November 14, 2016.

#### **E. Surveillance Camera Signs**

There are security cameras installed in the new college center (Student and Administration building, General Education building and the Fireside Hall) that must display a security camera notification signage. Per Lt. Thomas Holt, the Contra Costa Community College District Business Procedure 10.57, states that all locations with security cameras will have signs displayed that provide reasonable notification of the presence of security cameras. The post signage language states, "This area is subject to video monitoring for security purposes and may or may not be monitored".

The committee reviewed the security camera operating procedure and the post signage language. Since the security cameras record video, the committee recommended to change the post signage language to include the word "record", remove the sentence "and may or may not be monitored" or to paraphrase the statement and site the business procedure. There were also questions raised about the location, size and image of the security camera sign(s). Lt. Thomas Holt will provide a report on the surveillance camera signs at the next Operations Council meeting on Monday, November 14, 2016.

#### **F. Other Discussion/News Item**

Darlene Poe reported on two items: students leaving children unsupervised and the condition of Fireside Hall. She has received reports that students are leaving young children unsupervised in the hallways, while the students (parent/guardian) attend class. She and other staff are concerned about the safety of the children and the college possibly being held responsible if they are injured while on campus. Per the committee members, there is a policy in the college procedures that references to children/visitors on campus and the college's responsibility.

The Fireside Hall has been used for events that served food causing food stains on the floor and an increase of littering. Other committee members also commented on other issues in the Fireside Hall, they include bad acoustics and a noisy HVAC system. Mariles Magalong suggested to wait until after the contractor completes the work and then discuss how and what can be done to resolve the issues.

**V. Adjournment**

Susan Lee moved to adjourn the meeting. James Eyestone seconded the motion. DP, BK, TH, LH, VF and BG voted aye. No nays. Motion was unanimously approved.

Meeting adjourned at 10:28a.m.