

**CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, November 14, 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, Susan Lee, Darlene Poe, Tenzin Jamphal (student) and Francis Sanson (student)

Present: Tammeil Gilkerson, Vicki Ferguson, Beth Goehring, Bruce King, James Eystone, Susan Lee, Darlene Poe, Lilly Harper, Tenzin Jamphal, Francis Sanson and Lorena Cortez (taking notes)

Guest: Travis Hiner, Jason Berner, Mariles Magalong and Joel Nickelson-Shanks

Absent: Lt. Thomas Holt

Meeting called to order at 9:08 a.m.

I. Approval of Current Agenda

Susan Lee moved to approve the agenda. Francis Sanson seconded the motion. VF, JE, DP, BG, LH and BK voted aye. No nays. No abstentions. The agenda was approved unanimously.

II. Approval of November 14, 2016 Minutes

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

III. Action items

A. Performing Arts Center "Entrance" Lettering

There were no quotes for the committee to review; action item was tabled. Bruce King will bring the quotes to the next Operations Council meeting on Monday, November 28, 2016. This will be an information item.

B. Leave Request Form: Revision

Local 1 informed Tammeil Gilkerson that the 2015-2018 Collective Bargaining Agreement between Contra Costa Community College District and Public Employees Union Local No. 1, requires a doctor's note after five (5) days of using sick leave (reference section 9.6.6). The committee reviewed the United Faculty contract (UF) and the Management, Supervisory and Confidential Employees Personnel Manual for the number of days requiring a doctor's note. The UF contract also mention having to provide a doctor's note at five (5) or more days, upon request

(reference section 12.7.12). The Management, Supervisory and Confidential Employees Personnel Manual did not list a specific number days requiring a doctor's note (reference section 12.17).

Beth Goehring moved to change the notation requiring a doctor's note after three (3) days of sick to five (5) days. James Eyestone seconded the motion. DP, BK, TJ, VF, FS, LH and SL voted aye. No nays. No abstentions. Motioned passed unanimously. Tammeil Gilkerson will make the change on the Request for Leave form and it will be sent out to the campus community.

IV. Information/Discussion Items

A. Measure A Budget Discussion: Bond Language and Schedule Maintenance

Per the Operations Committee request, Mariles Magalong researched if the HVAC and fire alarms systems (currently under the Schedule Maintenance) are part of the Measure A infrastructure bond language. The purpose of receiving clarification was to aid the committee members in making a decision whether or not to use part of the Measure A bond to cover the cost to repair the HVAC system and standardized the fire alarm system. According to Ray Pyle, Chief Facilities Planner the HVAC and fire alarms systems are not part of the infrastructure of Measure A bond language. However, under the Measure E bond language the HVAC and fire alarms systems are considered to be part of the "building systems".

The Operations Committee could request to reallocate funds from Measure A and Measure E to cover the cost to repair the HVAC and standardized the fire alarm system. Per Mariles Magalong, Ray Pyle suggested to reallocate a \$1million (approximate cost for HVAC and fire alarm systems) from Measure A to Measure E to fund the sciences buildings. The \$1million from Measure E could then be used to fund cost to standardized the fire alarm system and repair the HVAC.

The committee members explored the idea of reallocating funds from Measure A to Measure E. Beth Goehring expressed concerns that the reallocation \$1million would hinder the budget to complete projects like the Physical Education (PE)/Athletics building. Per Mariles Magalong, the reallocation of the funds would not have an impact on the PE/Athletics budget. The budget can be prioritized and items like the pool deck, tennis courts or outfield grass can be put back on the Maintenance Schedule.

James Eyestone noted that the fire alarm and HVAC systems have been on the Maintenance Schedule in past years, but have continued to be delayed. The committee asked Mariles Magalong if it makes sense to reallocate the \$1million from Measure A to Measure E. Per Mariles Magalong, the Steering Committee agrees that the reallocating the funds makes sense.

Tammeil Gilkerson reminded the committee that the State of California just passed the California Public School Facility Bonds Initiative, also known as Proposition 51. The bond will fund school facilities for K-12 schools and community colleges. Reviewing the Public Scholl Facility Bonds Initiative and having a presentation by the Facilities Planning Department, might assist the committee members is making a decision on the reallocation of funds.

Vicki Ferguson noted that the Physical Sciences building (PS) HVAC system was not on the Maintenance Schedule. Per Bruce King, they are not sure it is financially responsible to install a HVAC system when the PS building is expected to be demolished in three years. Vicki Ferguson was concerned that three years is a longtime to have a facility that at times may not be environmentally suitable for students and staff. Mariles Magalong, informed the committee that Tracy Marshall is currently working on finding room cooling solutions for the PS building. She is expecting the recommendations in about two weeks. Tenzin Jamphal recommended adding a clinic/health services facility on campus for students who may get injured on campus. According to Tammeil Gilkerson having a clinic on campus is not just about funding, it is a Governing Board decision. Tenzin Jamphal and Francis Sanson are interested in learning more about the process and what it means to have a clinic on campus. The clinic on campus will be added to the Operations Council agenda as a discussion item.

The committee members discussed how to move forward with the Measure A and Schedule Maintenance conversation. Travis Hiner recommended to make the schedule maintenance building systems project move to Measure E an action item at the next Operations Council meeting on Monday, November 28, 2016.

B. Hallway Emergency Communication System Speakers

James Eyestone showed the committee a picture of the emergency speaker. Due to cost, the project will be implemented in stages. Installation is expected to begin next year at Contra Costa College and Diablo Valley College will begin over the holiday break.

C. Custodial Services Cleaning Schedule

Susan Lee had a few questions regarding the cleaning frequency of whiteboards, breakrooms, mailrooms. Darlene confirmed that the whiteboards in classrooms are cleaned daily; however, the only exception is when an instructor writes "Save" on the board, indicating not to erase the board. She also mentioned that custodial services are not responsible for rearranging the classrooms tables and/or chairs after each lecture. Darlene Poe recommended that the Deans remind faculty about classroom etiquette. The breakrooms and mailrooms are cleaned daily. There was a discussion that no information should be "saved" on the whiteboards and they should be cleaned. Deans will remind the faculty.

The Student Services Center floors are buffed one a year during winter or spring break. Jason Berner had some concerns about the number of flyers taped on the walls of the General Education building due to the lack of bulletin boards. Also, the condition the athletic department leaves classroom GA-50 for non-athletic courses taught in the same room. Tammeil Gilkerson recommended for Jason Berner to speak with Brandy Howard regarding the bulletin boards and John Wade for GA-50.

D. Food Pantry

Joel Nickelson-Shanks, Monica Rodriguez and George Mills in collaboration with the financial support from the Associated Student Union (ASU) and the College Foundation have created a food pantry on campus. The students will have access to the food pantry twice a week on Mondays and Fridays. The Food Bank of Contra Costa County and Solano will deliver the food every two weeks.

The food pantry will be located on the second floor of the Student and Administration building by the Transfer Center. It will be equipped with shelving provided by the Culinary Department, a refrigerator donated by the Food Bank or ASU and staffed by ASU. The cost will be \$400.00 a month. Joel Nickelson-Shanks will have a conversation with James Eyestone about possibly using the SARS software for the Food Pantry. The team is currently working on scheduling a soft opening in December. Food and blessing bag (personal care items) donations are welcomed.

E. Other Discussion/News Item

- ASU is working on forming a committee to launch a campaign that encourages students to clean up after themselves. Darlene Poe is available as a resource to collaborate with ASU.
- The drama production, "Exit, Pursued by a Bear" is playing November 17-19, 2016 at 7:30pm.
- Darlene Poe reminded people about food in the classrooms and Fireside Hall and the need to clean-up after events and classes. Darlene indicated she was getting calls about messes in the classroom from faculty. Deans have reminded faculty, but asked Darlene to notify them if she is getting complaints so that they can follow-up with faculty.

V. Adjournment

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

Meeting adjourned at 10:25a.m.

SCHEDULE MAINTENANCE 2016 - 2017

**CONTRA COSTA COLLEGE
FIVE-YEAR SCHEDULED MAINTENANCE PLAN
2016 - 2017
8-Nov-16**

<u>PROJECT DESCRIPTION</u>	<u>TYPE</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>FUTURE</u>
AA Building Chiller	Mechanical	400,000					
Art Building Repairs & Maintenance	Interior	120,000					
Classroom Emergency Communiation System	Other	170,000					
Performing Arts Center Painting	Exterior	111,194					
Total		<u>801,194</u>					
Upgrade ELC playground	Exterior		100,000				
Replace HVAC in Art Bldg.	Mechanical		350,000				
Standardize Fire Alarm Systems	Mechanical		350,000				
Total			<u>800,000</u>				
Replace the Art Building Roof	Roof			500,000			
Resurface Campus Drive	Exterior			800,000			
Replace PAC Roof	Roof			500,000			
Total				<u>1,800,000</u>			
Repair/Replace Paved Walk-Ways	Exterior				200,000		
Replace Floor Coverings	Interior				200,000		
Re-surface Parking Lots	Exterior				1,500,000		
Total					<u>1,900,000</u>		
Install Double Pain Windows in Numerous Buildings	Exterior					1,200,000	
Renovate landscape on the hill along side Campus Drive	Exterior					150,000	
Total						<u>1,350,000</u>	
ADA Renovation Projects							5,000,000
Totals		<u>801,194</u>	<u>800,000</u>	<u>1,800,000</u>	<u>1,900,000</u>	<u>1,350,000</u>	<u>5,000,000</u>