

CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, November 28, 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, Susan Lee, Darlene Poe, Tenzin Jamphal (student) and Francis Sanson (student)

Present: Tammeil Gilkerson (taking notes), Vicki Ferguson, Beth Goehring, Bruce King, James Eyestone, Susan Lee, Lilly Harper, and Lt. Thomas Holt

Guest: Jason Berner, Brandy Howard and Joel Nickelson-Shanks

Absent: Darlene Poe, Tenzin Jamphal, Francis Sanson and Lorena Cortez

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

I. **Approval of Current Agenda**

Susan Lee moved to approve the agenda. Lily Harper seconded the motion. VF, JE, TH, BG 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 with revisions. Vicki Ferguson seconded the motion. LH, JE, SL, TH, and BK voted aye. No nays. The minutes were approved unanimously.

III. **Action items**

A. Schedule Maintenance Building System Projects Move to Measure E

The committee discussed moving the HVAC and fire alarm systems from the schedule maintenance project list to Measure E. Susan Lee motion to move the HVAC and fire alarm systems from scheduled maintenance project list to Measure E. The motion did not receive a second. The motion died.

IV. **Information/Discussion Items**

A. Performing Arts Center "Entrance" Lettering Quote

Bruce King contacted Travis Hiner and clarified that the PAC lettering sign quote is for three signs to place above door to each room; the entrance, green room and scene room (see attachment A). The total cost is \$1,441.97, which is set to be covered by the Buildings and Grounds (B&G)

budget. The committee made a recommendation include the cost lettering signs in the PAC painting budget instead of B&G's. Jason Berner believes the sign for the scene location should be "scene shop", instead of "scene room". Bruce King will confirm the name for the scene location before approving the quote. The lettering sign quote will become an action item at the next Operations Council meeting on Monday, December 12, 2016.

B. Surveillance Camera Sign Update

The committee reviewed the surveillance camera sign verbiage proposed by Lt. Thomas Holt (see attachment B). The discussion raised questions on the policy wording, what the sister colleges have posted, placement of signs and the costs of signs. Upon further review the Contra Costa Community College District Board (CCCCD) policy states the sign verbiage, "This area is subject to video monitoring for security purposes and may or may not be monitored" (CCCCD Business Procedure 10.57, section 1.8A.). Lt. Holt will do more research on the camera signage. For now, the committee agreed to table the discussion.

Joel Nickelson-Shanks inquired about surveillance cameras in the parking lots. Per Lt. Thomas Holt, the discussion of installing surveillance cameras in the parking lot started with Chief Gibson. The installation of the cameras requires addressing funding, staff and IT (man power/labor) before moving forward. Tammeil Gilkerson asked about incorporating the cameras into Public Safety Center Bond project. Lt. Thomas Holt has thought about installing different level of zoom cameras on the outside of the Public Safety Center project as an option to help monitor the parking lots.

Currently, the Student Services building has active cameras that monitor outside. Susan Lee asked about installing a camera in the Library to deter students from graffitiing the men's restroom. The committee voiced that the placement of a camera would not deter students from vandalizing the restroom walls. Instead a suggestion was made to put up signs in the restrooms encouraging students to respect campus property.

In preparation for the surveillance camera signage conversation with the CCCCC, Lt. Thomas Holt asked for the committee's recommendation on surveillance camera verbiage that complements the campus. The committee recommended the following sentence for the signage, "This area is subject to video monitoring for security purposes". Lt. Thomas Holt will provide updates and information to Operations Council.

C. Campus Advertising Policy Update

Brandy Howard and Joel Nickelson-Shanks presented the proposed revisions to the campus bulletin boards and campus advertising Signage policies (see attachment C).

The revisions proposed for bulletin board policy included distinguishing between the official glass enclosed bulletin boards from the non-official open bulletin boards; external and internal flyers must be approved by the Office of Student life; the student life staff assigned to post and remove the flyers.

The committee made the following recommendations to help clarify the policy drafted. 1) Compile a complete list of all bulletin boards with a notation if it's glass enclosed; 2) Identify if

bulletin is designated to a department; 3) Attend the Administrative Staff Meeting to discuss the drafted policy, confirm designated bulletin boards, obtain feedback and begin a conversation for creating a uniform policy; 4) revisit advertising policy and bring back changes for the Operations Council to review.

The policy on campus advertising was last revised in 1992. Brandy Howard's proposed revisions include for a more comprehensive policy that incorporates electronic and non-permanent signage, like monitors, banners and yard signs. She, Joel Nickerson-Shanks and Bruce King walked around campus to identify spaces that could be designated for hanging banners. The questions like the length of time banners should be displayed, the number of banners allowed to be posted at same time and the style/size were discussed. The committee made the following recommendations to help provide answers for the questions discussed: 1) List the prohibited advertising locations; 2) Remove the railing at the foot bridge as location for a banner; 3) consider removing first come first serve policy to allow for administration to evaluate what form of advertising is needed, e.g. banner, yard, marquee or monitor. 3) Operations Council members discuss the draft advertising policy with their constituencies and report their feedback at the next Operations Council meeting. The committee agreed to reach out to their constituencies and provide their feedback at the next Operations Council meeting on Monday, December 12, 2016.

D. Other Discussion/News Item

- Tammeil Gilkerson revised and sent out the updated Request for Leave form. There has been confusion that the explanation box is only for Other category. Leave the request for leave form as is and reevaluate the form in a year.

V. Adjournment

Beth Goehring moved to adjourn the meeting. Lilly Harper seconded the motion. TH, BK, SL and VF voted aye. No nays. Motion was unanimously approved. Meeting was adjourned.

Attachment A

Green Room Entrance



PAC Scene Room/Shop Entrance



Attachment A

Sample Lettering



4CD BUSINESS PROCEDURE 10.57 SECTION 1.8 A

“This area is subject to video monitoring for security purposes. It is being recorded for review at a later date if needed.”



Campus Advertising: ~~Use of Electronic Marquees~~ and Non-Permanent Signage

Reference: College Policy 3007, Adopted by the Operations Council, May 11, 1992

Requests for use of the ~~electronic marquees~~ to advertise college events and opportunities via electronic marquees and monitors, and other non-permanent signage such as banners and yard signs should be made to the Public Information Officer. Use is subject to the following guidelines:

- A. Advertisements are limited to events, opportunities and services generated by approved college programs, services or student clubs.
- B. All items/services advertised must be legal and in good taste, should not endorse specific religions, political candidates, or products/services that cause negative health impacts.
- C. Advertisements should:
 - a. be easy to read.
 - b. be designed in adherence with approved college brand standards.
 - c. include only high level detail, along with a web address or contact information.
 - d. of appropriate size for posting location (please contact Public Information Office for spec sheet)

Marquees & Monitors

- A. Marquees are located on Mission Bell Drive and on the exterior of the John & Jean Knox Performing Arts Center, and are used to announce events, opportunities and services for participation by the general public.
- B. TV monitors are located throughout campus and are used to announce events, opportunities and services to the internal campus community.
- C. Advertisements should be sent for approval and posting no later than seven (7) business days prior to an event to the Public Information Officer.
- A. Advertisements may be posted no earlier than six (6) weeks in advance of an event, with the exception of college enrollment timelines, and should be removed no later than two (2) business days after the event or deadline occurs.

Banners

- B. Banners may be hung to announce events, opportunities and services to the internal campus community in the following locations:
 - a. On the railing to the foot bridge in front of the Student Services Center
 - b. Across the entrance to the Student Services Center
 - c. The brick-faced sides the entrance to the Student Lounge
 - d. The brick-faced ends of Fireside Hall
 - e. Across the breeze way that dissects the Student & Administration Building
 - f. The right side of the entrance to the Library, under the awning
 - g. The upper corner (facing Parking Lot 11) of the Applied Arts building
 - h. The upper corner of the Health Sciences building (facing side entrance to Applied Arts)
 - i. The chain link fence barrier to the creek, next to the Parking Annex
 - j. Other locations may be approved in consultation with the Public Information Officer
- C. Space is available on a first-come, first-serve basis. Reservation requests should be submitted to the Public Information Officer.
- D. Banner artwork should be submitted for approval to the Public Information Officer prior to purchase and printing.



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- E. Once printed, banners should be provided to Buildings & Grounds for hanging within seven (7) business days.
- F. Banners may be hung no earlier than six (6) weeks in advance of an event or deadline, with the exception of college enrollment timelines, and should be removed no later than seven (7) business days after the event or deadline occurs.

Yard Signs

- A. Yard signs may be used to announce events, opportunities and services to the internal campus community upon approval by the Public Information Officer. Posting locations will be determined on a case-by-case basis.



Use of Public Campus Bulletin Boards

Reference: Revised by Operations Council – October 26, 2009

Adopted by College Council - January 4, 1990

Revised by College Council - December 9, 2009

The Student Life Office maintains and coordinates posting on (#) official campus bulletin boards in the following areas and buildings: College Center Plaza, Student & Administration Building (SAB) and General Education Building (GE). To have your flyer posted, first, submit the On Campus Posting Application form. Once the application is approved, bring 4-6 copies to the Student Life Office (SAB 109) for review and final approval. The Student Life staff will post and remove your materials for you. In addition, materials will also be forwarded to the Library, if appropriate.

To post on any other bulletin board on campus, please contact the Department Chairs for those areas for approval and instructions, but all posting will still need the approval of the Student Life Office (SAB 109).

1. All items/services advertised must be legal and in good taste, **should not endorse specific religions, political candidates, or products/services that have negative health impacts**, and should be of interest to Contra Costa College students or staff.
2. Notices/flyers should only be posted on bulletin boards. Notices/flyers should not be posted on walls, windows, or doors, unless it is a college class cancellation notice and will be removed and discarded.
3. ~~All items on bulletin boards must be posted with thumb tacks or stick pins only. Postings with staples or tape will be removed and discarded.~~
4. Only one copy of an item may be placed on a bulletin board. Duplicates will be removed and discarded. Reasonably-sized materials are encouraged.
5. All postings must be removed within one month of posting date. Exceptions will be made when appropriate.
6. ~~Building volunteers and custodial staff~~ **Student Ambassadors, managed by Student Life staff**, will periodically check public bulletin boards and remove inappropriate or out-of-date postings.
7. All public bulletin boards are identified by the posting of these guidelines. Department bulletin boards are **not** public.

Non-College Postings

8. The Student Life ~~Center~~ **Office** authorizes the posting of non-college notices on public bulletin boards. Any non-college posting that is not dated with the date of posting and a Student Life ~~Center~~ **Office** stamp will be removed and discarded.
9. CCC does not endorse, support or promote any non-college product or service advertised on a campus bulletin board.
10. As needed, services advertised on college public bulletin boards may be checked to determine if the advertiser has the appropriate licensing.
11. ~~Any item posted on a public bulletin board and found additionally on any non-public bulletin board will be removed from all bulletin boards.~~



College Postings

12. ~~College course FYIs for the coming term may be posted until the third week of classes. College flyers advertising events may remain posted until the event is over.~~
13. ~~College staff are expected to remove notices that they posted.~~
14. **All flyers/postings should adhere to approved college brand standards.**

December 2009