

CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, February 27, 2017
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, Vicki Ferguson, Beth Goehring, Bruce King, James Eyestone, Susan Lee, Darlene Poe, Lt. Thomas Holt, and Lorena Cortez (taking notes)

Guest: Mariles Magalong, Travis Hiner and Jason Berner

Absent: Lilly Harper, Tenzin Jamphal and Francis Sanson

Meeting called to order at 9:03 a.m.

I. **Approval of Current Agenda**

Susan Lee moved to make agenda item A. Composition of Operations Council agenda, followed by item agenda item B. Scheduled Maintenance. Beth Goehring seconded the motion. VF, JE, DP, TH and BK voted aye. No nays. No abstentions. The agenda was approved unanimously.

II. **Approval of January 23, 2017 Minutes**

Susan Lee moved to approve the minutes. James Eyestone seconded the motion. VF, BG, TH, DP, and BK voted aye. No nays. The minutes were approved unanimously.

III. **Action items**

No action items.

IV. **Information/Discussion Items**

A. Composition of Operations Council

Tammeil Gilkerson brought the Operations Council charge to address the confusion regarding the correct number of members that compose the committee. The original charge had eleven members listed as part of the committee (see attachment A). Per the minutes from October 27, 2014, the Operations Council revised the committee charge as follows:

1. Meeting time changed to 9:00 a.m.-10:00 a.m.
2. Committee composition changes: two classified representatives, two managers, two faculty and up to two students. Ex Officio: Manager of Custodial Services, Police Lieutenant,

Dean of Student Services, Manager of Buildings and Grounds, and Manager of Technology Services.

3. Director of Admissions and Records was deleted and Dean of Student Services was added.
4. Purpose #2 changed the reporting committee from President's Cabinet to College Council.
5. Deleted purpose #3

Susan Lee, Tammeil Gilkerson and Vicki Ferguson recall the committee charge revisions were forwarded to College Council meeting in Fall 2014, where the revisions were approved. However, the committee charge was not updated on the Contra Costa College Handbook. The committee members asked to place the Operations Council Committee charge on the agenda at the next College Council Meeting on Thursday, March 9, 2017. Tammeil Gilkerson will send the updated committee charge to all the Operation Council members

B. Schedule Maintenance Plan

Mariles Magalong attended the meeting to answer the committee members' questions about the schedule maintenance plan. She clarified the following:

1. Operations Council Committee approves the schedule maintenance plan.
2. Bruce King places items on the schedule maintenance plan based on highest priority. However, if a project is short on funds Mariles Magalong, Mojdeh Mehdizadeh, Bruce King and the District Office Facilities Planner are responsible for finding the funds.
3. The AA chiller was placed back on the schedule maintenance plan after the \$200,000 from Proposition 39 was insufficient to cover the total project cost of \$400,000. The schedule maintenance reflects the total cost to replace the AA Chiller, however only \$200,000 is coming from the schedule maintenance fund.
4. The Emergency Communication System was placed on the schedule maintenance by the Chancellor's Cabinet. The Chancellor's Cabinet took the funding from the state schedule maintenance budget to pay for the project and remaining funds were given to colleges to fund the rest of the projects.
5. Three athletic projects (tennis court, swimming pool deck and baseball outfield grass):
 - 5a. Resurfacing the tennis courts has been placed back into Bond Measure E budget with the justification that it serves as a multi-purpose space, and it will serve a swing space during the PE/Athletics facility remodeling project.
 - 5b. Resurfacing the swimming pool deck could be covered by the funds left over from the 2016-2017 College Center project.

The committee members requested to place all the project items on the schedule maintenance plan, detailing the multiple funds sources (if applicable) and making the schedule maintenance plan a standing item on the agenda. The purpose of placing all schedule maintenance items on the list is to show the college community that the Operations Council is aware of the issues and to see the history progress of each project. Bruce King will maintain a separate schedule maintenance plan for Operations Council Committee.

C. Automotive Technology Area: Fence Extension

The Automotive Department received funding to replace the sliding gate. They would like to expand the existing fence/gate to include the area where currently the large dumpster is housed.

The reason given to expand the fence/gate is to allow for more room to store the donated vehicles the students use as part of the class. Extending the fence would displace the large dumpster, but the Automotive Department has proposed moving it to the open dirt area directly across from the building (attachment B, automotive area).

The committee members reviewed the photos and discuss the proposal. It was expressed that moving the dumpster to the suggested area would be an eyesore. Travis Hiner suggested planting trees or set up a fence around the dumpster, but that would depend on the funds available. James Eyestone suggested that the Automotive Department conduct an audit of their space to ensure all vehicles and/or objects are being used or identify what can be removed to make more room. Tammeil Gilkerson had previously advised the Automotive Department to purchase a hydraulic car lift to maximize space and asked if they had looked or obtained quotes. The committee members would like to discuss the fence extension project with the Automotive Department. A representative from the Automotive Department will be invited to attend the next committee meeting. Bruce King will bring the quotes to replace the fence/gate to the next Operations Council meeting on Monday, March 13, 2017.

D. Status Update of Emergency Speakers

James Eyestone informed the committee that the District IT will be obtaining bids to install the emergency speaker system possibly in April/May. District IT has proposed to have the work done at night, which will cause the college to pay a higher wage rate, "overtime". The committee members composed an e-mail to Satish Warriar addressing the concerns about the proposed installation plan of the classroom emergency communication system. In the e-mail the committee requested that District IT consider the College's instructional calendar for scheduling installation, recognize budget constraints before making decisions and to share the timeline and proposed plan with the Operations Council Committee.

E. Associated Student Union Comment Boxes

Students were not present to discuss the comment boxes; the discussion was tabled.

F. Safety Monitor Training

Lt. Thomas Holt notified the committee that managers are considered building safety monitors. He requires the manager's assistance to identify faculty and staff as safety monitors. All safety monitors must receive training to understand the duties accompanied with the title.

The committee members recommended for Lt. Thomas Holt to send out an e-mail to all CCC employees with a grid detailing current safety monitors assignments and explain what is a safety monitor. The managers will then help identify and encourage staff and faculty to participate and receive training.

G. Campus Advertising Policy: Recommendations from Constituencies

Each constituency representative provided feedback from their groups. Beth Goehring reported faculty's concern that the process is too strict for simple class flyers. They also would like to see

more advertising, not less. Lorena Cortez reported on behalf of classified, classified would like to know if Brandy Howard is the only person with ability to give final approval on advertising posting. They were also concern with the turnaround approval time if just one person will be giving final approval. There were more suggestions provided by the committee members:

1. Establish parameters for quick post. For example, adding a course flyer.
2. Designating spaces around campus for certain types of advertising
3. Set a standard size for banner advertising, including the material and type of banner.

Brandy Howard and Joel Nickelson-Shanks will be invited to the next Operations Council meeting to address the questions. The campus advertising policy will be placed on the agenda as an action item.

H. Other Discussion/News Items

No other discussion/news items reported.

V. Adjournment

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

Meeting adjourned at 10:31a.m

**CONTRA COSTA COLLEGE
OPERATIONS COMMITTEE
Monday, October 27, 2014
9:00 A.M.-Room AA-216
Minutes**

PRESENT: Tammeil Gilkerson (Chair) Donna Floyd, Susan Lee, James Eyestone, Darlene Poe, Lily Harper, Lt. Jose Oliviera, Bruce King and Wayne Organ.

I. Welcome/Introductions

Meeting was called to order at 9:06 a.m.

II. Approval of Current Agenda

James motioned to approve the current agenda, Wayne seconded.

III. Approval of October 13, 2014 Minutes

Lily motioned to approve the minutes, Donna seconded. JE,DP,LH,JO, and SL voted yay, none voted nay.

IV. Action Items

A. Committee charge revision

This discussion was a continuation from a previous meeting. Tammeil presented a draft of the committee charge reflecting changes made. The changes reflected are:

1. Meeting time 9:00 a.m.-10:00 a.m.
2. 2 classified representatives, 2 managers, 2 faculty and up to 2 students.
Ex officios: Manager of Custodial Services, Police Lieutenant, Dean of Student Services, Manager of Buildings and Grounds, and Manager of Technology Services.
3. Director of Admissions and Records was deleted and Dean of Student was added.
4. Under Purpose #2, President's Cabinet was changed to College Council.
5. Under Purpose delete #3

Wayne motioned to approve the revision of the committee charge. Donna seconded.

V. Information/Discussion Items**A. Parking issues**

Jose received a letter of concern from a faculty member regarding handicap parking in parking lot 7, which is located near the Art building. There are two parking spaces available to individuals with placards. This faculty member was recently ticketed for parking in a space that was not an actual parking space. The reason given was lack of adequate handicap parking in parking lot 17.

Jose stated that he assessed the area and there are two storage containers occupying a space that could potentially be converted into two additional handicap parking spaces. The containers are used by faculty, although it is not clear what they are used for or how often. Bruce stated that the containers could be relocated to a gravel area a short distance away, however it could cost roughly \$1000.00.

Bruce stated that this has not been a recurring problem and the college is in compliance with the American Disabilities Act standards for accessible parking. In addition to these parking spaces, it was noted that there are parking spaces near the Music building that are primarily unused and that are accessible to the Art building. There was a consensus that those parking spaces are actually closer.

The decision was made to offer suggestions for alternative handicap parking spaces to those individuals who are finding it difficult to locate handicap parking. The college is in full compliance with ADA standards.

B. Approval process for security cameras

James stated that there is no formalized approval process for installing security cameras. He is interested in creating a procedure for how the college approves things. Per Jose, the District has a standard for cameras. Although, there is no clear definition on who monitors and maintains these systems. The Student Services Center and bus terminal are in line with this standard. T.com is the vendor for District camera systems. However, some areas have installed cameras that are not under Police Services' control.

I.T. has been given the responsibility of monitoring these systems. Bruce suggested a review of equipment that is coming in. The District camera systems are tied to Police Services, but many areas opted to go with other systems because T.Com is costly. One notable problem with this is people not knowing how to operate the equipment to provide a copy to Police Services in the event and incident does occur.

There is a plan to install cameras at each entrance to the Early Learning Center. Tammeil recommends forwarding this item to the Safety Committee. One concern was that there needs to be an understanding of the effort that is required when placing the responsibility of monitoring and maintaining these systems in people's laps.

C. Emergency contact list

Per Susan, a faculty member attempted to reach Police Services using the phone number indicated on the flyer on a Friday night and no one answered the phone. Per Jose, the problem has been fixed. The call will automatically roll over to a cell phone in the police car after five rings. He also stated that he is working on replacing the old flyers with updated ones. This process should be completed by the end of November.

D. Space heater policy

Bruce shared a draft of the space heater policy he and James worked on and solicited feedback. This policy is being drafted so that there is something to enforce. Suggestions were:

1. Spell out HVAC
2. Wording to say "Space heaters must not be plugged....."
3. Bullet #2 seems to be a point of contention
4. Include a statement that says "contact Buildings & Grounds for more support."
5. Reference "Safety"

There was concern about the requirement to plug space heaters into an empty outlet, as there are not many outlets. Bruce suggests using a power strip instead. He also stated that it is important not to plug them into the same surge protector as the computer. There was also concern around the fact that neighboring offices share power sources. Wayne stated that it might be difficult to assess your own office with the added responsibility of assessing other areas. This item will come back in the next meeting as an action item.

Donna motioned to adjourn. Vicki seconded. All voted yay, none voted nay.







