

CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, March 13, 2017
9:00-10:00 a.m., Room SAB-211

Minutes

Committee Members: Mariles Magalong (interim chair), Beth Goehring, Lilly Harper, Brian Williams, Susan Lee, Vicki Ferguson, Tenzin Jamphal and Francis Sanson. Ex-officio: Lt. Thomas Holt, James Eyestone, Darlene Poe, Bruce King

Present: Mariles Magalong, Vicki Ferguson, Beth Goehring, James Eyestone, Susan Lee, Darlene Poe, Lt. Thomas Holt, Brian Williams, Lilly Harper and Lorena Cortez (taking notes)

Guest: Travis Hiner, Jason Berner, Brandy Howard, Lucile Beatty and Jacqueline Lopez

Absent: Bruce King, Tenzin Jamphal and Francis Sanson

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

I. **Approval of Current Agenda**

Susan Lee moved to approve the agenda. Lilly Harper seconded the motion. VF, JE, DP, TH, BG and BW voted aye. No nays. No abstentions. The agenda was approved unanimously.

II. **Approval of February 27, 2017 Minutes**

Susan Lee moved to approve the minutes with changes. Lilly Harper seconded the motion. VF, BG, TH, DP, JE and BW voted aye. No nays. The minutes were approved unanimously.

III. **Action items**

No action items.

IV. **Information/Discussion Items**

A. Campus Advertising Policy

Brandy Howard was invited to address the committee's questions regarding the campus advertising policy. The Campus Advertising policy addresses requests to advertise college events and opportunities via electronic marquees and monitors, and other non-permanent signage such as banners and yard signs. She noted that many of the questions pertaining to posting time sensitive flyers would fall under the bulletin Board policy, which Joel Nickelson-Shanks is currently working on. Jason Berner confirmed with Nick Dimitri that additional bulletin boards will be installed in the General Education building (GE).

The advertisement would be approved by Brandy Howard, provided that it meets the guidelines set in the policy, as well as the college branding style approved by College Council. Tim Gleason will serve as the back-up approver and possibly the Business Office. Joel Nickelson- Shanks and Brandy Howard will return on Monday, April 10, 2017 to discuss the bulletin board policy.

B. Automotive Technology Area: Fence Extension

Lucile Beatty, Automotive Department Chair, came to discuss Automotive Department's (AUSER) request to extend the fence area. The AUSER department received their National Automotive Technicians Education Foundation (NATEF) certification. With the certification the department has additional standards to add to the curriculum; 7 courses this spring alone. The curriculum requires six (6) vehicles per class, that is a total of thirty-five (35) vehicles. When a vehicle is used for one class, it cannot be used for another class. Collision will also require additional vehicles for their students. The automotive company Subaru, will be donating vehicles and engines to the department. This has increased the number of vehicles required for the curriculum, and therefore the need for additional space. The AUSER department will be using Perkins Grant funds to purchase hydraulic car-lifts. However, this is not a solution for the space issue, but merely an additional resources needed to store the vehicles.

Per Lucile Beatty, the dumpsters by the Automotive Technology area are not used by AUSER; they are used by Custodial Services. She indicated that the large dumpster is for construction because it does not have lid. She suggested contacting Richmond Sanitary to confirm the type of dumpster. The smaller dumpster with a lid could be moved to the handicap parking space(s) adjacent to the Automotive Technology building.

The committee looked at an aerial view of the Automotive Technology area to assess the proposed fence extension, relocation of dumpster(s) and evaluation of current use of the space. Mariles Magalong will ask Bruce King to verify that the college is disposing of the garbage properly; no e-waste in garbage bins. He will also bring the fence extension quote for the committee to review. The Automotive Technology Area: Fence Extension will be an action item on agenda at the next meeting on Monday, March 27, 2017.

C. Composition of Operations Council Update

The revision to the committee charge and composition approved at College Council in fall 2014 will be updated on the College Procedures Handbook instead of going back to College Council.

The committee reaffirmed the changes to the charge:

- Meeting time: 9:00 a.m.-10:00 a.m.
- Composition: 2 classified representatives, 2 managers, 2 faculty and up to 2 students. Ex officios: Custodial Services Manager, Police Lieutenant, Buildings and Grounds Manager, and Technology Services Manager.
- Director of Admissions and Records was removed from the composition and replaced by Dean of Student Services.
- Purpose #2: Changed President's Cabinet as the reporting committee to College Council.
- Purpose #3, "To evaluate and improve instructional services operations" was removed from the charge.

The 2016-2017 Operations Council Committee members are as follows:

- Classified: Lilly Harper and Brian Williams
- Managers: Susan Lee and Vicki Ferguson
- Faculty: Beth Goehring (need a second faculty member)
- Ex-officio: Darlene Poe, Lt. Thomas Holt, Bruce King and James Eyestone

D. Use of Facilities: Fireside

James Eyestone reminded the committee that the Fireside Hall must remain locked when it is not being used by authorized personnel (faculty, staff, facility renter). When the Fireside Hall remains unlocked with no supervisor on site, students will use it as lounge area. He also mentioned that college policy does not permit students to operate the AV equipment/technology in any of the classrooms. Per Lt. Thomas Holt, while Police Services can enforce the technology policy, they cannot remove students from classrooms. There is no college or Contra Costa Community College District (CCCCD) policy that states students cannot be in the classroom if there is not a class in session. The committee suggested to remind faculty at division meetings to lock the classrooms including the Fireside Hall and conference rooms after the event and/or class has concluded. Beth Goehring will bring up the discussion regarding students using classrooms during non-instruction periods at the next District Governance Council (DGC) meeting.

Jacqueline Lopez informed the committee that since the use 25Live, she has generated bi-weekly reports for Police Services detailing the events (college or outside) on campus that require unlocking/locking services. The events that are requested on short notice, an e-mail is sent to directly Police Services. Per Lt. Thomas Holt he will continue to follow-up on the reports and e-mails to ensure the request are handled.

E. Shower Access for Homeless Students, AB 1995

Assembly Bill (AB) 1995 which adds Education Code, section 76011 to the Student Housing article of the Education Code was approved by Governor Brown on September 21, 2016. On January 1, 2017 the section went into effect requiring that California community College campuses with shower facilities for their students make the shower facilities available for their homeless students. To ensure that Contra Costa College is upholding the law, Vicki Ferguson in collaboration with Lt. Thomas Holt and Athletic Director, John Wade drafted the shower facilities for homeless students policy.

The policy references the Education Code, section 76011, defines “homeless student” and details the shower facilities hours of operations. The facilities will be available Monday-Friday from 11:00a.m. -1:00p.m., supplies (towel and soap) will be provided. To ensure that the college can maintain the program, Mariles Magalong asked to meet with John Wade and Susan Lee to discuss the shower facility operation hours and the Athletic department budget.

The shower facilities for homeless students procedure will appear as an action item on the agenda at the next meeting on Monday, March 27, 2017.

F. Interfaith Meditation Room Request

The Muslim Student Association Club has written a request to the college asking to consider designating a location on campus as an “interfaith meditation room” for students, faculty and staff of diverse religion and spiritual practices. Vicki Ferguson brought forth the request to the Operations Committee members to discuss and provide feedback. The committee discussed what a “interfaith room” requires, i.e. size of space, seating, number of hours of operation/access, etc. Based on the committee’s knowledge of the existing/usable space on campus, there are no locations currently available to solely be designated as interfaith room.

G. White Boards in the Liberal Arts Building

Jason Berner asked Darlene Poe if Custodial Services could move a couple whiteboards that remain in the Liberal Arts building, into room AA-117. Per Darlene Poe, the request must be submitted by completing the maintenance request form.

H. Other Discussion/News Items

The committee looked at a couple pictures of the newly painted Performing Arts Center (PAC)/KNOX. Travis Hiner noted that the name of the building is in blue and the “Entrance” sign will be installed soon. The pictures also showed the area damaged by a vehicle that hit the building last month. Per Mariles Magalong and Travis Hiner, there was structural damage to the building. An engineer has been hired to inspect and provide the scope of the work needed to repair the damage.

V. Adjournment

Meeting adjourned at 10:34 a.m.