

CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, August 14, 2017
9:00-10:00 a.m., Room SAB-211

Minutes

Committee Members: Ken Sherwood (chair), Beth Goehring, Megan Kinney, Lilly Harper, Brian Williams, Jason Berner, Vicki Ferguson. Ex-officio: Lt. Thomas Holt, James Eyestone, Darlene Poe, Bruce King

Present: Ken Sherwood, Beth Goehring, James Eyestone, Bruce King, Jason Berner, Vicki Ferguson, Megan Kinney, Darlene Poe, Brian Williams and Lorena Cortez (taking notes)

Guest: Travis Hiner, Mariles Magalong

Meeting called to order at 9:04 a.m.

I. **Approval of Current Agenda**

Jason Berner moved to approve the agenda. Beth Goehring seconded the motion. VF, BG, JB, MK and BW voted aye. No nays. No abstentions. The agenda was approved unanimously.

II. **Approval of May 22, 2017 Minutes**

Vicki Ferguson moved to approve the minutes. Jason Berner seconded the motion. VF, BG, JB, MK and BW voted aye. No nays. No abstentions. The minutes were approved unanimously.

III. **Action items**

A. **Use of Public Campus Bulletin Boards**

The committee members reviewed and made a minor grammar correction to the policy. Vicki Ferguson moved to approve the Use of Public Campus Bulletin Boards with a minor grammar correction. Brian Williams seconded the motion. VF, BW, BG, JB and MK voted aye. No nays. No abstentions. The policy will be placed on the next College Council agenda as a consent item.

IV. **Information/Discussion Items**

A. **Drop-Off Passenger Shelter Update**

The committee members discussed whether the shelter selected on September 12, 2016, provided enough protection against the elements. Mariles Magalong provided a recap of the conversation, as well as the pictures of the two options the committee chose from: Option A, the shelter selected and option B, a plexiglass shelter. Option B was not selected due to the potential of vandalism like edging, unauthorized postings and graffiti. The committee will

continue with Option A, the shelter selected. Per Mariles Magalong, the shelter quote was higher than anticipated and she will be reviewing the purchasing guideline before moving forward.

Bruce King presented a map with the marked locations where the shelters will be installed. Both shelters will be installed on the Comet Way drop-off area (see attachment C). The committee members agreed with the location selected.

B. Family Restroom in the General Education Building

Jason Berner informed the committee of the inappropriate use of the family restroom located on the second floor of the General Education building (GE). It was clarified that the restroom is labeled as a “gender neutral” restroom and not a “family” restroom. The committee explored ideas on how to manage the location to prevent inappropriate use of the facility. One of the suggestions was make the restroom accessible to by requesting the key from the Liberal Division office located on the same floor. The concerns expressed about keeping the restroom locked were:

- limiting access to the restroom when the office is closed
- self-identifying issue when requesting a key or calling Police Services to unlock/lock the restroom

Darlene Poe also noted that there is also issue with the other restrooms. The custodial staff has reported finding individuals hiding in the restrooms after the college campus has closed and Police Services is not on duty. This is a safety concern for the custodial staff that work the graveyard shift. The committee made the following recommendation to help address the issue of people hiding in restrooms:

- remind evening faculty to remove all students from the classroom at the end of class session
- speak with Lt. Thomas Holt about performing floor sweeps with custodial services personnel

The discussion topic will be discussed further to obtain feedback from Police Services at the next Operations Council meeting on Monday, August 28, 2017. The topic will be changed to “Gender Neutral Restroom in the GE Building”.

C. Operations Council Issues/Concerns

There were no issues or concerns discussed.

D. Other Discussion/News Items

Vicki Ferguson asked to place “Interfaith Room” as a discussion item on the next Operations Council agenda scheduled on Monday, August 28, 2017.

V. Adjournment

The meeting was adjourned at 9:45 a.m.

Use of Public Campus Bulletin Boards

The Student Life Office maintains and coordinates posting on public campus bulletin boards (This policy will be posted on all public bulletin boards)

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. 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 exempt from this procedure.

Non-College Postings

8. The Student Life 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 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.

College Postings

11. College course announcements may be posted until the third week of class. College flyers advertising events may remain posted until the event is over.
12. College staff are expected to remove their own postings in a timely manner.
13. All flyers/postings should adhere to approved college brand standards. Find approved logos, fonts and other marketing assets at <http://bit.ly/CCCMarketing>

Option A



Option B



C-617 Bus Stop Enclosure Locations (2):

