

CONTRA COSTA COLLEGE  
OPERATIONS COUNCIL COMMITTEE  
Monday, August 28 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 and Jason Berner. Ex-officio: Lt. Thomas Holt, James Eyestone, Darlene Poe, Bruce King, Brandy Howard

**Present:** Ken Sherwood, Beth Goehring, James Eyestone, Jason Berner, Vicki Ferguson, Megan Kinney, Brian Williams, Dennis Franco, Lt. Thomas Holt and Brandy Howard

**Guest:** Travis Hiner and Mariles Magalong

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

I. **Approval of Current Agenda**

The agenda was approved unanimously.

II. **Approval of August 14, 2017 Minutes**

No action taken.

III. **Action items**

A. **Schedule Maintenance List**

Dennis Franco moved to make the schedule maintenance list an action item. Lilly Harper seconded the motion. VF, DF, LH BG, MK, JB and BW voted aye. No nays. No abstention. The motion was approved unanimously.

Mariles Magalong presented the 2017-2018 schedule maintenance list on behalf of Bruce King. The state awarded CCC a total of \$400,000 to be used for both schedule maintenance and instructional funds. The 2017-2018 column list contains the items that will be funded by the state schedule maintenance:

- Gym Annex boiler replacement, cost- \$100,000
- class room emergency communication system – The Operations Council Committee allocated \$170,000 out of last year's (2016-2017) fund to complete the project. However, new cost analysis has revealed an additional \$100,000 is needed to complete the project.

The ELC playground project (cost, \$100,000) is listed on 2018-2019 as priority on the scheduled maintenance list. Mariles Magalong asked the committee to decided what third

project will be funded by the 2017-2018 schedule maintenance fund. She also, noted that the remaining monies of approximately \$100,000, would be used for instructional funds.

Dennis Franco motioned to move the ELC playground project (\$100,000) from 2018-2019 to the 2017-2018 schedule maintenance list of funded projects. Brian Williams seconded the motion. DF, BW, MK, BG, VF, JB and LH. No nays. No abstentions. The motion was approved unanimously.

#### **IV. Information/Discussion Items**

##### **A. Gender Neutral Restroom in GE Building**

Lt. Thomas Holt shared with the committee that discussions are taking place at high levels and in a broader view on finding a solution. He encouraged the committee to provide suggestions on possible solutions to the use of the restroom. The committee members explored a few ideas of deterring the misuse of the restroom. From ideas discussed, the committee members came to a consensus to install a stall around the toilet and remove the restroom entrance door and the lock. Ken Sherwood will speak with Bruce King to research the action, cost and legal aspects of making the change to the gender neutral restroom. Once the research has been compiled, Ken Sherwood will bring back gender neutral restroom as a possible action item on the agenda.

##### **B. Interfaith Room**

Vicki Ferguson provided pictures of possible locations around campus that could be used as an interfaith location for CCC students, staff and faculty. An outside location proposed was noted to be a good size, however, it does not protect individuals from the elements. Vicki Ferguson and Beth Goehring will do a field trip with Bruce King to the potential interfaith locations around campus. When the location has been selected, a proposal will be brought forth to the Operations Council Committee.

##### **C. Campus Advertising Policy**

The campus advertising policy was presented and reviewed by the Operations Council Committee in spring 2017 and it has now remained a discussion topic for fall 2017. Beth Goehring addressed the faculty constituency concerns: providing a timeline of advertising approval, as well as a back-up approval person(s). Per Brandy Howard, the timeline can be different depending on the project. However, a statement can be written to indicate the expected approval time depending on the requestor's completed work of college approved materials and/or guidelines for the submitted advertising piece. Tim Gleason serves as back-up for Brandy Howard, there has also been discussion of the Business Services Office becoming a back-up.

The committee members were asked to review the policy before the next meeting. The campus advertising policy will come back as an action item at the next meeting on September 11, 2017.

**D. Other Discussion/News Items**

None.

**V. Adjournment**

The meeting was adjourned at 9:58 a.m.