

CONTRA COSTA COLLEGE  
OPERATIONS COUNCIL COMMITTEE  
Monday, September 11 2017  
9:00-10:00 a.m., Room SAB-211

Minutes

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

**Present:** Ken Sherwood, Beth Goehring, James Eyestone, Bruce King, Megan Kinney, Vicki Ferguson, Lilly Harper, Brian Williams, Lt. Thomas Holt, Darlene Poe, Cody Poehnelt, Brandy Howard, Jason Berner and Lorena Cortez (taking notes)

**Guest:** Travis Hiner

Meeting called to order at 9:00 a.m.

I. **Approval of Current Agenda**

Lilly Harper moved to approve the agenda. Vicki Ferguson seconded the motion. The agenda was unanimously approved.

II. **Approval of August 14 and August 28, 2017 Minutes**

Beth Goehring moved to approve the minutes from August 14 and August 28, 2017 minutes. Vicki Ferguson seconded the motion. The minutes were unanimously approved.

III. **Action items**

A. Campus Advertising Policy

The committee members reviewed the policy for final approval. Brandy Howard clarified that the policy is an expansion of the current college policy C3007.0, Use of Electronic Marquees. There was a brief discussion regarding banner on railings, specifically the Culinary banner located on the Student and Administration Building railing facing Library Drive. The committee agreed that banner should not be placed on railings and made a recommendation to hang it on the building. Brian Williams moved to approve the policy. Lilly Harper seconded the motion. The committee discussed and proposed the following language changes to the policy:

- corrected the lettering sequence
- corrected item E.
- added banner location: I. Above the Culinary glass door on the Student and Administration Building (facing Library Drive)
- reworded item J.

The campus advertising policy was unanimously approved with changes. The policy will be placed on the next College Council agenda as a consent item.

B. Interfaith Room Location

Vicki Ferguson presented pictures of the location identified as the interfaith room; the patio located on the second floor of the Applied Arts building (AA). The current condition of the patio will need some work to make the location more hospitable; i.e. new flooring, curtains and something to protect students from the rain. James Eyestone noted that the renovation of the AA building may restrict access to the location. Brian Williams moved to approve the patio on the second floor of the AA building as the location for the interfaith room. Beth Goehring seconded the motion. The motion was unanimously approved.

IV. **Information/Discussion Items**

A. Other Discussion/News Items

Vicki Ferguson inquired about staff and faculty receiving training on how to use the Stryker evacuation chair. Per Bruce King, the funding to install the Stryker chairs came from the bond Measure A and E. The chairs have been installed in the General Education and Student and Administration buildings.

V. **Adjournment**

The meeting was adjourned at 9:47 a.m.

## **Campus Advertising: Electronic and Non-Permanent Signage**

Requests 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:

1. Advertisements are limited to events, opportunities and services generated by approved college programs, services or student clubs.
2. Advertisements should:
  - a. be easy to read.
  - b. be designed in adherence with approved college brand standards. (please contact Public Information Office or visit [www.contracosta.edu/marketing](http://www.contracosta.edu/marketing) for specifications)
  - c. include only high level detail, along with a web address or contact information.
  - d. be of appropriate size for posting location. (please contact Public Information Office or visit [www.contracosta.edu/marketing](http://www.contracosta.edu/marketing) for specifications)

### **Marquees & Monitors**

1. 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.
2. TV monitors are located throughout campus and are used to announce events, opportunities and services to the internal campus community.
3. Advertisements should be sent for approval and posting no later than seven (7) business days prior to an event to the Public Information Officer.
4. 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**

1. Banners may be hung to announce events, opportunities and services to the internal campus community in the following locations:
  - a. Across the entrance to the Student Services Center
  - b. The brick-faced sides the entrance to the Student Lounge
  - c. The brick-faced ends of Fireside Hall
  - d. Across the breeze way that bisects the Student & Administration Building
  - e. The right side of the entrance to the Library, under the awning

- f. The upper corner (facing Parking Lot 11) of the Applied Arts building
  - g. The upper corner of the Health Sciences building (facing side entrance to Applied Arts)
  - h. The chain link fence barrier to the creek, next to the Parking Annex
  - i. Above the Culinary glass door on the Student and Administration Building facing Library Drive
  - j. Other locations may only be approved in consultation with the Public Information Officer
2. Space is available on a first-come, first-serve basis. Reservation requests should be submitted to the Public Information Officer.
  3. Banner artwork should be submitted for approval to the Public Information Officer prior to purchase and printing.
  4. Once printed, banners should be provided to Buildings & Grounds for hanging within seven (7) business days.
  5. 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

1. 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.

Historical Annotation:  
Adopted by Operations Council, 5/11/92

## Interfaith Room Location: AA Building



