

CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, January 22, 2018
9:00-10:00 a.m., Room SAB-211

Minutes

Committee Members: Ken Sherwood (chair), Beth Goehring, Megan Kinney, Lilly Harper, Brian Williams, Maryam Attai, Cody Poehnelt (student). Ex-officio: Lt. Thomas Holt, James Eyestone, Darlene Poe, Bruce King, Brandy Howard.

Present: Ken Sherwood, Beth Goehring, Bruce King, Megan Kinney, Maryam Attai, Brian Williams, Lt. Thomas Holt, Cody Poehnelt and Lorena Cortez (taking notes)

Guest: Jason Berner, Mariles Magalong, Courtney Johnson and Edward Carney

Meeting called to order at 9:05 a.m.

I. Approval of Current Agenda

A motion was made to approve the agenda. The agenda was unanimously approved.

II. Approval of November 13, 2017 Minutes

A motion was made to approve the minutes. The minutes were unanimously approved.

III. Action items

No action items.

IV. Information/Discussion Items

A. Traffic Bollards Update

Lt. Thomas Holt presented several traffic bollard options to the committee. His presentation included cost, types of bollards, pictures and videos. The types of bollards compared are as follows:

- retractable – installation cost is between \$700-\$1500 per bollard. The bollard is more of a visual deterrent as it will likely not stop a high speed vehicle
- folding – installation cost about \$500 per bollard. The bollard is more of a visual deterrent as it will likely not stop a high speed vehicle
- removable – the bollard can be lock and unlocked to allow passage of vehicles when necessary. It is designed to stop a 5,000-pound vehicle traveling at 10mph. This type of bollard also has several options to select the type and color of the cover

The locations identified to set up traffic bollards are: Student Services Center (SSC) quad, pathway between the Library and Liberals Arts buildings, the pathway by the Library and parking lot 9, and the pathway by the Applied Arts and Health Science buildings. There were recommendations to use the large concrete planters in the interim as deterrent between the

Library and Liberals Arts building. Also, use boulders or garbage cans at different locations. Lt. Holt will be contacting the architects in the next few weeks to discuss potential including traffic bollards as part of the construction scope of work. The Student Services quad was identified as a priority location to install the bollards. The committee discussed installing combinate of folding and removal bollards; it will require 4 to 5 traffic bollards.

B. Applied Arts Balcony

On behalf of James Eyestone, Mariles Magalong shared with the Operations Committee that the potential space as an interfaith/meditation location, the balcony in the Applied Arts building is no longer an option. The architects confirmed that the location is not a balcony, it is a roof Ken Sherwood will meet with Dennis Franco to continue the search for a new interfaith/meditation location on campus.

C. Walkway Signage: Tobacco Fee Campus Notice

Chief Edward Carney presented the **draft walkway signage that emphasizes the student code of conduct to campus visitors and students. The polices will be enforced on all campus property including the Knox Center. The committee provided the following recommendations to improve the signage:**

- include visual sign with the policy
- add friendly/positive language as the reason for displaying the signs, example: “for the health and well-being of our students”
- include language that failure to comply may lead to student discipline and fines

Chief Carney will take Operations Committee’s recommendations to the districtwide Cabinet Meeting.

D. Panic Buttons and Bcc (Blind Carbon Copy) Guidelines

Maryam Attai began a discussion about the use and versatility of the panic buttons. It is the committees understanding that the emergency button contacts the area manager and Police Services. Per Maryam Attai there are other “panic button” services that offer the capability to contact other support departments besides Police Services for example, counselors. Chief Carney shared that DVC is currently beta testing 911 Cellular. This system sends the message **to the supervisor/manager to review, while also signaling police services to make their way to location and be on standby until the manager or person onsite gives them further information. 911 cellular is available on the desktop and cell phone; provides GPS coordinates. The system will serve as complement the emergency communication system currently installed in classroom. Chief Carney will demonstrate the 911 Cellular system at an upcoming Operations Council meeting.**

The committee briefly discussed current Bcc guidelines and user habits. They explored ideas of how to better inform employees on how to use the Bcc lines and the reply and or reply all functions on email. The committee asked to share with their departments to do a friendly reminder at the beginning of every semester to employees regarding the Reply All and Bcc

features on email. Also, do some information/educational campaigns at meetings and/or throughout the semester.

- E. Other Discussion/News Items
No discussion items.

V. **Adjournment**

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