

CONTRA COSTA COLLEGE
OPERATIONS COUNCIL COMMITTEE
Monday, October 8, 2018
9:00-10:00 a.m., Room SAB-211

Minutes

Committee Members: Mariles Magalong (chair), Beth Goehring, Lilly Harper, Brian Williams, Maryam Attai, Jason Berner, Dagim Tessema (student), Aman Butt (student). Ex-officio: Lt. Thomas Holt, James Eyestone, Darlene Poe, Bruce King, and Dennis Franco

Present: Mariles Magalong, Beth Goehring, Lilly Harper, Bruce King, Dennis Franco, and Lorena Cortez (taking notes). Student representatives Dagim Tessma and Aman Butt arrived after 9:35am.

Meeting called to order at 9:07 a.m.

I. Approval of Current Agenda

Quorum was not met; the agenda was not approved.

II. Approval of September 10, 2018 Minutes

Quorum was not met. The minutes will be approved at the next meeting on Monday, October 22, 2018.

III. Action items

A. **Scheduled Maintenance Report**

Beth Goehring moved to approve the funding of AA building HVAC piping (roof) and the replacement of pneumatic HVAC system as reflected on the 2018-2019 Scheduled Maintenance Report. Lilly Harper seconded the motion. No nays, no abstentions. The motion passed and was approved unanimously.

IV. **Information/Discussion Items**

A. **Faculty Office Directory**

Beth Goehring shared the request of faculty to improve the GE building by installing some type of directory for faculty offices. The discussion resulted in a recommendation to ask Technology Services Manager, James Eyestone for information on what type of monitor, technology and maintenance would a digital directory require. This item will be discussed at the next Operations Council meeting on October 22, 2018.

B. Fireside Hall View Availability

On behalf of faculty, Beth Goehring asked if there is a way to improve the visibility of the presentations projected in Fireside Hall. The committee will follow-up with Technology Services Manager, James Eystone to answer faculty's question.

C. Veterans Garden Update

Bruce King provided a brief update. The Veterans Club has requested the area behind the GE building as the Veterans Garden. Sue Abe, DSPS Manager, visited the site and it appears to be ADA compliant. At this point, the Veterans Club is leaning toward the location behind the GE building as the best location for the garden.

D. Schedule Maintenance Report

Bruce King reviewed with the committee the 2018-2019 Schedule Maintenance Report. The items funded by bond and Proposition 39 were identified (PAC HVAC replacement, automotive building AC unit replacements and tennis court resurface). Bruce noted a correction to the schedule maintenance, there was no funding for the resurfacing of the swimming pool deck. The ELC playground upgrade will be funded from 2017-2018 budget. ELC user groups will be meeting soon to prioritize the budget for the project.

Contra Costa College received \$160,000 from the state for the Schedule Maintenance, therefore, it was recommended that the funding is to be used for the AA building HVAC piping (roof) and the replacement of pneumatic HVAC system. The Operations Committee discussed the report and assignment of funds.

Beth Goehring moved to make the Schedule Maintenance Report an action item. Lilly Harper seconded the motion. No nays, no abstentions. The motion passed and was approved unanimously.

E. Safety Committee Report

Mariles Magalong provided the following Safety Committee report:

- Conducted evocation drills with the cooperation of building monitors. There is a scheduled earthquake drill, the Great Shakeout on October 18, 2018 at 10:18am
- Emergency notification system is almost fully operational in all buildings. The systems that are operation have been tested and work. Dennis Franco asked to for the committee to follow-up with Police Services to confirm if the system was installed or plan to install in the SSC lobby area. Mariles will follow-up with Lt. Thomas Holt.
- Campus Shield cell app is operational. There will have to discussion regarding the computer location assignment of the 50 Campus Shield button. The Operations Committee made the following location recommendations: SSC, Gateway, MCHS and at least one panic button in each building. Mariles Magalong asked Lorena to work with Lt. Thomas Holt to create a list of locations and bring the list for review and approval to Operations Council.
- Discussed the AA building fire emergency update.

- The water fountain in the AA building have been tested by an independent lab. The lab tested for bacteria and metals. The results have declared the water to be safe for everyone. Bruce king will send an email to the college community with the safe drinking water announcement.

F. Other Discussion/News Items

Dennis Franco inquired with Mariles Magalong purchasing signage for the Transfer Center. Per Mariles, if the department has funding, the department can work directly with Marketing Manager, Brandy Howard to produce the signage.

V. Adjournment

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