

# CONTRA COSTA COLLEGE

## College Council Minutes

**Date:** Thursday, February 11, 2016

**Time:** 2 pm to 4 pm

**Room:** LA-100, Contra Costa College, 2600 Mission Bell Drive, San Pablo, CA 94806

**Present:**

**Management:**

Jason Berner (Speaker)  
 Vicki Ferguson  
 Jane Harmon  
 Mariles Magalong  
 Mojdeh Mehdizadeh

**Faculty:**

Beth Goehring (Speaker)  
 Bonnie Holt  
 Alissa Scanlin  
 Gabriela Segade  
 Judy Flum

**Classified:**

Leticia Mendoza, Chair  
 Lorena Cortez  
 Erika Greene

**Students:**

Safi Ward-Davis (Speaker)  
 Addy Brein  
 Luanna Waters

ITEM FOR DISCUSSION	DISCUSSION	ACTION ITEMS
1. Call to Order by Chair	At 2:07 pm  Guests: Krista Olson, Ray Pyle, Ines Zildzic	
<b>Presentations</b>		
2. Public Comment	There were no public comments.	No action necessary.
<b>Consent Agenda - Action Items</b>		
3. Approval of Agenda	Students moved to approve agenda. Management seconded the motion. The agenda was unanimously approved.	
4. Approval of Minutes from 11/12/15	Faculty moved to approve minutes. Students second the motion. The minutes were approved unanimously.	
<b>Action Items Removed from Consent Agenda / Non-consent Agenda – Action Items</b>		

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<p>5. Measure E Presentation (Ray Pyle)</p>	<p>Mojdeh provided a quick background of the Measure E planning that is being done. We have been working with DO facilities and consultant to assess the potential growth or lack of space in the science and PE buildings.</p> <p>The purpose of the presentation is to inform the committee of Measure E program planning, for the committee to provide feedback on the program and if the program is heading in the right direction to provide approval or to redirect the program.</p> <p>The presentation covered: Review, Program &amp; Project and Sequence.</p> <p>REVIEW:</p> <ul style="list-style-type: none"> <li>• <u>2007 master plan</u></li> <li>• <u>Seismic consideration</u> – Map of campus showed Green= clear for building, Yellow= further testing required, Red= no building.</li> <li>• <u>Measure E building/Programs</u>- listed the buildings (BS, PS, HS, Gym, L, GA OPS)</li> <li>• <u>Measure E Budget</u> – Breakdown of budget. CCC was the only college to receive the supplemental from district for age (slide7)</li> </ul> <p>PROGRAM AND PROJECTS:</p> <ul style="list-style-type: none"> <li>• <u>Preliminary Measure E Program</u> - Gave existing, preliminary, and difference ASF (assignable square footage). The assignable sqft is only lab, office and lecture space.</li> <li>• PE building has the lowest ASF because it sits on a yellow, we cannot add space and the language of the bond does not allow for it either.</li> <li>• <u>Basis for Tentative Project Budgets</u> (slide 11)</li> <li>• <u>Final Build out:</u> Showed the buildings that will be demolished, placement of new building and</li> </ul>	<p>Send pdf file of presentation.</p>

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	<p>building that will be renovated (slides 13-16).</p> <ul style="list-style-type: none"> <li>➤ One of the new buildings is the Allied Health and Science building, it will house general classrooms; new planetarium, labs, admin/faculty/staff space, study space.</li> <li>➤ The PE Complex: Renovated Gymnasium; New entry/foyer to Gymnasium with concession stand and new public restrooms; Renovated Men's &amp; Women's Locker Rooms; Modernization of Gym Annex; Team Rooms.</li> <li>➤ Applied Arts and Operations Functions: Nursing &amp; Medical Assisting swing space; General Classrooms; Gateway; Office space; Operations (Buildings, Grounds &amp; Custodial). There will be 2.5 Acres of Parking and Site Work added (slide 15)</li> <li>➤ New Campus Safety Center – will be built between the football field and tennis courts. It will house police services.</li> <li>• <u>Measure E outcome:</u></li> <li>➤ New Allied Health and Sciences Building + New Planetarium</li> <li>➤ Gym Annex Remodel, Gym and Locker Room Remodel</li> <li>➤ New Campus Safety Center</li> <li>➤ Operations (Buildings and Grounds and Custodial) move to AA Building</li> <li>➤ General Classrooms in AA Building</li> <li>➤ Additional Parking</li> </ul> <p>SEQUENCE:</p> <ul style="list-style-type: none"> <li>• <u>Measure A 2006 Completion- LA Building</u> - relocate all programs/functions to the new classroom building. Vacancy of LA building at beginning of Measure E.</li> </ul> <p>The AA building – 13,877 ASF of AA will be relocated to the new SA. The ASF of vacant AA space is for Measure E program.</p>	

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	<ul style="list-style-type: none"> <li>• <u>Measure E Build-Out Sequence</u> – Will be achieved in 6 major steps (slide 20)</li> </ul> <p><u>NEXT STEPS:</u></p> <ul style="list-style-type: none"> <li>• Continue ongoing programming with user groups</li> <li>• Select Architecture and Engineering teams</li> <li>• Continued updates with Campus and Executive Steering Committee</li> </ul> <p>Question (Wayne Organ): Construction affects enrollment, at what point does it all settle down?  Answer (Ray): Estimated completion on entire project is 2022. However, the construction is not in the middle of campus, and the student will have their center. This should help not affect enrollment.</p> <p>Question (Bonnie): Who decides what will be housed in the final space of AA?  Answer (Mojdeh): It is still being discussed. Originally the idea of moving Art to AA, but it's not part of measure A or E so it's not possible. Conversation will continue to happen, possibly using other funding to improve Art.</p> <p>Question (Bonnie): she thought that at one point Art building was identified as having structural damage and should not be used?  Answer (Ray): Cracks at foundation of Art were addressed and work was done. He read the 2005 engineering reports that state the movement is minuscule, but the building is good.</p> <p>Question (Wayne): The plan calls to demolish the biology building. Why can't we renovated it and reuse it?  Answer (Ray): Took a look at the numbers and it's cheaper to demolish.</p>	

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	<p>Classified moved to approve the plan presented today. Management seconded the motion.</p> <p>Classified moved to amend motion and add 10 minutes to discuss with Ray Pyle. Student seconded the motion. Unanimously approved.</p> <p>Faculty's concerns is that the new Campus Safety Center (CSC) location will take storage space from the PE facility. Per Ray, the location of the CSC is not in stone. It is a management decision however everyone is being involved.</p> <p>Per Mojdeh, there was a meeting schedule with John Wade to address all the items that would be affected if police services structure is built in the proposed location. Unfortunately, all the players didn't make the meeting. Beth G. will be included in the future conversations.</p> <p>Classified amended the motion and moved to approve the Measure E presentation as is with the discussion noting the concerns with faculty. Students seconded the motion. Unanimously approved.</p>	
<b>Information / Discussion</b>		
<p>6. Minutes, Agendas, and Storage of Plans/Manuals for Accreditation</p>	<p>The concern: There is no standard way to store minutes, agendas, and plans/manuals. The committee needs to have a discussion to standardize the format of the documents and where to store them.</p> <p>Wayne will give the committee recommendations to set standards at the next meeting.</p>	<p>Wayne will give the committee recommendations (set standards) at next meeting.</p>
<b>Standing Committee Reports</b>		
<p>7. Budget Committee</p>	<ul style="list-style-type: none"> <li>• The committee has not met yet.</li> <li>• A reminder that the deadline to submit the budget augmentation application is February 22 by 12pm.</li> </ul>	

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8. Student Success Committee	<ul style="list-style-type: none"> <li>• The committee has not met. The meeting will be the first Thursday in March.</li> <li>• Equity plan was reviewed at the conference. The feedback/recommendations will be reviewed in 3 weeks or so.</li> <li>• The state chancellor's office is reviewing plans looking at our budget to see if cost are allowable and that the activities are associated with the cost. The purpose of the chancellor's office review is to improve the plan not punitive.</li> <li>• Mayra will report to the committee when she receives the feedback/recommendations</li> </ul>	Mayra will report to the committee when she receives the feedback/recommendations
9. Operations Committee	<p>Report given by Lorena</p> <ul style="list-style-type: none"> <li>• The OP committee was asked to review and approve a new facilities rental application form. Based on the procedures handbook, Business Services is responsible for managing the facilities rental form. The operations committee does not have to approve the form. However, since the facilities rental involves several departments as resources, it is recommend that a subcommittee be formed where Business services, IT, Custodial and Buildings &amp; Grounds, Polices Services and Athletics meet once a month to look over the facilities calendar and come up with</li> </ul>	

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	<p>a procedure. This meeting will help disseminate information, address resource issues and help plan coordinate events between departments.</p> <ul style="list-style-type: none"> <li>• Hover boards: There is concern about the number students riding hover boards inside buildings, damaging floors, safety and charging boards in the hallway. The committee found that the hover boards fall under the governing board policy, section 3 “Roller/inline skates and skateboards”. According to the policy, using the hover board is a violation of the California Vehicle Code Section 21113(f) and shall/may be subject to a citation.</li> <li>• GA and Gym Janitorial/cleaning schedule: Committee will discuss this item at next meeting.</li> <li>• Map Stands: Decision to install additional map stands around campus will be added the next meeting agenda.</li> </ul>	
10. Planning Committee	<p>The committee has begun the process of looking at the college’s mission statement to evaluate if the college is fulling the statement.</p> <p>They will take each of the statements and develop a way to look at it based on evidence and then report to the college community on the state of the mission. This can then be used for accreditation documentation and more importantly it will help evaluate if and how effective the college is fulfilling its mission.</p> <p>The idea is to write a regular accreditation style report with links that could be part of college council minutes. Every two or four years the data could be updated to see how we are meeting the mission. The committee is taking ACCJC recommendation of looking at things from a data driven perspective.</p>	

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<b>Standing College Council Business</b>		
11. Campus Construction Updates	<ul style="list-style-type: none"> <li>• The new college center is on schedule and all three buildings will open fall 2016. The construction team is working on a move schedule from different locations/departments/functions into new building.</li> <li>• PAC seismic retro fit is scheduled Summer of 2016. However, the plans are with DSA and are awaiting approval. If we get approvals soon then it will happen this summer, otherwise it will not be done. If the retro fit does not happen in the summer, then we can phase the work out.</li> <li>• New monument sign will be installed of corner of Shane and Mills. The contract has been awarded and the permits are being obtained.</li> </ul>	
12. Reports from Constituency Groups	<p>Classified report: no report at this time.</p> <p>Management:</p> <ul style="list-style-type: none"> <li>• NSAS Division did a presentation on their division.</li> <li>• Hay study for local 1 is ongoing. It will be reviewed by managers, then reviewed by classified employees.</li> <li>• Per Mojdeh, in the past months, they have had each unit provide a presentation about their particular area, with the goal that everyone will gain a shared understanding.</li> </ul> <p>Student:</p> <ul style="list-style-type: none"> <li>• Today went to the Early Learning Center and did craft projects with students</li> <li>• 2/16 Coffee with cops event</li> <li>• 2/22 dinner with faculty</li> </ul>	



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	<ul style="list-style-type: none"> <li>• March 15-16 club rush</li> <li>• There will an encouragement banner hung on the AA building</li> </ul> <p>Faculty:</p> <ul style="list-style-type: none"> <li>• Program validation instruction video on website (not accessible yet).</li> <li>• One drive instruction video is on the website (not accessible yet).</li> <li>• The hiring training video is being worked on, hopefully up by Tuesday, 2/16.</li> <li>• SLO module Discussion ongoing.</li> </ul>	
13. Announcements	<p>Student: No announcements</p> <p>Management: No announcements</p> <p>Classified:</p> <ul style="list-style-type: none"> <li>• Job links will be on June 4<sup>th</sup></li> <li>• The State Classified conference is on June 16-18.</li> <li>• Evren Gurson is the new classified region representative.</li> </ul> <p>Management: The Virgins are not for Hipsters production is on March 1<sup>st</sup> at 2:30pm at PAC/KNOX center.</p> <p>Faculty: E-mail invitation sent out to all CCC employees to join the choir. There are 6 rehearsal dates. Open to all (employees and community)</p>	
14. Next Meeting	March 10, 2016	
15. Adjournment	<p>Faculty moved to adjourn. Management seconded the motion. Student yay, classified yay, management yay and faculty yay. Unanimously approved.</p> <p>Adjournment at 3:53pm</p>	