



# CONTRA COSTA COLLEGE

## Operations Committee

### Meeting Agenda

**Date:** September 13, 2023 (every 3<sup>rd</sup> Wednesday of the Month) **Time:** 2:00 p.m. – 3:30 p.m.

**Location:** ZOOM <https://4cd.zoom.us/j/85223093343> Meeting ID: 852 2309 3343

[Committee Charge and prior meeting agendas and minutes](#)

#### Voting Members

**Chairperson:** Victoria Menzies

**Managers:** Sara Marcellino 2 vacant

**Faculty:** Andrew Kuo, 1 Vacant, *Alternate: Gabriela Segade*

**Classified:** Brian Williams, Michael Zephyr

**Students:** 2 vacant

#### Non-Voting Members

**Mangers:** James Eyestone, Lt. Charles Hankins, George Mills, William Tandongfor

	Item	Action
I.	Welcome and Introductions	N/A
II.	Approval of the <a href="#">May 10, 2023 minutes</a>	Vote
III.	Public Comment/Announcements (2 minutes each)	N/A
IV.	<b>Review Committee Charge, Membership and Voting guidelines</b> <b>Current Charge:</b> <ol style="list-style-type: none"> <li>1. To raise issues and take immediate action on problems pertaining to the daily operations or routine operations of the college, its instructional and service programs/units.</li> <li>2. To recommend to College Council proposals regarding non-routine operational matters; proposals regarding planning and evaluation activities</li> <li>3. To recommend updates to College Procedures Handbook</li> <li>4. To make recommendations for the prioritization of maintenance and upgrade of existing facilities</li> </ol>	Informational/Discussion
V.	Review/Set Committee Goals for Fiscal Year 2023-2024	Informational/Discussion
VI.	Report out from Safety Committee meetings	Informational/Discussion
VII.	Report out from Sustainability Committee meeting	Informational/Discussion

VIII.	<b>Facilities Master Plan Presentation – 30 minutes</b>	Informational/Discussion
VI.	<b>Adjournment</b> – Next meeting will be Wednesday, October 18, 2023 at 2:00 p.m.	Informational/Discussion