



**CONTRA COSTA COLLEGE**  
**Operations Committee**  
**Meeting Minutes**

**Date:** FEB 8, 2023 (every 2<sup>nd</sup> Wednesday of the Month) **Time:** 2:00 p.m. – 3:30 p.m.  
**Location:** ZOOM <https://4cd.zoom.us/j/95457317398> Meeting ID: 954 5731 7398  
[Committee Charge and prior meeting agendas and minutes](#)

**Voting Members**

**Chairperson:** Arzu Smith  
**Managers:** Sara Marcellino\*  
**Faculty:** Elaine Gerber, Gabriela Segade  
**Classified:** Brian Williams, 1 vacant  
**Students:** Kevin G. Ruano Hernandez\*

**Non-Voting Members**

**Managers:** James Eyestone\*, Lt. Charles Hankins\*, Bruce King, George Mills, William Tandongfor, Larry Womack\*

Absent\*

Called to order at 2:04 p.m.

Item	Outcome/Decisions	Action Items
I. Approval of Current Agenda	Gabriela motioned to approve the agenda; Brian seconded. The committee unanimously approved the agenda.	

<p>II. Approval of the October 12, 2022 minutes and November ,2022</p>	<p>Brian motioned to approve the minutes from October, Gabriela seconded. The committee unanimously approved the agenda.</p> <p>Arzu motioned to approve the minutes from November, Brian seconded. The committee unanimously approved the agenda.</p>	
<p>III. Public Comments (2 minutes each)</p>	<p>Arzu reported the Vice President of Business and Administrative Services position is posted on the district website and the deadline to submit hiring application will close on March 17<sup>th</sup>. The hiring application review process will be on March 22<sup>nd</sup> and March 23<sup>rd</sup>. An external firm has been hired to assist with the recruitment. First interviews are expected to take place the week of April 3<sup>rd</sup>. Goal is to take the final candidate to Governing Board for approval at their May meeting.</p>	
<p>IV. Action Items</p>	<p>None.</p>	
<p>V. Report out from Safety Committee</p>	<p>The new Science Building has not received an evacuation training since the completion of the build.</p> <p>Tracy Marcial and Bruce are working on quotes to update the charging stations. Quotes will be obtained for charging stations that have retractable cords to avoid vandalisms in the future. Cameras are also being considered for that parking lot for monitoring.</p> <p>Art Building painting projects have been completed and some furniture has been replaced.</p>	

	<p>AED/CPR training will be coordinated with Bruce King on a Friday.</p> <p>Walkabout throughout campus has been completed and the improvements to avoid slips, trips and falls are all completed.</p> <p>The storm has caused several small flooding areas at the General Education Building and Science Buildings. Arzu is looking to see if the insurance will pay for some of the repairs.</p>	
<p>VI. Report out from Sustainability Committee</p>	<p>William Tandongfor announced Earth Day is scheduled for April 21<sup>st</sup>.</p> <p>The storm in January has had an impact on our campus with fallen trees and damage to our infrastructure. Bruce King, Buildings and Grounds manager, is working with vendors to make our campus safe.</p> <p>William is working with Tracy, Moses and Katherine on sustainability efforts. District has assigned campuses the following goals to work on:</p> <p>For transportation, the campus is working on providing Green Parking Permits and education on Zero Emissions.</p> <p>For Zero Waste initiative the campus has installed several raise baskets throughout campus to dispose waste properly for a cleaner environment.</p>	

	<p>For Curriculum, a meeting with Faculty Senate President to find out ways to adjust teaching and learning to being more environmentally friendly.</p> <p>Custodial Managers will meet to discuss the implementation of districtwide goals at the colleges.</p>	
<p>VII. Proposed finding changes to State Scheduled Maintenance Program</p>	<p>Arzu Smith reported the State Governor released the January budget proposal for year 2023-2024.</p> <p>Current year scheduled maintenance budget may be affected if this proposal passes. Scheduled maintenance list was reviewed earlier in the year to prioritize several projects that earmarked the entire 2022-23 allocation of approximately \$4M. Governor's budget proposal reduces this allocation by roughly 25% or \$1M and proposes to redirect these funds to the student enrollment and retention grant. Governor will release a May revise which may include changes to this initial proposal. Until then, college will hold back on one of the larger scheduled maintenance projects.</p>	
<p>VIII. College Procedures Handbook</p>	<p>The President's Office is taking the lead on updating the College handbook, Kimberly Rogers, acting President, attended a conference that focused on updating college policies and procedures.</p> <p>Kimberly and her team have reviewed and updated the introduction and the first 2 chapters of the handbook and will forward to the Executive Team for recommendations. Those recommendations will be brought to Operations Committee for review and feedback.</p>	

IX. Future agenda items	Review/Feedback for Program Review Re-design efforts.  The committee will review the goals for the year for progress, completion, or deletion.	Arzu will email recorded videos and feedback forms to committee members.
X. Adjournment	Meeting adjourned at 2:39 p.m.  Next meeting Wednesday, March 8, 2023, at 2:00 p.m.	