



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

**Date:** MAR 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:** 2 vacant

**Non-Voting Members**

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

Present: Arzu, Elaine, Sara, Brian, Bruce, James

Absent:

Called to order at 2:02 p.m.

Item	Outcome/Decisions	Action Items
I. Approval of Current Agenda	Arzu moved to approve the agenda; Sara seconded. The committee unanimously approved the agenda.	

<p>II. Approval of the February 8, 2023 minutes</p>	<p>Brian moved to approve minutes from February 8, 2023, Sara seconded. The committee unanimously approved the minutes.</p>	
<p>III. Public Comments (2 minutes each)</p>	<p>None.</p>	
<p>IV. Action Items</p>	<p>None.</p>	
<p>V. Report out from Safety Committee</p>	<p>Bruce reported on West County Water Management improving sewer lines throughout campus.</p> <p>B&amp;G removed ten trees that fell through the storms.</p> <p>The price quotes for the electric vehicle charging stations with retractable cables are around \$55K-60K with cameras in the parking lot for safety. The likelihood of the stations being vandalized again is taken into consideration. An update will be announced at next meeting.</p> <p>Police Services will start performing evacuation drills and training.</p>	
<p>VI. Report out from Sustainability Committee</p>	<p>The meeting was on March 2, 2023  Arbor day is on April 20<sup>th</sup>  Earth Day on April 21<sup>st</sup>  Bike to School Day on May 11<sup>th</sup></p> <p>Ryan Barkley from DVC Sustainability Committee reported about the Workforce Development funding within the Inflation Reduction Act.</p> <p>Culinary Sustainability Update from Chef Nader.</p>	

	<p>Tracy Marcial, District Sustainability Manager, discussed Districtwide Sustainability Goals. Transportation Sustainability goal is to review campus fleet vehicles and other maintenance machines to go electric as they are replaced.</p> <p>Bruce King provided an update on EV Car Charging stations.</p> <p>Bruce King provided an update on the damages throughout campus after the storm. All issues have been resolved.</p> <p>A Districtwide Sustainability meeting was held on March 7<sup>th</sup> to discuss ways to meet the districtwide goals.</p> <p>State Chancellor's sent a survey to collect information on storm response costs. The college has spent about \$70k for tree removal and other costs were managed by the District Office Facilities team.</p>	
<p>VII. Review Committee Goals and Status, 2022- 2023</p>	<ol style="list-style-type: none"> <li>1. Assist with updates to College Procedures Handbook: President's Office is taking the lead on this project.</li> <li>2. Work to resolve operational issues as they arise (ongoing) <ul style="list-style-type: none"> <li>- WIFI issues: college IT created an online tool to collect information to assist District IT in finding a resolution to WIFI issues experienced in various buildings.</li> </ul> </li> </ol>	

-A walkthrough of the Art Building was performed with the department chair to identify areas that needed improvement. Old/Broken furniture got replaced. Various rooms got painted.

3. Review set sustainability goals that are aligned with DW sustainability goals (Sustainability Sub Committee to draft these goals)

-Sustainability committee is working with a DW team to align DW sustainability goals to college Sustainability goals. (Review/approve goals in Spring 2023)

4. Review and enhance safety on campus (campus walkthrough, training for CCC community, review incident/command chart, review RED book)

- Campus walkthrough was performed in Fall 2022 and all identified issues have been fixed.

- CPR Training provided in Spring 2023 (March 3, 2023)

-Incident Command Center Personnel met twice in Fall 2022. All members completed FEMA's ICS 100C training and received their certification.

-Police Services is putting together a calendar for evacuation trainings. Calendar will be presented to Executive Leadership Team for approval to align training dates with instructional dates and various campus wide events.

-Lab safety trainings from Kennan will be made available to Instructional assistants and other employees as applicable.

VIII. Committee Feedback – Program Review Redesign	Arzu recommends to the committee to review and provide feedback on the Program Review Redesign via Canvas.	
IX. Future agenda items	College Procedures Handbook – review drafted sections Sustainability Committee Goals	
X. Adjournment	Meeting adjourned at 2:36 p.m.  Next meeting Wednesday, April 12, 2023, at 2:00 p.m.	