

 **CONTRA COSTA COLLEGE**
Operations Committee
Meeting Minutes

Date: APR 12, 2023 (every 2nd 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: Brian Williams, Elaine Gerber, Arzu Smith, William Tandongfor, Bruce King, James Eyestone, Sara Marcellino, Gabriela Segade

Guest: Tracy Marcial

Called to order at 2:03 p.m.

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

<p>II. Approval of the March 8, 2023 minutes</p>	<p>Sara moved to approve minutes from March 8, 2023, Brian 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. Review District Sustainability Goals – Tracy Marcial</p>	<p>Tracy Marcial, District Energy & Sustainability Manager, shared the Districtwide Sustainability Highlights presentation. (see attached)</p> <p>The initial goals started in 2019 and was revised in 2021 by the State Board of Governors. Goals include the following:</p> <ol style="list-style-type: none"> 1. Greenhouse Gas 2. Renewable Energy 3. Green Buildings 4. Transportation 5. Zero Waste 6. Procurement 7. Water 8. Curriculum 9. Food System <p>Contra Costa CCD Board has the same goals in Fall 2022.</p> <p>The overall goal is to create benchmarks by 2025, intermediate goals by 2030 and achieve the goals by 2035.</p> <p>Funding for these projects will partially be provided by grant applications.</p>	

	<p>District has identified goals the District Office and the colleges will be working on to meet each goal on time.</p> <p>See the “Districtwide Sustainability Highlights” attached for details of each goal. The following goals will be led by the District with campus input:</p> <ol style="list-style-type: none"> 1. Greenhouse Gas 2. Renewable Energy 3. Green Buildings 6. Procurement 7. Water <p>The following goals will be led by the campuses:</p> <ol style="list-style-type: none"> 4. Transportation 5. Zero Waste 8. Curriculum 9. Food Systems <p>If you’d like to be part of the campus work groups, please email William Tandongfor at wtandongfor@contracosta.edu.</p> <p>Arzu will bring to the next meeting a list of what the Sustainability Committee has accomplished this year towards the sustainability goals.</p>	
<p>VI. Report out from Sustainability Committee</p>	<p>The Sustainability meeting was on April 6, 2023 The announcement was the Earth Day on April 21st, Bike to School Day on May 11th, and the Districtwide Sustainability meeting on April 24th.</p> <p>Discussion items included the Earth Day preparedness update provided by Bruce King. The Districtwide Sustainability goals provided by Katherine Chen, in</p>	

	<p>place of Tracy Marcial. The compost and recycling update was reported by Jose Martin. Bruce King provided an update on the electric car charging stations.</p> <p>The committee elaborated on the campus sustainability goals which are transportation, zero waste, curriculum and food systems.</p> <p>The Foundation donated \$1,000 to support the sustainability goals for zero waste to purchase recycling bins to be located on campus. A thank you to Sara Marcellino, Foundation Director.</p>	
<p>VII. Report out from Safety Committee</p>	<p>The fire extinguisher and first-aid training were on March 24th.</p> <p>The Science building went through an evacuation drill, as part of a monthly scheduled drill throughout the campus and was a success with a report of some fixes to the exit areas.</p> <p>The Contra Costa County Schools Insurance Group (CCCSIG) provided employee reimbursements for non-slip work shoes for classified professionals working in Buildings and Grounds and Custodial Services departments. Thanks to Jackie Oré and Bruce King for their work on this.</p> <p>The following are construction updates: The service road behind the tennis courts will be repaved and adding additional parking spots will begin next week and lasting 3-4 weeks.</p>	

	<p>The fence surrounding the meadow near the former Biology and Physical Science buildings will be installed starting today.</p> <p>The electric car charging stations quotes are under review and Arzu Smith is looking for funding sources for this project.</p> <p>The students requested additional outdoor seating area around campus to the President's Office. Arzu Smith, Kenyetta Tribble, Vice President of Student Services, and Bruce King, recommended 3 key areas on campus that will potentially have new outdoor furnishings. (See attached images of the furniture and their potential locations.)</p> <p>Elaine Gerber (faculty) recommended to consider the Art building and Music building quad area for potential seating for students.</p>	
VIII. Cybersecurity and Related IT Projects(s)	<p>District Office IT Department has conducted presentations regarding cyber security requirements imposed by numerous agencies. The Chancellor's Office, our cyber insurance company, and Federal Act also known as the Gramm-Leach Bliley Act all impose cyber security related requirements.</p> <p>District and Campus IT teams are creating a plan to meet these requirements. This work will require campus IT team to install updates on all computers to be completed by August.</p>	

	Chancellor's Office is providing a one-time funding of \$150,000 Districtwide to help with the implementation of some of these requirements.	
IX. Future agenda items	Review of Yearly Goals & Summary	
X. Adjournment	Meeting adjourned at 2:46 p.m. Next meeting Wednesday, May 10, 2023, at 2:00 p.m.	



Districtwide Sustainability Highlights

CCC Operations Committee Meeting

April 12, 2023



Presented By:

Tracy Marcial

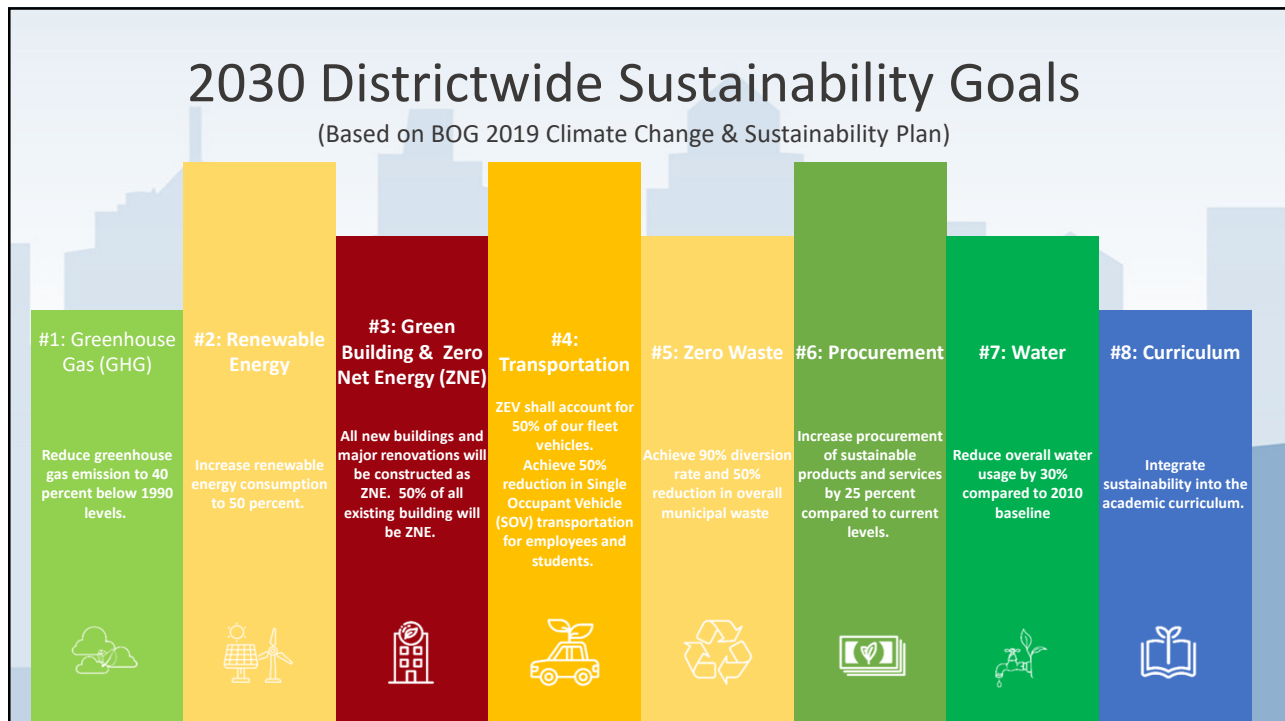
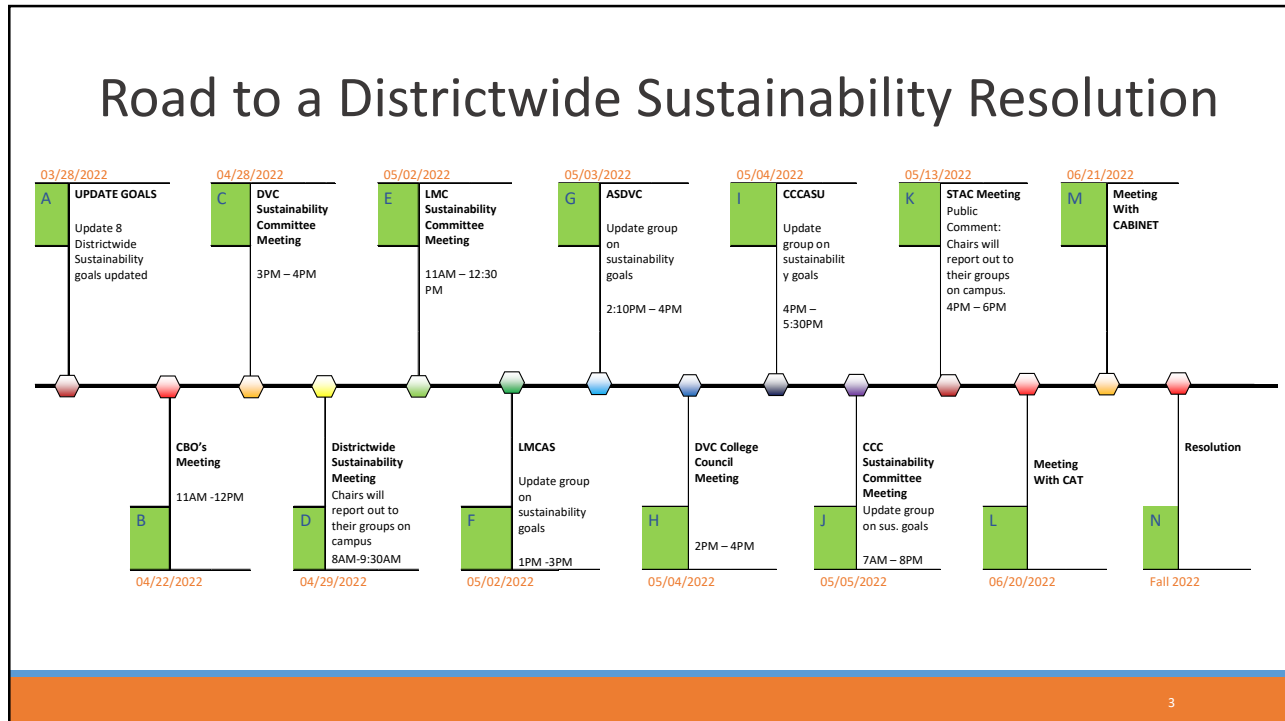


Strategic Direction 5:

***RESPONSIBLY, EFFECTIVELY,
AND SUSTAINABLY STEWARD
DISTRICT RESOURCES***

Objective 6:

*“Develop practices and procedures that **promote sustainability in all areas of the District**, including but not limited to, instruction, operations, construction, facilities, land use, energy, water conservation, and environmental integrity.”*



2021 BOG Climate Action and Sustainability Framework

Summary of Updates

- Goals
 - Added 2 categories (water and food)
 - Combined 2 categories into 1 (district goals already had them combined)
 - Updated goals to be in alignment with state policies
- Timeline
 - Create benchmarks and Plans by 2025
 - Baseline usage across all categories
 - Create Climate Action Plan
 - Create Campus Electrification Strategy
 - Track progress toward goals
 - Intermediate goals of 2030 and 2035 for achieving goals
 - 5 year extension from 2019 Goals that ended in 2030
- ***In summary, we need to get our baselining/benchmarking done and create a plan by 2025 to meet the intermediate goals of 2030 and end goals of 2035 and track our progress toward the goals along the way.***

5

2021 BOG Climate Action and Sustainability Framework

Summary of Updates

California Community Colleges Chancellor's Office efforts will also be part of providing supports to enable resource allocation:

- Analysis of Climate Change Impacts
- Advocacy (request for resources/funding part of scheduled maintenance projects)
- Climate Action Data
- Sustainability Toolkit
- District Goals

6

Funding \$\$\$

- Facility Master Plans
 - Goals will drive FMP and help to determine/justify funding
 - Climate Action Plan and Energy Master Plan will also be needed
- Grants & Funding
 - When we have a plan we can jump on grants
 - Grants usually available when we're ahead of "mandates" and "code requirements" – phased out after
 - EV Charging Stations as an example:
 - Funding from BAAQMD, PG&E, 511ContraCosta
 - 80 new EVCS installed and operational in 2019 – 20
 - ~88% of the total construction costs were covered by programs/grants = **\$894,000**
 - PG&E EV Fleet Program is another possible program, but we need a "plan" to participate

7

