


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

**Date:** May 10, 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 Smith, Brian Williams, Elaine Gerber, Bruce King, Sara Marcellino, William Tandongfor

Guest: Justine Nino, Michelle McNeary, Rene Sporer

Called to order at 2:03 p.m.

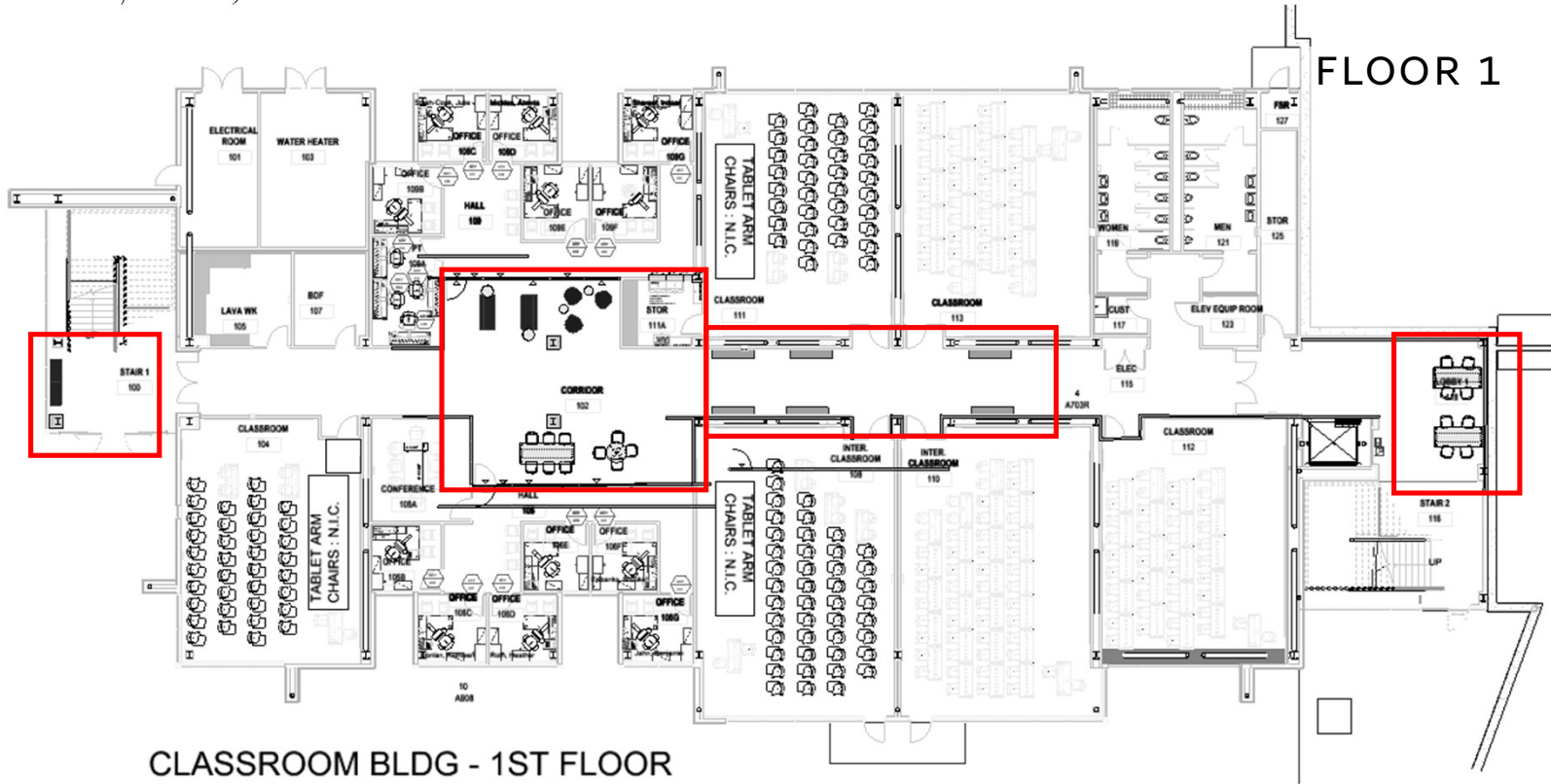
Item	Outcome/Decisions	Action Items
I. Approval of Current Agenda	Arzu Smith (chair) suggested to moving item VII to V for as Justine Nino will need to present early, Brian Williams (classified) motioned to approve the agenda with the suggested changes, and Sara Marcellino	

	(manager) seconded. The committee unanimously approved the agenda.	
II. Approval of the March 8, 2023 minutes	Sara Marcellino (manager) motioned to approve minutes from April 12, 2023, Brian Williams (classified) seconded. The committee unanimously approved the minutes.	
III. Public Comments (2 minutes each)	None.	
IV. Action Items	None.	
V. Parking Signs – Justine Nino	<p>ASU Board has a discussion in parking signs how students can park in staff parking after 4:30 pm or 4 pm.</p> <p>Recommendation to reduce the time to 2:30 pm to allow students to park in staff parking. Per Bruce King, B&amp;G Manager, and Moises Urbina, Parking Officer, that most staff are not on campus after 2 pm.</p>	Arzu Smith (chair) recommendation to review the parking signage with Management.
VI. Report out from Sustainability Committee	<p>William Tandongfor (manager) reported the Sustainability meeting was on May 4, 2023.</p> <p>The announcement was Bike to School Day on May 18<sup>th</sup>, and the Districtwide Sustainability meeting on April 24<sup>th</sup>.</p> <p>Water Management, San Pablo and Richmond Waste Management were present.</p> <p>Out of the 9 Districtwide Sustainability Goals the Campus Sustainability Goals are:</p>	Arzu Smith (chair) recommendation to add a discussion for funding for the Sustainability initiatives.

	<ol style="list-style-type: none"> <li>1. Zero Waste</li> <li>2. Transpiration</li> <li>3. Water</li> <li>4. Curriculum</li> </ol> <p>Earth Day event has 26 vendors tabling at the event and included games, raffles, and prizes.</p> <p>Bike to School Day will be on May 18<sup>th</sup> located at the Comet Bridge to distribute goodies bag.</p>	
<p>VII. Report out from Safety Committee</p>	<p>Bruce King (manager) reported there was no safety or evacuation or incident report due to Lt. Hankins was not in attendance.</p> <p>Construction update: A painting project on the service road near the tennis courts will be completed.</p> <p>Starting Friday, May 12<sup>th</sup>, a sewer project on Castro Street will have open trenches which will block about 8 parking spaces near the GYM Annex.</p> <p>Charging Stations are on hold to see what funding we will receive come mid-June from the State and will see when the VP Business and Administrative Services officially starts.</p> <p>CCCSIG reported on providing reimbursement for work shoes for Custodial and B&amp;G employees.</p>	

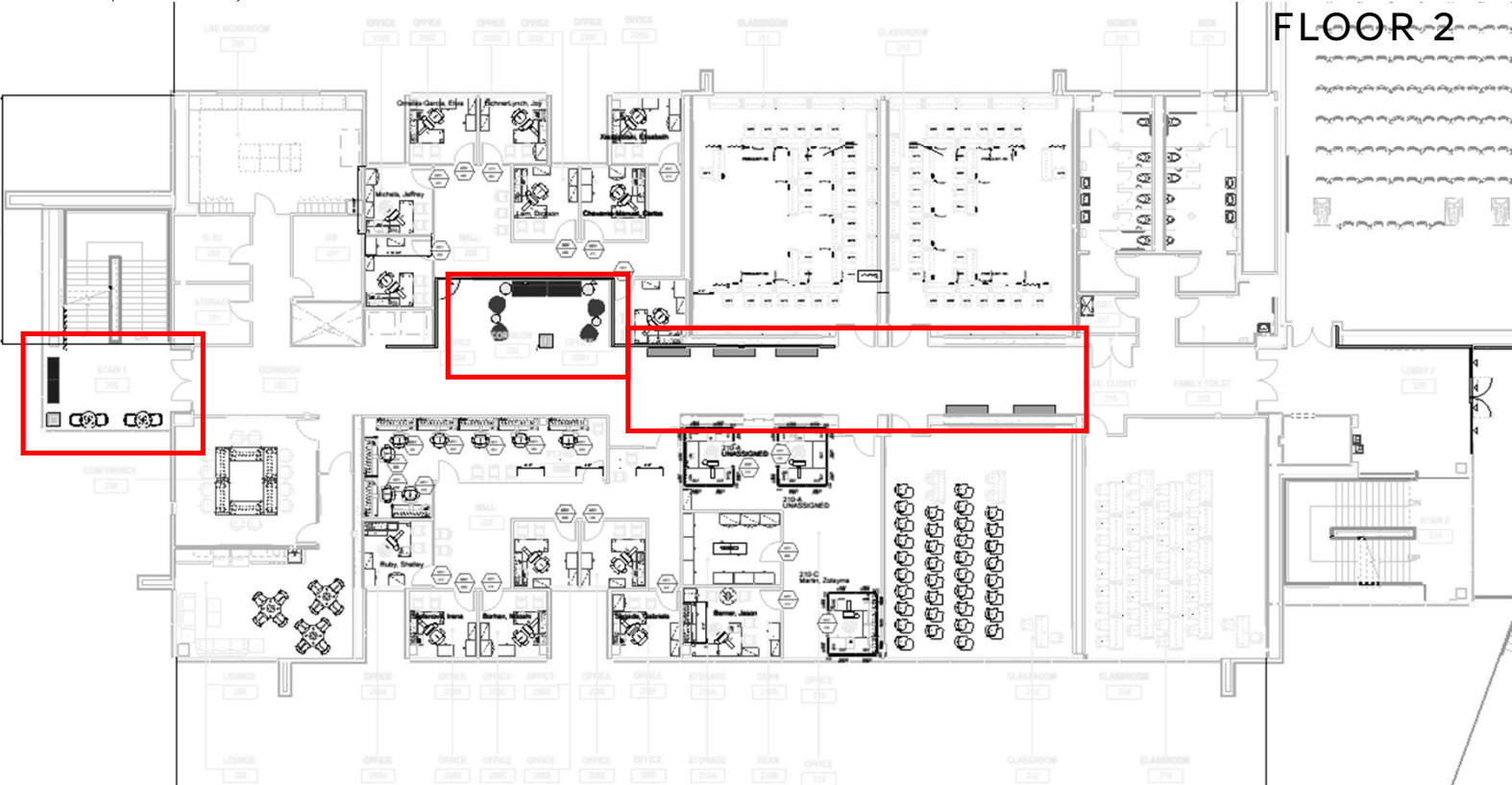
<p>VIII. Student Furniture in the GE Building – Rene Sporer</p>	<p>The General Education Building (GE Building) is shared by 3 academic divisions. The faculty requested spaces in the GE Building for student collaborative study areas such as in the Science Building. The attachment has furniture ideas and locations for new seating areas.</p> <p>There will be a facilities modification of the railing to support the furniture backing on the third floor. (See attachment for the tentative floor plan and furniture designs.)</p>	
<p>IX. Year- End Goals Review</p>	<p>Arzu Smith (chair) shared the “2022-23 Operations Committee Goals” with additions to show the work the committee completed to meet those goals set. (See attachment)</p>	
<p>X. Future agenda items</p>	<p>Review of Yearly Goals &amp; Summary</p>	
<p>XI. Adjournment</p>	<p>Meeting adjourned at 2:46 p.m.</p> <p>Next meeting Wednesday, September 13, 2023, at 2:00 p.m.</p>	

# FLOOR 1



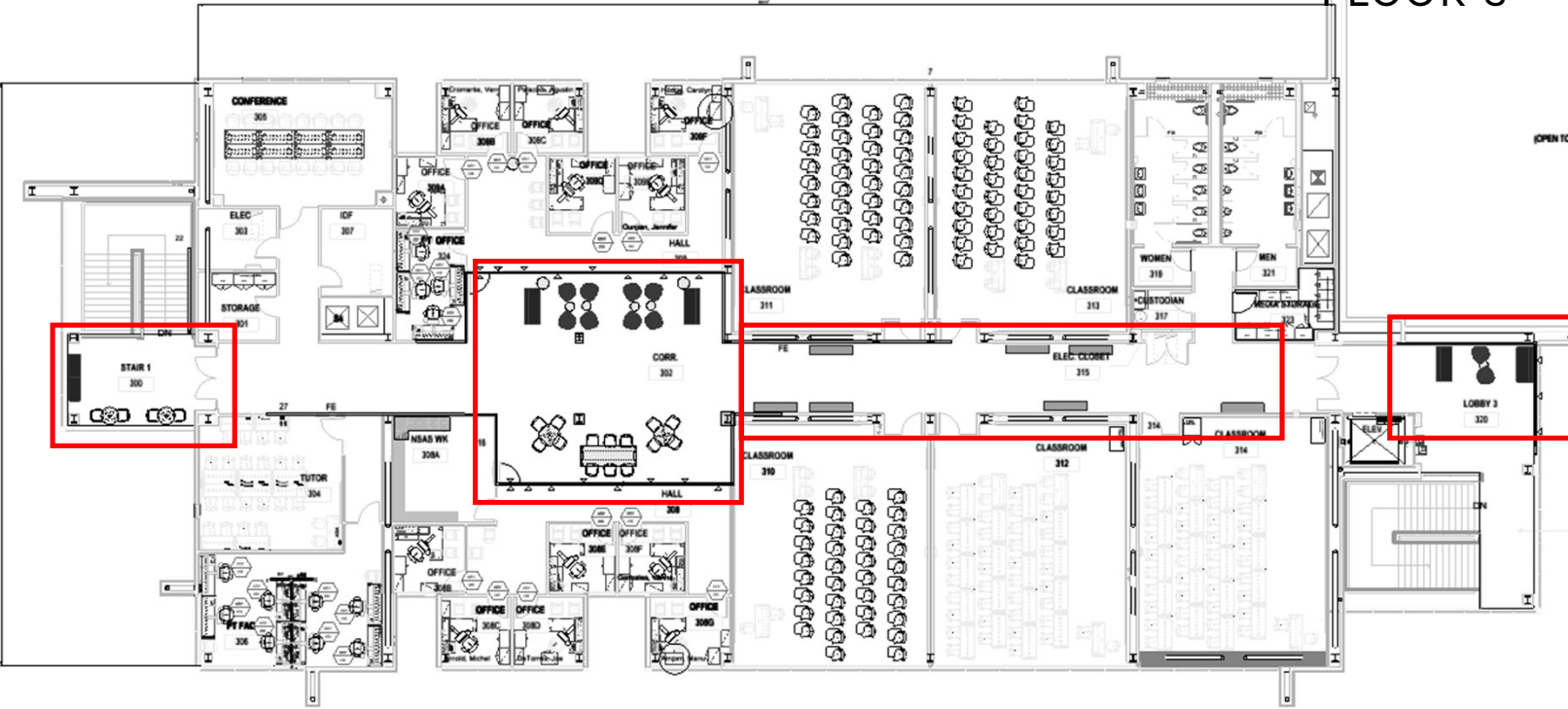
CLASSROOM BLDG - 1ST FLOOR

FLOOR 2



CLASSROOM BLDG - 2ND FLOOR

# FLOOR 3



CLASSROOM BLDG - 3RD FLOOR

STAIR 1 @ FLOORS 2-3





STAIR 1 @ FLOOR 1  
*UPDATE*



FLOOR 1 @ STAIR 2



FLOOR 1 STUDY





FLOOR 2 LOUNGE  
*UPDATED*



## HALLWAY BENCHES ALL FLOORS



## FLOOR 3 STUDY



FLOOR 3 LOUNGE  
UPDATE





FLOOR 3 @STAIR 2



# FURNITURE



Naughtone Symbol 3 Seat Sofa  
@ hallway lounge niches



HMI Swoop high Table  
@ hallway lounge niches



HMI Swoop low Table  
@ hallway lounge niches




HAY About a Lounge  
@ hallway lounge niches



HAY Pyramid Bench  
@ hallways all floors

# FURNITURE




HMI Everywhere Table  
@ Hallway Niche Study Area  
And Stairs

A round, white table with a central pedestal and a four-legged base.



Muuto Fiber Sled Base chair  
@ Hallway Niche Study Area  
And stairs



HMI Headway Communal Table  
@ Hallway Niche Study Area

A long, narrow table with a light wood top and dark legs.



Naughtone Hatch Bench  
@ Stairs

## YOUR FURNITURE TEAM



**Roger Gunderson**

Manager Special  
Projects



**Lisa Garretson**

Chief Design Officer

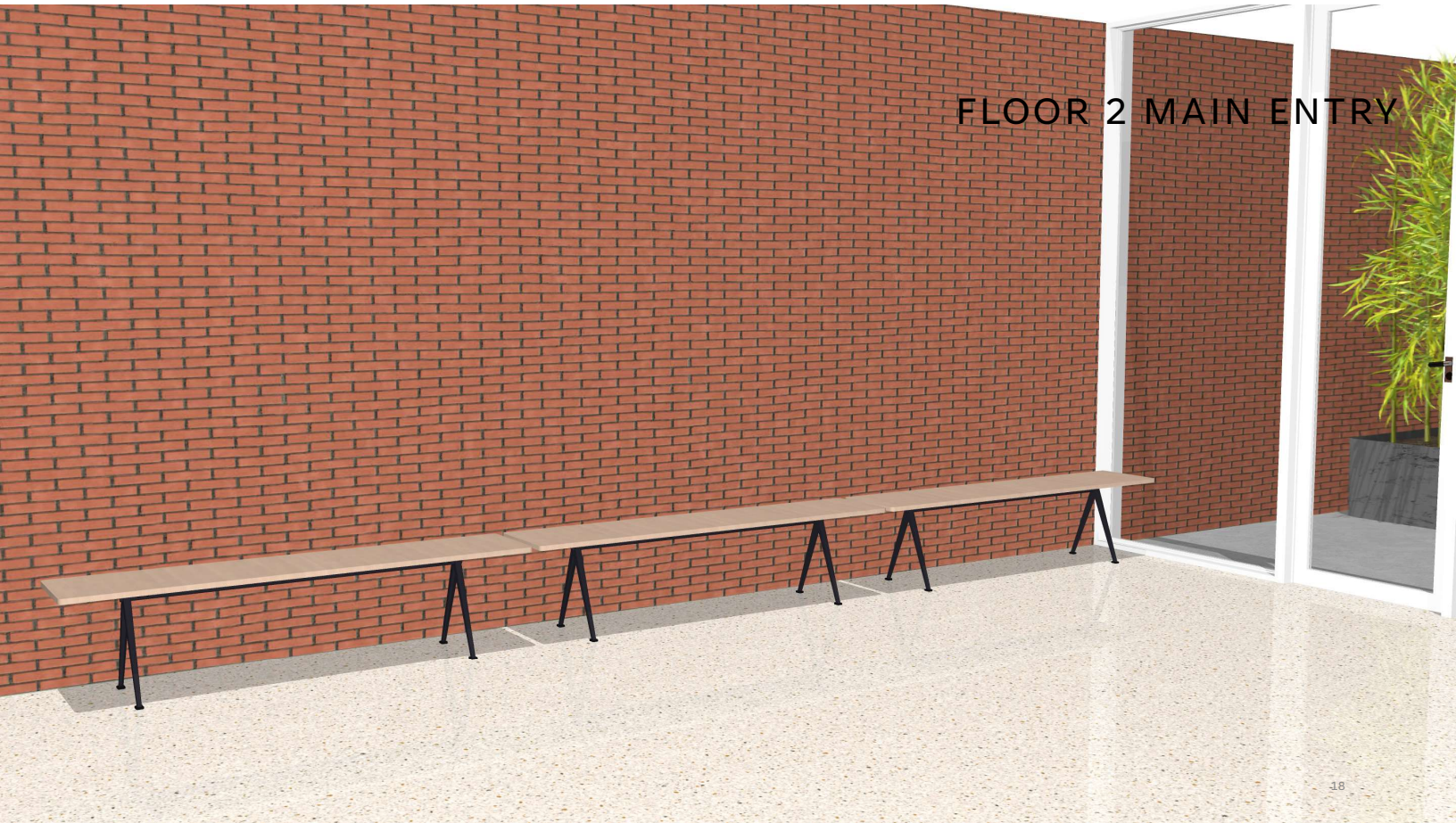
# THANK YOU

Roger Gunderson

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415-215-8801

FLOOR 2 MAIN ENTRY



Item	Mfg	Cat	Part Numbe	Part Description	Qty	Sell	Ext Sell
1	HMI	HAA	PYB127516	@Pyramid Table, Rectangle, w/ Striaight Edge Bench Top and Overhang,74.8" l x 15.75" w x 18.11" h	18	\$ 946.62	\$ 17,039.16
			BPS	@black powder coated steel			
			MSO	@matte lacquered solid oak			
2	HMI	HAA	AAL8714	@About A Lounge Low Back 4-Leg Metal Base,fully upholstered, w/ no seat cushion	17	\$ 1,266.30	\$ 21,527.10
			BPS	@black powder coated steel			
			V26	@kvadrat remix-Pr Cat (HAY) 1			
			16	+kvadrat remix 393			
3	HMI	HGN	DT1CS.36L	+Everywhere Round Table,Squared Edge,Lam Top/Thermo Edge,4-Column Base	3	\$ 533.20	\$ 1,599.60
			X	36Dia			
			91	+white			
			91	+white			
			91	+white			
			57	+glides			
4	HMI	HGN	DT1CS.30L	+Everywhere Round Table,Squared Edge,Lam Top/Thermo Edge,4-Column Base	4	\$ 445.47	\$ 1,781.88
			X	30Dia			
			91	+white			
			91	+white			
			91	+white			
			57	+glides			
5	HMI	HGN	DP1EFS.36	+Headway Communal Table, Seated Ht,sq-edge,36" d,96" w,high-pressure lam	2	\$ 1,796.85	\$ 3,593.70
			96LLNN	top/thermoplastic edge,high-pressure lam outer leg panel/thermoplastic edge,no cut			
			91	+white			
			91	+white			
			91	+white			
			91	+white			
			MS	+metallic silver			
6	HMI	HGN	DP1EFS.36	+Headway Communal Table, Seated Ht,sq-edge,36" d,84" w,high-pressure lam	2	\$ 1,753.95	\$ 3,507.90
			84LLNN	top/thermoplastic edge,high-pressure lam outer leg panel/thermoplastic edge,no cut			
			LBC	+walnut on ash			
			LBC	+walnut on ash			
			LBC	+walnut on ash			
			LBC	+walnut on ash			
			91	+white			
7	HMI	HST	OA300.21LP	+Swoop Work Table Lam,Exposed Plywood Edge, 21" dia	6	\$ 385.84	\$ 2,315.04
			91	+white			
			47	@trivalent chrome			

Item	Mfg	Cat	Part Numbe	Part Description	Qty	Sell	Ext Sell
8	HMI	HST	OA30B.16L P 91 47	+Swoop Coffee Table,Lam,Exposed Plywood Edge 16" dia  +white @trivalent chrome	9	\$ 282.36	\$ 2,541.24
9	MUU	MUU	MFIBASLDF  BLCK OCHR	Fiber Armchair, Sled Base, Fiber Shell  BASE: Black SHELL: Ochre	6	\$ 278.35	\$ 1,670.10
10	MUU	MUU	MFIBASLDF  DGRN DGRN	Fiber Armchair, Sled Base, Fiber Shell  BASE: Dusty Green SHELL: Dusty Green	36	\$ 278.35	\$ 10,020.60
11	HMI	NG1	NOSYN320 1 R14 1MV 03	@Symbol Three Seat, No Arms, Single Fabric  @signal white RAL9003 @marvel-Pr Cat (NaughtOne) 2 +marvel espresso	8	\$ 3,470.04	\$ 27,760.32
12	HMI	NG1	NOHAN210 1 R03 1MV 03	@Hatch Two Seat, Bench, Single Fabric  @silver - RAL 9006 @marvel-Pr Cat (NaughtOne) 2 +marvel espresso	4	\$ 1,884.06	\$ 7,536.24
13	HMI	NG1	NOHAN210 1 R03 1MV 16	@Hatch Two Seat, Bench, Single Fabric  @silver - RAL 9006 @marvel-Pr Cat (NaughtOne) 2 +marvel twilight	2	\$ 1,884.06	\$ 3,768.12
sub				<b>Subtotal</b>			<b>\$ 104,661.00</b>
14	IM	IM	DESIGN	Technical Specification	9	\$ 100.00	\$ 900.00
15	IM	IM	PM	Project Management	3	\$ 65.00	\$ 195.00
16	AMS	IM	INSTALL	Receive Deliver and Place	1	\$ 23,140.24	\$ 23,140.24
				<b>Grand Total</b>			<b>\$ 128,896.24</b>



## Status Report

### 2022-23 Operations Committee Goals

**1. Assist with updates to College Procedures Handbook:**

College Procedures Handbook is currently under review by the President's Office for potential updates. Updated chapters will be sent to Operations Committee for review as they are available.

**2. Work to resolve operational issues as they arise (ongoing):**

-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.

-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 (By Sustainability Sub Committee)**

**Sustainability Goals:**

- Continue to work with the Districtwide Sustainability team to align college goals with the board approved District goals.
- Continue working on the implementation of Zero Waste initiative to be fully completed by December 2023.
- Encourage and attract more Faculty, students, and staff to get involved in our campus sustainability committee and initiatives.
- Reach out to sustainability organizations and stakeholders for more support and strategies to advance our campus sustainability initiatives.

**2022-23 Work and Accomplishments:**

- Zero Waste Initiative – The implementation of the zero-waste initiative on CCC campus began in April 2022. As of Spring 2023, we have completed implementation in the Science Center, SAB building, Fireside hall, the SSC, GE, AA, GLC, GA/GYM, Police Services, and Buildings and Grounds buildings. Our next target is the Arts and Music buildings. We are working hard to become a Zero Waste sustainability campus by the end of calendar year 2023.
- Transportation – CCC is currently planning to expand EV charging infrastructure to encourage faculty, staff and student to use/purchase EV. CCC Custodial, Athletics and the Police services have battery operated golf carts. The use of these medium of transportation improves air quality, and meet the campus sustainable initiative objective of a fuel efficiency environment. Bike to school day event is carried out at

CCC every year. This event is promoting the use of bikes to school as a means of transportation.

- Water – CCC is developing local benchmarks for portable water usage to include but not limited to, installing automatic faucets over sinks in restrooms and labs and automatic flushable urinal, and installing high efficient and water saving toilets. The college looks forward to improving on the existing sprinkler system with a modern remote system with wet sensor. These efforts will potentially avoid water waste and will lower usage.
- Curriculum – The Districtwide Sustainability committee's goal is to further integrate sustainability into the academic curriculum. The committee will solicit and evaluate feedback from faculty, staff, students and community organizations to monitor the effects of sustainability and energy conservation efforts on instructional programs and environment.
- Food – Campus food service organizations plan to track their sustainable food purchases. This campus focused sustainability initiative is being discussed at the sustainability meetings. The chair of the culinary academy has expressed concern about the budget and cost of implementing sustainable food purchases.

#### **Special Events hosted by CCC Sustainability Community:**

- Arbor Day Celebration 03/07/23 – 10 more trees planted in the Culinary Garden. The rest of the event was hosted in the Aqua Tera Grill because of the rain that persistently occurred on this day.
- Earth Day Celebration 04/21/23 – 26 vendors/outside organizations hosted tables, offering games, food, giveaways, music & contests. As usual, we had invitees from the city of Richmond, San Pablo and several environmental organizations including PG&E, Republic Services, and Chevron. CCC alone had about 5-tables including College Foundation, Buildings and Grounds, Culinary department, Custodial department and the college Stem Program.
- The Bike to School Day 05/22/22 – The committee hosted an Energy Station providing energy packs for all bikers. The next Bike to School event is scheduled for next month on 5/18/2023.

#### **GRANTS Received:**

- CCC received a \$28,245 grant for the new Swimming Pool covers from Marin Clean Energy.
- Sustainability Committee received \$1000 from CCC College Foundation to support the purchase of additional 3-stream bins for Zero Waste initiative on campus.

#### **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.

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

-Police Services starting evacuation drills. First drill was performed for the Science Center in March 21, 2023.

-Lab Safety training courses from Kennan will be made available to Lab Coordinators and Lab Technicians. Information was provided to Dean of NSAS in Spring 2023.

-CPR Training provided in Spring 2023 (March 3<sup>rd</sup>)

-A training on fire extinguishers were provided on March 24<sup>th</sup>.