

**Operations Committee**

**Meeting Agenda**

**Date: October 11,** 2023 (every 2nd Wednesday of the Month) **Time:** 2:00 p.m. – 3:30 p.m.

**Location:** ZOOM[**https://4cd.zoom.us/j/85223093343**](https://4cd.zoom.us/j/85223093343)Meeting ID: **852 2309 3343**

[Committee Charge and prior meeting agendas and minutes](https://www.contracosta.edu/about/administration/college-committees/budget-committee/)

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| **Voting Members** |
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| **Chairperson**: Victoria Menzies**Managers**: Sara Marcellino, Lt. Charles Hankins, 1 vacant **Faculty**: Andrew Kuo, Elaine Gerber, *Alternate: Gabriela Segade***Classified**: Brian Williams, Michael Zephyr**Students**: 2 vacant  |

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| **Non-Voting Members** |
| Mangers: James Eyestone, George Mills, William Tandongfor  |

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|  | **Item** | **Action** |
| **I.**  | **Welcome and Introductions** | N/A |
| **II.**  | **Approval of the** May 10, 2023 minutes and September 13th minutes  | Vote |
| **III.**  | **Public Comment/Announcements** (2 minutes each) | N/A |
| **IV.** | **Review Committee Charge, Membership and Voting guidelines** **Revision to Charge to remove Item 4 to establish a new Facilities Committee**1. To make recommendations for the prioritization of maintenance and upgrade of existing facilities
 | 1. Vote on change
2. Needs to be submitted to College Council
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| **V.** | **Review and discuss College Handbook 1st read (30 minutes)** | Possible action if no questions or concerns otherwise Informational/Discussion |
| **VI.** | **Report out from Safety Committee meetings** | Informational/Discussion |
| **VII.** | **Report out from Sustainability Committee meeting** | Informational/Discussion |
| **VIII.** | **Facilities Master Plan Update (10 Minutes)**  | Informational/Discussion |
| **VI.** | **Adjournment** – Next meeting will be Wednesday, November 8, 2023 at 2:00 p.m. | Informational/Discussion |