

 **CONTRA COSTA COLLEGE**  
Operations Committee  
Meeting Minutes

**Date:** March 13, 2024 (every 2<sup>nd</sup> Wednesday of the Month) **Time:** 2:00 p.m. – 3:30 p.m.

**Location:** SAB-211

**ZOOM:** <https://4cd.zoom.us/j/85223093343>

Meeting ID: 852 2309 3343

**Voting Members**

**Chairperson:** Victoria Menzies

**Managers:** Sara Marcellino, Lt. Charles Hankins

**Faculty:** Elaine Gerber, Gabriela Segade

**Classified:** Hope Dixon, 1 Vacant

**Students:** 2 vacant

**Non-Voting Members**

**Managers:** Jaina Eyestone, George Mills, William Tandongfor, Larry Womack

Present: Victoria Menzies, Lt. Charles Hankins, Jaina Eyestone, Sara Marcellino, Hope Dixon, Maya Jenkins, Gabriela Segade

Zoom: Robert Bagany,

Called to order at 2:07 p.m.

Item	Outcome/Decisions	Action Items
I. Welcome and Introduction		

<p>II. Approval of the Agenda</p>	<p>No vote due to not meeting quorum.</p>	
<p>III. Public Comments (2 minutes each)</p>	<p>Jaina – asked Lt. Hankins about no longer unlocking offices.</p>	
<p>IV. Facilities Updates</p>	<p>Robert Bagany – working with District regarding boilers. Roofing being repaired.</p> <p>Victoria (Chair) – is there a process on people requesting new furniture or moving to a new building. District has preferred vendor for furniture. Requests went through Bruce in the past.</p>	
<p>V. IT Update</p>	<p>Reminder about how to ask for help email or phone <a href="mailto:techs@contracosta.edu">techs@contracosta.edu</a> or <a href="mailto:help@4cd.edu">help@4cd.edu</a> (District) 510-215-3888</p> <p>Security and Ransome ware –  Computer lab upgrades –  Student internship opportunities –</p> <p>What is the process for equipment replacement?</p> <p>Hope Dixon – How can we make data (private information) more secure?</p>	
<p>VI. Report out from Safety Committee</p>	<p>Robert Bagany (Chair) – Evacuation Plans  Safety concerns – Dog walkers w/o leash  Vehicles parked on pedestrian area</p> <p>Victoria – we have a list of building monitors  Hope Dixon – parking issues concerning food pantry days (Mondays)</p>	

VII. Report out from Sustainability Committee	Earth Day	
VIII. Campus Food Discussion	Answering complaints regarding the lack of food options on campus:  Vending Machine providing food  Hope - Food lockers on campus	
IX. Adjournment	Meeting adjourned at 3:23 p.m.  Next meeting Wednesday, April 10, 2024, at 2:00 p.m.	