

**Operations Committee**

**Meeting Minutes**

**Date:** September 13, 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](https://www.contracosta.edu/about/administration/college-committees/operations-committee/)

| **Voting Members** |
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| **Chairperson**: Victoria Menzies  **Managers**: Sara Marcellino  **Faculty**: Elaine Gerber, Gabriela Segade  **Classified**: Brian Williams, *1 vacant*  **Students**: 2 vacant |

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| **Non-Voting Members** |
| **Managers:** James Eyestone, Lt. Charles Hankins, George Mills, William Tandongfor, Larry Womack |

Present: Victoria Menzies, Brian Williams, Elaine Gerber, Lt. Charles Hankins, Sara Marcellino, James Eyestone, Gabriela Segade

Guest: Kimberly Rogers, Von Segerberg, Ines Zilddic, Rob Barthelman

Called to order at 2:05 p.m.

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| **Item** | **Outcome/Decisions** | **Action Items** |
| 1. Welcome and Introduction | Meeting started at 2:05 p.m. with introductions |  |
| 1. Approval of the May 10, 2023 minutes | Unable to approve minutes from 5/10 because we couldn’t vote due to not meeting quorum. | Will carry over May 10th minutes to October 11th meeting. |
| 1. Public Comments (2 minutes each) | None. |  |
| 1. Review Committee Charge, Membership and Voting guidelines | Victoria Menzies (Chair) wanted to clarify the objective of the Operations committee due to charge #4 which is Facilities focused. She voiced concern that facilities issues may not get the prioritization it needs if bundled with Operations issues. Brian Williams (Classified) agreed that it is something to be further discussed. |  |
| 1. Review/Set Committee Goals for Fiscal Year 2023-2024 | College Procedures Handbook.  Kimberly Rogers (President) reported that redundant verbiage and outdated information has been eliminated, links to information pages on the website have been added.  Jaqueline Ore (Sr. Executive Admin.) reported that Admins are currently in the process of overviewing current changes to the handbook, then it will be distributed to each constituency to add their sections. | Victoria Menzies (Chair) suggested a definitive date for this to be completed in order to give each constituency time to look over the handbook and submit the additions in time for first read (proposed for October meeting) |
| 1. Report out from Safety Committee | Lt. Charles Hankins reported accidents and incidents:  1 Slip and fall  2 Student accidents (personal, health condition related)  Science building evacuation drill | Safety meeting date(s) have been changed to 1st Tuesday of the month. Meeting time remains unchanged. |
| 1. Report out from Sustainability Committee | Sustainability Goals are the same:  1. Zero Waste  2. Transpiration  3. Water  4. Curriculum  Sara Marcillino (Manager) suggested that events for 2024 should all connect to our 75th Anniversary in some way.  Gabriella Segade (Faculty) requested updates on EV charger stations and bicycle locker key replacements | President updated the committee on the status of the EV chargers. Currently there is a hold on repairing the chargers (due to copper theft). Repairs will not proceed until a more secure alternative has been found.  Lt. Charles Hankins (Member)  will check the status of the bicycle locker keys. |
| 1. Facilities Master Plan Presentation | FMP is currently in “Concept and alternatives” phase.  Rob Barthelman proposed the question of what would make the FMP successful. Victoria Menzies (Chair) suggested landscaping and that voices need to be heard and shared. Elaine (Faculty) proposed a new art building. Sara Marcellino (Manager) suggested that they (Rob and Ines) engage with the Foundation in the early stages of planning and forecasting future needs of faculty and students when designing buildings and landscape.  Rob Barthelman suggested that himself and Ines Zilddic be present in the Operations Mtgs. and asked for feedback from members in order to make the plan a successful one. |  |
| 1. Adjournment | Meeting adjourned at 3:33 p.m.  Next meeting Wednesday, October 11th, 2023,  at 2:00 p.m. |  |