


CONTRA COSTA COLLEGE
 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](#)

Voting Members

Chairperson: Victoria Menzies
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, 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.

Item	Outcome/Decisions	Action Items
I. Welcome and Introduction	Meeting started at 2:05 p.m. with introductions	
II. 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 10 th minutes to October 11 th meeting.

III.	Public Comments (2 minutes each)	None.	
IV.	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.	
V.	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 Kimberly Rogers (President) reported that redundant verbiage and outdated information has been eliminated, links to information pages on the website have been added.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)
VI.	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 1 st Tuesday of the month. Meeting time remains unchanged.
VII.	Report out from Sustainability Committee	Sustainability Goals are the same: 1. Zero Waste 2. Transpiration 3. Water 4. Curriculum	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

	<p>Sara Marcellino (Manager) suggested that events for 2024 should all connect to our 75th Anniversary in some way.</p> <p>Gabriella Segade (Faculty) requested updates on EV charger stations and bicycle locker key replacements</p>	<p>proceed until a more secure alternative has been found.</p> <p>Lt. Charles Hankins (Member) will check the status of the bicycle locker keys.</p>
VIII. Facilities Master Plan Presentation	<p>FMP is currently in “Concept and alternatives” phase.</p> <p>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.</p> <p>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.</p>	
IX. Adjournment	<p>Meeting adjourned at 3:33 p.m.</p> <p>Next meeting Wednesday, October 11th, 2023, at 2:00 p.m.</p>	