



CONTRA COSTA COLLEGE
Operations Committee
Meeting Minutes

Date: October 11, 2023 (every 2nd Wednesday of the Month) **Time:** 2:00 p.m. – 3:30 p.m.
Location: SAB-211 and ZOOM <https://4cd.zoom.us/j/85223093343> Meeting ID: 852 2309 3343

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, Michael ASU

Guest: Jackie Ore

Called to order at 2:30pm

Item	Outcome/Decisions	Action Items
I. Welcome and Introduction		N/A
II. Approval of the May 10, 2023 and September 13 th minutes	Sara motioned approval of agenda and Elaine 2 nd . Needed to go back and count the voting results.	Vote

III. Public Comments (2 minutes each)	None.	N/A
IV. Review Committee Charge, Membership and Voting guidelines	<p>Victoria Menzies (Chair) proposed a revision to Charge to remove item 4 to establish a new Facilities Committee.</p> <ol style="list-style-type: none"> 1. To make recommendations for the prioritization of maintenance and upgrade of existing facilities. 	<ol style="list-style-type: none"> 1. Vote on change 2. Needs to be submitted to College Council
V. Review and discuss College Handbook 1 st read (30 minutes)	<p>Update on progress of Handbook. Jackie facilitating conversation. Currently making adjustments to the following sections:</p> <ol style="list-style-type: none"> A. Section C - College Policies B. Section D – General Administration C. Section E – Instructional Section D. Section J – Work Environment <p>Changes will include removing policies that conflict with District Policies. Focus groups can be allowed to review the document and make adjustments as needed. The college handbook is available on the college’s webpage.</p> <p>Also, work is being done to incorporate dynamic forms or other links to make it easier to navigate the handbook. Send feedback to Jackie if you want to include any information to the handbook.</p> <p>New name of handbook will be “College Resources and Procedure Handbook Links” and appendix will be included.</p>	Possible action if no questions or concerns otherwise. Informational/Discussion

<p>VI. Report out from Safety Committee</p>	<p>No quorum, just discussion. Facilities update by Director Bagany.</p> <ol style="list-style-type: none"> 1. Cell tower 2. EV Charging Stations – still on hold <p>Students report poor lighting in pathway from Science building to parking lot. Requesting someone to investigate the lighting. Students don't feel safe when waling to vehicles. Other recommendation (William Tandongfor) was to have police services available 24 hours. We had a lengthy conversation on this recommendation.</p> <p>We talked about the difference between a notification, call boxes or emergency boxes. The boxes that can be used to call police is a notification box and not an emergency box.</p> <p>Discussed Police Svc. Staff and Roles.</p> <p>Discussion on parking in the Quad and having Police get more involved with reminding vendors and staff to remove their vehicles after they unload.</p>	<p>Informational/Discussion</p>
<p>VII. Report out from Sustainability Committee</p>	<p>William provided an update. Mobility connectivity took place on 10/5/23.</p> <p>Agenda and minutes were reviewed and adopted accordingly.</p> <p>Announcements of planned events for April 26, 2024. Back to School day is slated for May 16, 2024. Also discussed are current projects that are being undertaken by committee. Committee addressed aligning campus goal with district goals.</p>	<p>Informational/Discussion</p>
<p>VIII. Facilities Master Plan Update (10 minutes)</p>	<p>We are still holding engagement meetings to develop our campus concepts. We want to make sure that everyone has a chance to participate.</p>	<p>Informational/Discussion</p>

	<p>A survey has been sent out to the campus as well. We need members to join the Steering Committee. The Steering Committee prioritize and recommends the final decisions. We are looking for student, faculty and classified staff to join.</p>	
<p>IX. Adjournment</p>	<p>Next meeting Wednesday, November 8th, 2023, at 2:00 p.m.</p>	<p>Meeting adjourned</p>