

 **CONTRA COSTA COLLEGE**
Operations Committee
Meeting Minutes

Date: May 8, 2024 (every 2nd 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, 1 Vacant

Faculty: Andrew Kuo, Elaine Gerber, *Alternate: Gabriela Segade*

Classified: Hope Dixon, 1 Vacant

Students: 2 Vacant

Non-Voting Members

Managers: Jaina Eyestone, George Mills, Larry Womack

Present: Victoria Menzies, Sara Marcellino, Lt. Charles Hankins, Gabriela Segade, Hope Dixon, Jaina Eyestone, Andrea Martinez (Student), Robert Bagany, Maya Jenkins, Darris Crear

Zoom: Elaine Gerber

Called to order at 2:05pm

Item	Outcome/Decisions	Action Items
I. Welcome and Introduction		N/A

II. Approval of Agenda	Agenda approved.	Vote
III. Public Comments (2 minutes each)	No public comment.	Informational/Discussion
IV. Facilities Master Plan Update	<p>Presenting final draft to College Counsel on May 9, 2024. There were two changes between the first draft and the final draft, coming from Learning Communities as to where they would be located, as well as the clarification of Steering Committee participants in the final read.</p> <p>Athletics dept. raised a question around the tennis courts and fields and their spaces. Also, how would construction impact athletic programs.</p> <p>ASU communicated that wanted to be included as a focus group. They also wanted to know when the campus sent out information to the students.</p>	Informational/Discussion
V. Policy/Procedure Update	<p>Food Services on Campus B2000.8 Are the four food source options that we currently have agreeable? Food availability times need updating in the campus handbook. Reminder that the bookstore is a food source on campus.</p> <p>Food In the Classroom C3025.0 Policy states that food is allowed in classroom, but Faculty is responsible for upkeep of the room if they allow food in class.</p>	Informational/Discussion
VI. Facilities Update	Space Utilization Form and Process (Robert Bagany) –	Informational/Discussion

	Created a form to request use of space for long term occupancy. Working on developing a process and procedure for approval of space use.	
VII. IT Update	No update.	Informational/Discussion
VIII. Report out from Safety Committee	Robert Bagany (Chair) – Building safety monitor training will be held on May 27, 2024. Need to provide supplies for safety monitors.	Informational/Discussion
IX. Report out from Sustainability Committee	Robert Bagany (Chair) – “Bike to Work” day announcement.	Informational/Discussion
X. Evaluation of Committee (Based on Goals)	Tabled. Will review the charge at next meeting.	Informational/Discussion
XI. Adjournment	Meeting adjourned at 3:10pm. Next meeting Wednesday, September 11, 2024, at 2:00 p.m.	N/A