Revised 09/8/25

Contra Costa College
Operations Committee
Meeting Minutes

Date: April 9, 2025 (every 2nd Wednesday of the Month) **Time:** 2:00 p.m. – 4:00 p.m.
Location: SAB-211
ZOOM: https://4cd.zoom.us/j/82194560051
Meeting ID: **821 9456 0051** Passcode: **FMPWEB**

Voting Members
Chairperson: Victoria Menzies **Managers:** Lt. Charles Hankins, Darris Crear **Faculty**: Elaine Gerber, Leslie Alexander, *Alternate: Gabriela Segade* **Classified**: Hope Dixon, *1 Vacant* **Students**: Alejandra "Alexa" Simen, Jonathan Elias

Non-Voting Members
Managers: Jaina Eyestone, George Mills, Larry Womack

Present: Jaina Eyestone, Leslie Alexander, Larry Womack, Alejandra Simen, Gabriela Segade, Maya Jenkins, Charles Hankins, Rene Sporer

Zoom: Elaine Gerber, Matthew Houser, Robert Bagany, Brianne Ayala

Absent: Victoria Menzies (Chairperson)

Called to order at 2:08 p.m.

Item	Outcome/Decisions	Action Items

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I.	Welcome and Introductions	Jaina Eyestone acted as Chairperson for this meeting due to Victoria Menzies being out of office.	No action required.
II.	Approval of Current Agenda	• Agenda approved.	• Motion: Lt. Charles Hankins | Second: Hope Dixon • Outcome: Approved (5 Yay/0 Nay)
III.	Approval of Minutes March 12, 2025 Minutes	• Minutes approved	• Motion: Leslie Alexander | Second: Hope Dixon • Outcome: Approved (5 Yay/0 Nay)
IV.	Public Comments (2 minutes each)	• Hope Dixon: Reported successful bi-centennial food pantry inspection and completion of the Rio College California Basic Needs Survey. Announced launch of food lockers in the dining hall (April 10, 2025). • Brianne Ayala: Announced High School Mesa science contests to be hosted on campus. • Rene Sporer: Proposed converting two stalls in the Science Center men's restrooms into urinals to reduce mess. Raised concerns about 25Live room reservation conflicts; suggested a second-level approval process.	• Action Item: Add restroom proposal to next Operations Committee agenda.
V.	ELC Mural Review	Committee reviewed the updated sketch for the ELC mural with focus on diversity and representation. • Feedback: Include an African American family, varied skin tones, Asian representation, diverse family structures, ages, and abilities. Debate continued regarding the central image of a mother and child.	• Motion: Approve mural with revisions, forward to College Council. • Motion: Lt. Charles Hankins | Second: Hope Dixon • Outcome: Approved (5 Yay / 0 Nay) Action Items 1. Brianne to incorporate feedback and finalize design. 2. Brianne to submit mural design to Jackie Ore at least 3 days before

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		College Council meeting (request as action item).
VI. Campus Updates - New Policy BP 22.22 - Time entry training	• BP 22.22 – Data Classification Standard: Three levels (Private, Confidential, Public). Establishes security handling protocols and data ownership responsibilities. Recently passed, moving to Board approval. • Time Entry Training: Conducted April 3, 2025. Applies to part-time non-classroom roles (counselors, librarians, OAS). Full-time faculty will use for payable hours only; substitutes remain on paper timesheets.	Informational only
VII. Facilities Update (Robert Bagany)	8. Facilities Update – Current Projects (Robert Bagany) • HVAC: Filters delivery scheduled next week. • ELC: Flooring project ongoing, expected completion June 2025. • Fireside Hall: Awaiting flooring proposal (vinyl/carpet tile). • Native Garden: Ongoing; greenhouse planned near Physical Science building. • Paving Project: Scheduled to begin Summer 2025. • Foundation Office Relocation: On hold pending staffing changes.	Action Items 1. Replace HVAC filters in selected buildings. 2. Complete ELC flooring project in June. 3. Follow up on Fireside Hall flooring proposal. 4. Continue native garden project. 5. Coordinate greenhouse setup for Biology Department. 6. Follow up with District on gender-neutral bathroom remodel funding/timeline.
VIII. IT Updates (Jaina Keystone)	• No updates.	
IX. Report from Safety Committee	• No accidents reported. • March 31st walkthrough identified road hazards and lack of designated student drop-off near Science/Library buildings. Recommendation:	Action Items 1. Robert & Angela Loera to prepare safety report for next meeting.

	designate drop-off zone to prevent staff/maintenance parking conflicts.	2. Install additional signage in collision-prone area; obtain solar-powered sign quotes. 3. Develop procedure for semesterly emergency supply bag checks.
X. Report from Sustainability Committee	• Earth Day Events: Tentatively rescheduled to April 21, 2025 due to calendar conflicts.	Action Item: Robert to confirm new date with participants and organize event.
XI. Adjournment	Meeting adjourned at 3:07 p.m. Next meeting: Wednesday, May 14, 2024 @ 2:00 p.m.	No action required.