Revised 09/08/25

Contra Costa College
Operations Committee
Meeting Minutes

Date: March 12, 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:** Sara Marcellino, 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: Victoria Menzies, Jaina Eyestone, Leslie Alexander, Larry Womack, Alejandra Simen, Darris Crear, Hope Dixon

Zoom: Elaine Gerber, Maya Jenkins, Robert Bagany, Jacqueline Ore, Matthew Houser Adriane Sims

Called to order at 2:11 p.m.

Item	Outcome/Decisions	Action Items
I. Welcome and Introductions		No action required.

II.	Approval of Current Agenda	• Agenda approved with modification: Item #5 moved to the end of Robert Bagany's temporary unavailability.	• Vote: 6 Yay • Motion: Hope Dixon | Second: {not recorded}
III.	Approval of February 12, 2025 Minutes	• Minutes approved.	• Vote: 6 Yay • Motion: Hope Dixon | Second: Darris Crear
IV.	Public Comments (2 minutes each)	IV. Public Comments • Hope Dixon shared the success of the Student Solidarity Panel – "Hope over Fear" and praised student leadership and courage.	Informational only, no action taken.
V.	Campus Updates	V. Campus Updates • Time Entry Training – Transition to electronic time management for librarians and faculty; training scheduled this month. • Student Worker Hours – Discussion of limiting to 20 hours/week; emphasized accurate budget documentation. • Campus Plans – Reviewed Facilities Master Plan, Strategic Educational Master Plan, Vision for Success, Distance Education Strategic Plan, Technology Plan, and Student Equity Plan.	Action Items • Victoria will invite VP Tribble to present Equity Plan Achievements at next meeting. • Members to review campus plans and provide update recommendations.
VI.	Facilities Update -	VI. Facilities Update (Robert Bagany) • HVAC – Ongoing. • Fields – Football field completed. • Neutral Bathroom (AA Building) – In discussions with Dina/DSA. • Sanitary Item Dispensers – Installed, two bathrooms pending. • Basic Needs Center – Project paused until PIF submission. • ELC Flooring Project – Ongoing.	Informational only

	• Pool Boilers – Repaired. • Native Garden – Ongoing. • Paving Project – Scheduled for summer.	
VII. IT Updates	VII. IT Update (Jaina Eyestone) • Digital Signage – Outdoor implementation challenges (powering, updates). • Windows 11 Migration – Campus-wide rollout due to October Windows 10 end-of-support. • Device Inventory – Replacement planning for outdated equipment. • Network Storage – Finalizing specifications. • Software Purchase Process – Standardization in progress. • Device Retrieval – Addressing challenges in collecting equipment from departing staff.	Action Items • Jaina to continue Technology Plan and digital signage project. • IT team to push Windows 11 updates. • IT to finalize network storage replacement specifications
VIII. Report from Safety Committee	VIII. Report out from Safety Committee (Robert Bagany) • Incidents – No trips/falls. One vehicle vs. pedestrian incident in February. • Evacuation Drill – Postponed. • Emergency Supplies – To be tested at start of each semester	Action Items • Robert to install additional signs at collision area and obtain quotes for solar-powered signage. • Robert to establish emergency supply testing procedure.
IX. Report from Sustainability Committee	IX. Report from Sustainability Committee (Robert Bagany) • Back to Work Day – Clothing exchange, student hire for recyclables/compost sorting. • Earth Day (April 22, 2025) – Vendors and activities planned. • Bike to Work Day (May 15, 2025) – Partnership with ASU for energizing station.	Action Items • Robert to organize vendors and activities for Earth Day on April 22nd. • Robert to collaborate with ASU to host an energizing station for “Bike to Work Day” on May 15, 2025.

X.	Space Use Request Form/Procedure Utilization	X. Space Use Request Form / Procedure • Committee approved forwarding Space Use form/procedure to College Council. • Timeline for requests changed from 3 months → 30 days.	Action Items • Robert to update form changing the timeline from 3 months to 30 days. Forward final changes to Maya for distribution. 22nd.
XI.	Adjournment	Meeting adjourned at 3:00 p.m. Next meeting Wednesday, April 9, 2025 at 2:00 p.m.	