Meeting Minutes

Date: February 12, 2025 (every 2nd Wednesday of the Month) Time: 2:00 p.m. – 3:30 p.m.

Location: SAB-211

ZOOM: https://4cd.zoom.us/j/85259736509
Meeting ID: 852 5973 6509 Passcode: 949164

Voting Members

Chairperson: Victoria Menzies

Managers: Sara Marcellino, Lt. Charles Hankins, 1 Vacant

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, Christian Benitez, Hope Dixon, Maya Jenkins, Jaina Eyestone, Larry Womack, Kenyetta Tribble, Darris Crear, Alejandra Simen, Leslie Alexander, Gabriella Segade

Zoom: Elaine Gerber, Robert Bagany, Matthew Houser

Called to order at 2:03pm

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

II.	Approval of Current Agenda	Current agenda approved with six votes.	Vote
III.	Approval of December 4, 2024 Minutes	Minutes approved with six votes. Motioned – Gabriela Segade Second – Darris Crear	Vote
IV.	Public Comments (2 minutes each)	Kenyetta Tribble – there will be a shift in office use and where staff/faculty/managers will be located beginning this month.	Informational/Discussion
V.	ELC Mural	Tabled for next meeting. Department was unable to obtain a new sketch to be reviewed.	N/A
VI.	Use of Space Requests: A. GE-304 as an Intercultural Center – HIS Team B. Second AA 2 nd fl Bathroom to Gender Neutral Bathroom – Jaina Eyestone/Hope Dixon C. AA-111/111A into a Space Available for MCHS	A. Recommended to move item to College Council. Motioned - Darris Crear Second - Leslie Alexander B. Recommended to move item to College Council. Motioned - Gabriela Segade Second - Hope Dixon C. Recommended to move item to College Council Motioned - Darris Crear Second - Hope Dixon	 A. HSI team will discuss inquiry with ASU and get feedback. B. Victoria will research whether some of M&O budget can be used for alterations. C. Add GL to form(s) for AA building alterations
- D	Campus Updates htroduce New Custodial Manager – hristian Benitez histrict Strategic Plan Circulation ime Entry Training	Victoria Menzies introduced new custodial manager. Remove District Strategic Plan as an item, this was previously discussed. Time entry training discussion on hold.	Informational/Discussion
	Facilities Update – pace Use Form/Procedure Update	Robert Bagany –	

B. Schedule for Current Projects:	A. Procedure added as an action item for next	
- HVAC	committee meeting.	
- Fields	B. Projects:	
 Basic Needs Center 	 HVAC – Filters have been purchased for 	
- ELC (Flooring, furniture building, etc.)	buildings. Knox Ctr courtyard unit needs	
 Pool Boilers Repair 	replacement.	
 LRC Outdoor Space 	- Fields – Football field replacement complete.	
- Native Garden	Soccer field light repaired	
 Space for Foundation Office 	- Basic Needs Center - Paused until space in AA	
 Food Lockers 	building is completed.	
	- ELC - floors replaced.	
	- Native Garden – no update	
	 LRC Outdoor Space – completed. 	
	- Foundation Office – SAB 231 complete	
	- Food Lockers – Installed in cafeteria	
IX. IT Update	Jaina Eyestone –	Informational/Discussion
 Al Strategies for the Campus 		
	Received budget for staff laptop upgrades. Will begin	
	replacements for older laptops.	
	Reminder regarding Cyber Security training due on	
	4/7/25.	
	Working on solutions for access issues caused by	
	Adobe changes.	
	Discussion at district and other campuses regarding	
	inventory of software and identify how software is	
	being purchased outside of IT department. Also	
	working to quantify what data is subject to security.	
	Spoke about helpful Al software (CoPilot) that is	
	included in Microsoft 365 which is already accessible	

		to 4cd employees/students. Also discussed the use of Al tools, including Chat GPT, Google's Gemini, and Meta's Al.	
X.	Report out from Safety Committee	Tabled due to lack of time.	Report out at next meeting.
XI.	Report out from Sustainability Committee	Tabled due to lack of time.	Report out at next meeting.
XII.	Adjournment	Meeting adjourned at 3:59pm. Next meeting Wednesday, March 12, 2025, at 2:00 p.m.	