

Operations Committee

Meeting Minutes

Date: March 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, 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 2:11pm

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

II.	Approval of Current Agenda	Agenda approved with a change of pushing number 5 to the bottom of the agenda due to Robert Bagany	Vote – 6 yay votes
		not being available at that moment.	Motioned – Hope Dixon
			Second –
III.	Approval of February 12, 2025	Minutes approved.	Vote – 6 yay votes
	Minutes		Motioned – Hope Dixon
			Second – Darris Crear
IV.	Public Comments (2 minutes each)	Hope Dixon shared the success of the Student	Informational/Discussion
		Solidarity Panel "Hope over fear" and express	
		admiration for the students' leadership and courage.	
V.	Campus Updates	Time Entry Training – discussed the transition	Victoria to invite VP Tribble to
		towards electronic time management for librarians	present the Equity Plan
		and faculty, with training expected later this month	achievements at the next
			Operations Committee meeting.
		Limits for Student Workers – Victoria Menzies raised	
		the issue of limiting student workers' hours,	Committee members to review
		suggesting a limit of 20 hours per week, and	campus plans and consider
		emphasized the need for accurate budget documentation.	updates or additions for the next
		documentation.	revision cycle.
		Campus Plans - reviewed the campus plans, including	
		the facilities master plan, strategic educational master	
		plan, vision for student success goals, distant	
		education strategic plan, technology strategic plan,	
		and student equity plan. SAB211 encouraged	
		participation in updating these plans to ensure they	
		align with current goals and initiatives.	
VI.	Facilities Update –	Robert Bagany –	Neutral Bathroom (AA Building) –
			in discussion with Dina regarding
		HVAC - Ongoing	space changes. May have to talk
		Fields – Football field completed	with DSA.

		Sanitary Item Dispensers in Bathrooms – have been installed, there may be 2 bathrooms that need installation Basic Needs Center – Taking the project off the list until PIF is submitted ELC (furniture, building, etc.) – flooring project ongoing Pool Boilers Repair – boilers have been repaired Native Garden – ongoing, Paving project starting in Summer.	
VII. IT Update		Discussed the digital signage project, with a focus on outdoor spaces and the challenges of powering and remotely updating the signs. Mentioned the ongoing process of pushing all Windows machines on campus to Windows 11 due to the end of security updates for Windows 10 in October. Discussed the inventory of devices and the need to replace old ones. Mentioned the finalization of specifications for the network storage platform and the creation of standardized processes for software purchases. Also discussed the process of retrieving devices for people who are leaving or transferring, and the challenges of getting devices returned.	Jaina to continue working on the Technology Plan and digital signage project. IT team to continue pushing Windows 11 updates to campus computers. IT team to finalize specifications for the network storage platform replacement.
VIII. Report out fr Committee	om Safety	Robert Bagany (Chair) — There were no trips/falls to report. There was a vehicle vs. pedestrian incident in February. Discussed the postponement of an evacuation drill and the installation of additional signs. He also	Robert to install additional signs for the vehicle collision area and obtain quotes for solar-powered electronic signs. Robert to develop a procedure for checking and maintaining

		mentioned the provision of emergency supplies and the need to test them at the beginning of each semester.	emergency supply bags at the beginning of each semester.
IX.	Report out from Sustainability Committee	Robert Bagany – Discussed the upcoming Back to Work Day event, including a clothing exchange and the potential hiring of a student to help with sorting recyclables and compost	Robert to organize vendors and activities for Earth Day on April 22nd. Robert to work with ASU to host an energizing station for "Bike to Work Day" on May 15, 2025.
X.	Space Use Request Form/Procedure Utilization	Discussed the finalization of the Space Use request form and procedure. The committee agreed move the form and procedure forward to College Council with a change of the 3-month timeline to 30 days. Moved - Hope Dixon Second - Darris Crear	Robert to update the Space Use Request form and procedure, changing the timeline from 3 months to 30 days. Robert to send the updated Space Use Request form and procedure to Maya for distribution.
XI.	Adjournment	Meeting adjourned at 3:pm. Next meeting Wednesday, April 9, 2025 at 2:00 p.m.	