

 CONTRA COSTA COLLEGE
Operations Committee
Meeting Minutes

Date: May 14, 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: 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, Larry Womack, Leslie Alexander, Jaina Eyestone, Maya Jenkins, Darris Crear, Jose Zepeda, Hope Dixon, Samuel Khalifi, Sophie (Student Union)

Zoom: Gabriela Segade, Robert Bagany, Matthew Houser, Rene Sporer

Called to order at 2:03pm

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

II.	Approval of Current Agenda	Hope Dixon suggested to add update for AA Bldg. Gender Neutral Bathroom Tabled for the September 2025 meeting. Did not reach quorum due to not having student representation.	Add to September 2025 Agenda
III.	Approval of April 9, 2025 Minutes	Reviewed Minutes - Hope Dixon made a correction on her announcement during March meeting. Change from Rio College to Real College. Also need to change the name on who announced the High School Mesa event from Brianne Ayala to Rene Sporer. Tabled for the September 2025 meeting. Did not reach quorum due to not having student representation.	Add to September 2025 Agenda
IV.	Public Comments (2 minutes each)	LGBT Rainbow Pride Picnic in secondary quad area (lawn) near AA Bldg. on Thursday, May 15, 2025, from 11am – 2pm. CCC Commencement on Friday, May 23, 2025, from 4pm – 6pm.	Informational/Discussion
V.	Space Use Request: - Greenhouse Near Science Bldg - Science Bldg Men’s Bathroom	The committee discusses a space utilization request for room 216A in the AA Building, which cannot be voted on due to lack of quorum. Victoria explained that even if approved, the decision would need to go through College Council in September. In the meantime, the space can be booked through the existing 25Live system. The committee also addresses confusion about which space changes require committee approval versus executive team decisions. They agree to update the policy to clarify which rooms are reviewed by the committee and to ensure	1. Maya to include the space use requests for the prayer/meditation room and greenhouse on the September meeting agenda. 2. Rene to update the space use request form for the greenhouse project with correct information and signatures.

proper signatures are obtained on request forms before submission.

Rene discussed the plans for a greenhouse near the science building, which is currently a non-buildable area. The greenhouse has already been purchased and is awaiting assembly. The district office and facilities are working on making the area accessible, with the idea of using the existing accessible parking lot. The cost of the project will be covered by the biology budget and 12-20 funds, with additional funding expected from Evan Decker and workforce development. No cost from general fund. The area will be named the Science Garden or Physical Sciences Garden.

Samuel Khalifi requested the utilization of the conference room 216A on the second floor for meditation and prayer space to support Muslim (and other) students and promote inclusivity. The current space that they are using is small and lacks privacy. The new space would be larger and quieter, and located in a more central area of the campus. The room would remain unlocked during designated hours.

The committee discussed a proposal (by Rene) to convert two toilet stalls to urinals in men's bathrooms on the 1st and 3rd floors in the Science Building. Rene explains the proposal aims to reduce cleaning needs due to staffing shortages, while Jaina expressed concerns about reinforcing gender stereotypes and using foundation funds for this purpose.

VI. Campus Updates	Campus no longer has a Custodial Manager. Custodial Leads will take on manager duties for six months. Robert will be taking on additional duties as a custodian manager, and the leads will not be doing any custodial work. The committee discussed the lack of a formal evaluation process for their work. The proposal and concerns will be tabled for further discussion in September when quorum can be reached.	1. Victoria to add an evaluation process for the committee to the September meeting agenda. 2. Robert to finalize paperwork for the reorganization of custodial services management.
VII. Facilities Update – Schedule for Current Projects	HVAC – received filters, will begin replacement. ELC - Flooring, last room starting on June 2, 2025. Sandbox, using grant funds to pay for it. There is no date scheduled. FIELDS – bleachers cleaned, replacing fencing. BATHROOM DISPENSERS – ordering more dispensers to install into remaining bathrooms (4). FIRESIDE – flooring replacement will start on week of 5/27/25. PAVING – Lot 15 (near music bldg.) paving to start after graduation. Lot 9 (rear drop off area) paving has not been scheduled. NATIVE GARDEN – Ongoing, funds for OT for this project exhausts at end of month. GENDER NEUTRAL BATHROOM – project may need to go to DSA. Dina will come out to visit the campus to assess the space.	Robert to meet with Dina from the district office to discuss the gender-neutral bathroom project in AA building.
VIII. IT Update	Jaina Eyestone - provided an update on the technology working group's activities, focusing on software inventory and cybersecurity requirements. The district now needs to obtain HECVAT (Higher Education Community Vendor Assessment Toolkit)	1. Victoria and Jana to secure a campus-wide Canva license by July 1st. 2. IT team to continue efforts to upgrade all campus PCs

	and VPAT (Voluntary Product Accessibility Template) documentation for all software used. This process aims to ensure software security and accessibility. The committee also discussed the issue of various software being used across campuses without central licensing, which raises both security and equity concerns. Jaina mentioned the upcoming deadline to upgrade all PCs to Windows 11 by the end of October and notes that the technology budget allocation for the year is on track to be spent.	to Windows 11 by the end of October.
IX. Report out from Safety Committee	Robert Bagany (Chair) – Robert mentioned the Lot 9 accident situation and the addition of curve painting and a sign in the parking lot. Discussed lot monitoring by police services. Discussed solar powered signage and walk lights.	1. Robert to work on a procedure for building monitors to ensure radios get charged and conduct monthly radio tests. 2. Robert to add curve painting and signage in Lot 9 to address safety concerns. 3. Robert to follow up with police services regarding consistent patrolling during high-traffic drop-off times in Lot 9. 4. Robert to proceed with plans for installing solar-powered light-up signs for crosswalks at the main entrance parking lot.
X. Report out from Sustainability Committee	Robert announced Bike-to-Work Day and the need for more volunteers.	

	Discussed White Pony Express partnership and the need for paperwork to be completed.	
XI. Adjournment	Meeting adjourned at 3:41pm. Next meeting Wednesday, September 10, 2025 at 2:00 p.m.	