


CONTRA COSTA COLLEGE
 Operations Committee
Meeting Minutes

Date: September 11, 2024 (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: Leslie Alexander, Elaine Gerber, *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, Lt. Charles Hankins, Gabriela Segade, Hope Dixon, Jaina Eyestone, Robert Bagany, Maya Jenkins, Evan Decker, Alejandra Simen, Leslie Alexander

Zoom: Elaine Gerber, Darris Crear, Jackie Ore, Matthew Houser, Joel Nickelson-Shanks

Called to order at 2:05pm

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

II.	Approval of May 8, 2024 Minutes	Minutes tabled to next meeting in October.	Vote
III.	Approval of Agenda	Agenda approved.	Vote
IV.	Public Comments (2 minutes each)	Brown Act committee meeting postings must be posted on public board and at the location of the meeting 72hrs in advance. Beginning in 2025, all voting members must be in person or delegate someone to vote on behalf of their constituency.	Informational/Discussion
V.	Master Plan Update	FMP successfully completed at the campus level. Trustees have decided not to go after a bond this year, postponing until 2026.	Informational/Discussion
VI.	Food Services Update	California Dining Svcs will provide food services in the cafeteria kitchen starting October 15, 2024. Culinary program will provide food through bookstore in the interim. Hours of operation for food services will be updated and are as follows: Mon.-Thurs. 8:30am-6pm. Fri. Half Day Sat.	Informational/Discussion
VII.	Facilities Update	Robert Bagany – Meeting with contractor on 9/18 concerning the boilers at the pool. Native garden project is still under way. Once all plants are planted, irrigation system can be installed. Working on cooling system in SAB. Four out of six compressors are down. Also working on getting HVAC in the library repaired.	Informational/Discussion
VIII.	IT Update	Jaina Eyestone – Replaced three computer labs in the CTC building over the summer (which included PCs and monitors).	Informational/Discussion

	<p>IT is upgrading smart classroom computer to windows 11. This is an ongoing project.</p> <p>A stockpile of eWaste from around the campus has been recycled (8 pallets of eWaste). Cyber Security updates are going forward. Installing two newly acquired security software; Crowdstrike and Artic Wolf.</p> <p>Something that came out over email is that the district will be doing a forced password change for everybody. That email came from Satish.</p> <p>The Technology Working Group (sub-group of Operations), the group charged with writing the Technology plan, will start meeting the 3rd Monday of the month, from 3pm to 4:30pm via zoom and in person. The group needs more classified representation.</p>	
<p>IX. Report out from Safety Committee</p>	<p>Robert Bagany (Chair) – Upgrades happening in Science Ctr., lockdown button for doors are complete and we are working on the programming training with Security 101.</p> <p>We talked about reconvening of evacuation drills, and we also mentioned the supply packages for the building monitors will be coming out of M & O budget. We will discuss what items should make up the package.</p> <p>There was a building monitor training in Spring semester. The committee proposed to hold another training in October. It will set up dates for ongoing</p>	<p>Informational/Discussion</p>

	campus trainings, during Fall and one in Spring semesters.	
X. Report out from Sustainability Committee	Robert Bagany (Chair) – Introduced Interim Custodial Manager, Oscar Estrada. Custodial department will be replacing 3 stream bins. Custodial will send out an update on the recycling bins being removed from offices.	Informational/Discussion
XI. Review Committee Charge	Reviewed four charges listed on September 13, 2023 committee meeting. Those charges still stand. Charge 3; recommend updates on the college procedure handbook, possibly maybe we could take one of the chapters that needs to be updated and make that our next meeting discussion to try to get it revised. I (Victoria) will work with Jackie Ore to get some ideas of what we should take on first, that way we can move stuff through.	Informational/Discussion
XII. Review/Set Committee Goals for Year 2024-2025	1. Developing policy around data management (information storage) 2. Developing policy around information sharing.	Informational/Discussion
XIII. Adjournment	Meeting adjourned at 3:30 p.m.. Next meeting Wednesday, October 9, 2024 at 2:00 p.m.	N/A