

 **CONTRA COSTA COLLEGE**
Operations Committee
Meeting Minutes

Date: October 9, 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, Oscar Estrada

Present: Victoria Menzies, Maya Jenkins, Jaina Eyestone, Hope Dixon, Leslie Alexander, Darris Crear, Alexa Simen, Sara Marcellino

Zoom: Elaine Gerber, Robert Bagany, Matthew Houser

Called to order at 2:07 p.m.

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

<p>II. Approval of Current Agenda</p>	<p>Voted to amend the current agenda to remove items XII and XIII. Items were addressed in September 2024 meeting. Sara moved, Hope seconded. Agenda approved by unanimous vote.</p>	<p>Vote</p>
<p>III. Approval of May 8 and Sept. 11, 2024 Minutes</p>	<p>Hope moved; Alexa seconded (May) Hope moved; seconded (Sept.) May and September minutes approved by unanimous vote.</p>	<p>Vote</p>
<p>IV. December Meeting Date Change to Dec. 4, 2024</p>	<p>Hope motioned, Sara seconded. Date change approved by unanimous vote.</p>	<p>Vote</p>
<p>V. Public Comment/Announcements (2 Minutes Each)</p>	<p>Undocumented Students Week beginning 10/14. LGBT 101 Trainings on 10/21 and 11/4.</p>	<p>Informational/Discussion</p>
<p>VI. Basic Needs Center Discussion</p>	<p>Hope Dixon - According to AB132, all community colleges must establish a Basic Needs Center on campus.</p>	<p>Recommendation to repurpose Student Life lounge to serve as Basic Needs center.</p>
<p>VII. Food Services Update Cafeteria Scheduled Opening Date - Nov. 4, 2024</p>	<p>California Dining Services to begin providing food in cafeteria on Nov. 4, 2024. Food lockers will be placed in cafeteria.</p>	<p>Recommend keeping cafeteria doors unlocked until 7pm for access to the food lockers.</p>
<p>VIII. Facilities Update A. Request for Space Use Form Update</p>	<p>Space Request form - Need to develop a policy/procedure to request space that supports the form. Create distribution list for Managers/Deans that will be involved in the process. Construction PIF (Project Initiation Form) in progress for replacing turf on athletic field(s). HVAC for SSC, SAB, and Library: currently getting quotes for repair/replacement of equipment. Demand for use of space for events has grown.</p>	<p>Add "approved/not approved" check boxes next to signature lines. Add a line to specify what location they are requesting. Finalize form for approval at November meeting. Work on revising the request to reserve space for events on 25Live.</p>

<p>IX. IT Update</p> <ul style="list-style-type: none"> A. Software Compliance B. Update on IT Master Plan C. Password change D. Adobe Products 	<p>Jaina Eyestone –</p> <ul style="list-style-type: none"> A. State implemented strict enforcement of cyber security. They want the campus to have more comprehensive inventory of the software that we have. Focus is on the software where we share data. Software that is purchase through District is known to be compliant, but IT Dept. needs to be aware of other software that depts. are buying that may not be compliant. B. Technology Working Group develops strategic plans for technology. They just had their first meeting and meet regularly on third Monday of the month. They need students. Group will be producing a draft plan to bring to Operations committee. C. District has implemented the mandatory password rollout. Once has been changed there will be no need to change it in the future. D. Adobe products will have some changes happening in January 2025. 	<p>Informational/Discussion</p>
<p>X. Report out from Safety Committee</p>	<p>Robert Bagany – Building monitor training will be held October 31, 2024.</p>	
<p>XI. Report out from Sustainability Committee</p>	<p>Robert Bagany – Tabled for lack of time.</p>	
<p>XII. Adjournment</p>	<p>Meeting adjourned at 3:45 p.m.</p> <p>Next meeting Wednesday, November 13, 2024, at 2:00 p.m.</p>	