


CONTRA COSTA COLLEGE
 Operations Committee
Meeting Minutes

Date: November 13, 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: Elaine Gerber, Leslie Alexander, *Alternate: Gabriela Segade*

Classified: Hope Dixon, 1 Vacant

Students: Alejandra “Alexa” Simen, Jonathan Elias

Non-Voting Members

Managers: Jaina Eystone, George Mills, Larry Womack

Present: Victoria Menzies, Sara Marcellino, Gabriela Segade, Hope Dixon, Jaina Eystone, Maya Jenkins, Darris Crear, Leslie Alexander, Robert Bagany, Jaqueline Ore’, Alejandra Simen, Jonathan Elias, Chao Liu

Zoom: Elaine Gerber, Matthew Houser, Andrew Kuo

Called to order at 2:03pm

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

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| <p>II. Approval of Current Agenda</p> | <p>Numbers on the agenda skipped from 3 to 5. Correct the numbering on the agenda.</p> <p>Add Mural Discussion for ELC.</p> | <p>Vote – approved unanimously.</p> <p>Motioned – Leslie Alexander Second – Hope Dixon</p> |
| <p>III. Approval of October 9, 2024 Minutes</p> | <p>Approved by unanimous vote.</p> | <p>Vote Motioned – Hope Dixon Second – Leslie Alexander</p> |
| <p>IV. Public Comments (2 minutes each)</p> | <p>Jonathan (ASU) – would like to learn how to promote ASU current events/update on a television on campus.</p> | <p>Informational/Discussion</p> |
| <p>V. ELC Mural</p> | <p>Request to review sketch for Mural on inside wall at the Early Learning Center.</p> | <p>Sketch will be sent out to committee members for review and act at next meeting.</p> |
| <p>VI. College Procedures Handbook pages 1-2. New College Resources and Procedures Handbook pages 1-3</p> | <p>Updates to Introduction page: Included Chancellor and link to Governing Board. Name changed to included “Resources” to the handbook. Changed font.</p> | <p>Informational/Discussion</p> |
| <p>VII. Food Services Update - Cafeteria Scheduled Opening Date</p> | <p>Health inspection scheduled for 11/14/2024. If passed, opening will follow next day.</p> | <p>Informational/Discussion</p> |
| <p>VIII. Facilities Update – Request for Space Use Final Read</p> | <p>Robert Bagany - Space use form final read tabled for December meeting. One refrigerator in cafeteria is down, not getting cold enough. No update on HVAC in library currently. No solution for electric vehicle charger replacement currently. Waiting on District to approve campus IT dept. to repair stations. Waiting on District to move forward with boiler project. ELC has three current projects: furniture, flooring, and addition of dumpster.</p> | <p>Informational/Discussion</p> |

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| | | Delay in food locker installation due to lockers not fitting through entranceway. | |
| IX. | IT Update | <p>Jaina Eyestone –</p> <ul style="list-style-type: none"> - Technology working group meets every 3rd Monday of the month. They need faculty representation and a Co-Chair. - Working on Digital Signage Initiative (discussed at Capacity Café). | Informational/Discussion |
| X. | Report out from Safety Committee | <p>Robert Bagany (Chair) –</p> <ul style="list-style-type: none"> - Police Svcs. held a Building Monitor training in October. - Facilities will purchase 20 sets of supplies for buildings. - Three incidents in October. 10/10, Slip/fall off of a bike on Mission Bell Dr. 10/16, Student with pre-existing medical condition fainted while sitting in their wheelchair outside SCI-111. 10/17, MCHS student was hit by a car. San Pablo police Dept. took that report because it was on their property (Mission Bell Dr. near college intersection). Student was transferred to John Muir by Paramedics. | Informational/Discussion |
| XI. | Report out from Sustainability Committee | <p>Robert Bagany (Chair) –</p> <ul style="list-style-type: none"> - Discussed the food packaging items for the cafeteria. Information was given to CDS and they will make sure to purchase sustainable items going forward. - Discussed the issue around the recycle bins being taken out of offices. Robert will meet with Oscar to resolve the issue. | Informational/Discussion |

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| XII. IT Purchases | Discussed centralizing software/hardware purchases to go through campus IT Department. | Informational/Discussion |
| XIII. Adjournment | Meeting adjourned at 3:30pm. Next meeting Wednesday, December 4, 2024, at 2:00 p.m. | |