

Date: December 4, 2024 (every 2<sup>nd</sup> Wednesday of the Month) Time: 2:00 p.m. – 3:30 p.m. Location: SAB-211 ZOOM: <u>https://4cd.zoom.us/j/85259736509</u>

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, Maya Jenkins, Jackie Ore', Alejandra Simen, Darris Crear, Leslie Alexander, Lt. Charles Hankins, Matthew Houser, Robert Bagany, Larry Womack, Hope Dixon

Zoom: Elaine Gerber, Brianne Ayala, Ana Maciel

Called to order at 2:02pm

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

II.	Approval of Current Agenda	Motion: Elaine Gerber Second: Lt. Charles Hankins	Agenda approved.
.	Approval of November 13, 2024 Minutes	Motion: Leslie Alexander Second: Lt. Charles Hankins	Minutes approved.
IV.	Public Comments (2 minutes each)	Questions was raised regarding means of providing feedback to cafeteria vendor (dietary options, flow of ordering and food pick up).	Informational/Discussion
V.	College Procedure Handbook pages 1-2. New College Resources and Procedures Handbook pages 1-3	<ul> <li>Updates to Introduction page:</li> <li>Updating Chancellor and Administrator names.</li> <li>Including link to Governing Board.</li> <li>Changing the title to 'College Resources and Procedures Handbook". Handbook is going to include live links to the governing board website, and links to email managers directly.</li> <li>Third page for constituency leadership and commonly used websites.</li> <li>Motion: Elaine Gerber Second: Lt. Charles Hankins</li> </ul>	Consent/Action Changes approved with a vote of six yeas, no nays.
VI.	ELC Mural Review	Tabled due to lack of feedback/changes.	Consent/Action
VII.	Campus Updates - District Strategic Plan Circulation - Time Entry Training	District Office is working on updating our Strategic Plan. An invite to participate should be sent out electronically. A survey was presented to College Council by Kelly Schelin. Payroll for Faculty, Librarians, and Counselors moving to Time Entry system. District wants to implement the change in January, but we are asking that they move it back to February to allow time for training.	Informational/Discussion Hold a training in January.

	<ul> <li>Facilities Update -</li> <li>A. Space Use Form/Procedure Update</li> <li>B. Schedule for Current Projects HVAC Fields</li> <li>ELC (flooring, furniture, building, etc.)</li> <li>Pool boilers repair</li> <li>LRC Outdoor Space</li> <li>Native Garden</li> <li>Space for Foundation Office</li> <li>Food Lockers</li> </ul>	<ul> <li>A. Space Use Form - projected to have completed by end of January for final read in February meeting.</li> <li>B. Current Projects - HVAC - No update Fields - football turf replaced by May/June ELC - flooring to start in January Boilers - waiting to hear from Matrix HG (vendor) for quote. LRC - needs bird deterrent for outside space Native Garden - no update Space for Foundation Office - Looking for space to expand office. Food Lockers - request submitted for door removal to fit lockers into cafeteria. Waiting on vendor.</li> <li>There was a leak in the Science Ctr., second floor. There was damage to drywall insulation. Leaked into</li> </ul>	Informational/Discussion
IX.	IT Update	first floor lab. Jaina Eyestone – Not present, no update.	Informational/Discussion
X.	Report out from Safety Committee	Robert Bagany (Chair) – No incidents reported in November. Building monitor list needs update for Science Ctr.	Informational/ Discussion
XI.	Report out from Sustainability Committee	Hold until February meeting.	Informational/Discussion
XII.	Adjournment	Meeting adjourned at 3:19pm. Next meeting Wednesday, February 12, 2025 at 2:00 p.m.	N/A