

**Operations Committee**

**Meeting Minutes**

**Date:** March 12, 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**](https://4cd.zoom.us/j/85259736509)

Meeting ID: **852 5973 6509**  Passcode: **949164**

| **Voting Members** |
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| **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 |

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| **Non-Voting Members** |
| **Managers:** Jaina Eyestone, George Mills, Larry Womack |

Present: Victoria Menzies, Jaina Eyestone, Leslie Alexander, Larry Womack, Alejandra Simen, Darris Crear, Hope Dixon

Zoom: Elaine Gerber, Maya Jenkins, Robert Bagany, Jacqueline Ore’, Matthew Houser, Adriane Sims

Called to order at 2:11pm

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| **Item** | **Outcome/Decisions** | **Action Items** |
| 1. Welcome and Introductions |  | N/A |
| 1. Approval of Current Agenda | Agenda approved with a change of pushing number 5 to the bottom of the agenda due to Robert Bagany not being available at that moment. | Vote – 6 yay votes  Motioned – Hope Dixon  Second – |
| 1. Approval of February 12, 2025 Minutes | Minutes approved. | Vote – 6 yay votes  Motioned – Hope Dixon  Second – Darris Crear |
| 1. Public Comments (2 minutes each) | Hope Dixon shared the success of the Student Solidarity Panel “Hope over fear” and express admiration for the students’ leadership and courage. | Informational/Discussion |
| 1. Campus Updates | Time Entry Training – discussed the transition towards electronic time management for librarians and faculty, with training expected later this month  Limits for Student Workers – Victoria Menzies raised the issue of limiting student workers' hours, suggesting a limit of 20 hours per week, and emphasized the need for accurate budget documentation.  Campus Plans - reviewed the campus plans, including the facilities master plan, strategic educational master plan, vision for student success goals, distant education strategic plan, technology strategic plan, and student equity plan. SAB211 encouraged participation in updating these plans to ensure they align with current goals and initiatives. | Victoria to invite VP Tribble to present the Equity Plan achievements at the next Operations Committee meeting.  Committee members to review campus plans and consider updates or additions for the next revision cycle. |
| 1. Facilities Update – | Robert Bagany –  **HVAC** - Ongoing  **Fields** – Football field completed  **Sanitary Item Dispensers in Bathrooms** – have been installed, there may be 2 bathrooms that need installation  **Basic Needs Center** – Taking the project off the list until PIF is submitted  **ELC** (furniture, building, etc.) – flooring project ongoing  **Pool Boilers Repair –** boilers have been repaired  **Native Garden** – ongoing,  Paving project starting in Summer. | Neutral Bathroom (AA Building) – in discussion with Dina regarding space changes. May have to talk with DSA. |
| 1. IT Update | Jaina Eyestone –  Discussed the digital signage project, with a focus on outdoor spaces and the challenges of powering and remotely updating the signs. Mentioned the ongoing process of pushing all Windows machines on campus to Windows 11 due to the end of security updates for Windows 10 in October.  Discussed the inventory of devices and the need to replace old ones. Mentioned the finalization of specifications for the network storage platform and the creation of standardized processes for software purchases. Also discussed the process of retrieving devices for people who are leaving or transferring, and the challenges of getting devices returned. | Jaina to continue working on the Technology Plan and digital signage project.  IT team to continue pushing Windows 11 updates to campus computers.  IT team to finalize specifications for the network storage platform replacement. |
| 1. Report out from Safety Committee | Robert Bagany (Chair) –  There were no trips/falls to report. There was a vehicle vs. pedestrian incident in February.  Discussed the postponement of an evacuation drill and the installation of additional signs. He also mentioned the provision of emergency supplies and the need to test them at the beginning of each semester. | Robert to install additional signs for the vehicle collision area and obtain quotes for solar-powered electronic signs.  Robert to develop a procedure for checking and maintaining emergency supply bags at the beginning of each semester. |
| 1. Report out from Sustainability Committee | Robert Bagany –  Discussed the upcoming Back to Work Day event, including a clothing exchange and the potential hiring of a student to help with sorting recyclables and compost | Robert to organize vendors and activities for Earth Day on April 22nd.  Robert to work with ASU to host an energizing station for “Bike to Work Day” on May 15, 2025. |
| 1. Space Use Request Form/Procedure Utilization | Discussed the finalization of the Space Use request form and procedure. The committee agreed move the form and procedure forward to College Council with a change of the 3-month timeline to 30 days.  Moved - Hope Dixon  Second - Darris Crear | Robert to update the Space Use Request form and procedure, changing the timeline from 3 months to 30 days. Robert to send the updated Space Use Request form and procedure to Maya for distribution. |
| 1. Adjournment | Meeting adjourned at 3:pm.  Next meeting Wednesday, April 9, 2025  at 2:00 p.m. |  |