

 **CONTRA COSTA COLLEGE**  
Operations Committee

**Meeting Minutes**

**Date:** February 11, 2026 (every 2<sup>nd</sup> Wednesday of the Month) **Time:** 2:00 p.m. – 4:00 p.m.

**Location:** SAB-211

**ZOOM:** <https://4cd.zoom.us/j/82194560051>

Meeting ID: 821 9456 0051 Passcode: FMPWEB

**Voting Members**

**Chairperson:** Victoria Menzies

**Managers:** Darris Crear, Kyle Alvarado

**Faculty:** Elaine Gerber, Leslie Alexander, *Alternate: Joseph Randy Carver*

**Classified:** Joe Roberts, Amber Tu

**Students:** Max Stemmler, Steve Sandoval

**Non-Voting Members**

**Managers:** Jaina Eyestone, George Mills, Larry Womack, Lt. Charles Hankins

Present: Victoria Menzies, Maya Jenkins,

Zoom:

Called to order at 2: p.m.

Item	Outcome/Decisions	Action Items
I. <b>Welcome and Introductions</b>	Began meeting with roll call of attendees.	No action required.

<b>II. Public Comment/Announcements (2 minutes each)</b>	Jaina Eyestone raised concern about the lack of progress on establishing a college hour and encouraged the committee to revisit the initiative	No action required.
<b>Consent Agenda – Action Item</b>		
<b>III. Adoption of Current Agenda</b>	Agenda adopted with yay votes, 0 nay votes. <b>Motioned: Second:</b> <b>Yay Votes:</b>	
<b>IV. Approval of December 10, 2025 Minutes</b>	Minutes approved with yay votes, 0 nay votes. <b>Motion: Second:</b> <b>Yay Votes:</b>	
<b>Discussion/ Information Item</b>		
<b>V. Committee Bylaw Discussion</b>	<b>Committee Bylaw Discussion</b> The committee reviewed and discussed proposed updates to the bylaws, focusing on: <ul style="list-style-type: none"> <li>• Membership composition</li> <li>• Terms of service</li> <li>• Meeting procedures</li> <li>• Remote voting alignment with Brown Act requirements</li> </ul> Agreements reached: <ul style="list-style-type: none"> <li>• Add specific titles for non-voting managers</li> <li>• Clarify student term length as one academic year</li> <li>• Maintain Vice President of Business and Administrative Services as Chair</li> <li>• Consider adding a Co-Chair in the future</li> <li>• Refine posting and voting procedures</li> </ul>	<b>Committee members:</b> Review Articles 8 and 9 of the draft bylaws and send any changes or feedback to Maya before the next meeting.
<b>VI. Technology Plan Update – Jaina Eyestone</b>	The committee reviewed and discussed the 2026-2031 Technology document. The Committee decided to move forward with taking it to various constituency groups for feedback before the next operations	<b>Committee:</b> Take the technology plan to respective constituency groups (e.g., Academic Senate, Classified Senate) for feedback

	meeting, with the goal of having all feedback incorporated before presenting it to Academic Senate in March.	before the next Operations Committee meeting.
<b>Reports From Facilities and Technology/Committees</b>		
<p><b>VII. Facilities Update – Robert Bagany: RDA Project Updates, Current Campus Project Updates:</b></p> <ul style="list-style-type: none"> <li>- HVAC/Filters</li> <li>- Basic Needs Center</li> <li>- Sanitary Item Dispensers in Bathrooms</li> <li>- ELC (Furniture, Bldg. etc.)</li> <li>- MESA Center - Furniture Carpet</li> <li>- Paving Projects - Asphalt and Sidewalk repairs</li> <li>- Native Garden</li> <li>- Greenhouse near Science Bldg.</li> <li>- Tree Trimming</li> </ul>	<p><b>Facilities Update – Robert Bagany RDA &amp; Campus Project Updates:</b></p> <ul style="list-style-type: none"> <li>• HVAC/Filters</li> <li>• Basic Needs Center</li> <li>• Sanitary Item Dispensers</li> <li>• ELC Improvements</li> <li>• MESA Center (Furniture &amp; Carpet)</li> <li>• Paving Projects (Asphalt &amp; Sidewalk Repairs)</li> <li>• Native Garden</li> <li>• Greenhouse (Science Building)</li> <li>• Tree Trimming</li> </ul> <p>A \$200,000 project initiation form was approved for tree safety and maintenance. Three contractors will assess campus trees.</p> <p>Victoria Menzies requested review of the tree removal list to explore expanding the scope.</p> <p>Greenhouse project remains pending due to access issues.</p>	<p>Victoria to meet with Robert to review and update the list of trees identified for removal by the arborist and coordinate with district on expanding the tree removal project.</p>
<p><b>VIII. Technology Update – Jaina Eyestone</b></p>	<p><b>Technology Update – Jaina Eyestone</b></p> <p>Discussion regarding underutilized computer labs and potential decommissioning to conserve resources.</p>	<ul style="list-style-type: none"> <li>• Research and report back on existing policies or procedures for decommissioning computer labs and requesting lab space, including any state or campus-level requirements.</li> </ul>

		<ul style="list-style-type: none"> <li>• Randy: Reach out to English department regarding use of computer labs</li> <li>• Investigate the possibility of requesting a space use audit from the district office and report findings to the committee.</li> <li>• Consider and bring to the next meeting any information or data that could inform the discussion on lab decommissioning, pending Maya's findings on relevant policies/procedures.</li> </ul>
<p><b>IX. Report from Safety Committee Meeting – Victoria Menzies</b></p>	<p><b>Safety Committee Report – Victoria Menzies</b>  Updates included:</p> <ul style="list-style-type: none"> <li>• CPR training sessions</li> <li>• Tree removal planning</li> <li>• Light duty assignments for injured employees</li> </ul>	<p>Submit a budget request (up to \$90,000) for additional AEDs across campus buildings.</p>
<p><b>X. Report from Sustainability Committee Meeting – Robert Bagany</b></p>	<p><b>Sustainability Committee Report – Robert Bagany</b></p> <ul style="list-style-type: none"> <li>• Earth Day event scheduled for April 22 (Quad tabling event).</li> <li>• Outreach to community partners (PG&amp;E, MCE, White Pony Express, Recycle More, Sustainable Contra Costa).</li> <li>• Testing 60-inch and 96-inch electric lawn mowers.</li> </ul>	<p>No action required.</p>

	<ul style="list-style-type: none"><li>• Nearby events:<ul style="list-style-type: none"><li>○ ASRIDA Earth Day - April 19</li><li>○ Repair Workshop - April 25</li><li>○ Mobility Fair - April 26</li></ul></li></ul>	
<b>XI. Adjournment</b>	Next meeting will be held on Wednesday, March 11, 2026 at 2:00 p.m.	

# **Contra Costa College Bylaws for Operation Committee**

A Subcommittee of the College Council

## **ARTICLE I – PURPOSE**

The committee is a subcommittee of the College Council.

The purpose of the Operations Committee is:

- Identifying and addressing daily or routine operational issues impacting instructional and service programs and college units.
- Recommending solutions to President’s Cabinet regarding non-routine operational matters, planning initiatives, operational evaluation activities, or procedural development/codification.
- Evaluating and improving instructional service operations to ensure effectiveness, alignment with strategic goals, and support of student success.
- Prioritizing maintenance, repair, and upgrades of college facilities, including M&O infrastructure.
- Prioritizing IT maintenance and upgrade needs, including technology infrastructure supporting instruction, operations, and student services.
- Coordinating with its subcommittee, the Technology/Instructional Technology Committee, to ensure alignment between technology needs, instructional priorities, and operational capabilities.
- To make recommendations to the College Council and Budget Committee.

The Operations Committee functions as a recommending body to the College Council and President’s Cabinet, in alignment with 4CD BP & AP 1003.2.

## **ARTICLE II. MEMBERSHIP**

Composition: Two classified members, Two faculty members, Two Managers/Supervisors and Two Students.

Ex-Officio (Non-Voting Member) Four Managers and additional non-voting members may be invited at

### Section 3. Terms of Service

- Members shall serve two-year staggered terms to ensure continuity.
- Student terms may be one academic year, renewable.
- Members may be reappointed by their constituent groups.

### Section 4. Responsibilities of Members

Members shall:

- Attend meetings regularly.
- Review materials in advance and participate in deliberations.
- Communicate committee actions and discussions back to constituent groups.
- Vote in the best interest of the college as a whole.

## **ARTICLE III. OFFICERS**

The Operations Committee shall be chaired by the Vice President of Business & Administrative Services (VPBAS), as designated by the governance structure.

### Section 2. Chair Responsibilities

The Chair shall:

1. Set agendas in consultation with committee members and the College Council Chair as appropriate.
2. Preside over meetings and ensure orderly, inclusive discussion.
3. Ensure that minutes, recommendations, and reports are forwarded to:
  - College Council
  - President's Cabinet
  - Posted publicly on BoardDocs
4. Ensure alignment with:
  - 4CD governance policies
  - College procedures
  - Accreditation requirements
5. Call special meetings when necessary.
6. Maintain the committee charge and initiate periodic review.

## **ARTICLE IV. MEETINGS**

**Meeting Time:** Meetings are held on the second Wednesday of each month from 2:00 to 4:00 p.m., or as posted on the Board Docs website.

**Meeting Format:** Meetings will follow Robert’s Rule of Order. Agenda and supporting documents must be distributed in accordance with Brown Act requirements at least 72 hours before the meeting. Minutes will be recorded and posted to the Board Docs website and share a summary of the meeting with College Council.

**Quorum:** Quorum requires 50% of filled voting seats plus one voting member. No official action may be taken without quorum.

**Public Access:**

- Meetings are open to the public.
- Agendas and minutes are posted on the Board Docs website

**ARTICLE V. DECISION MAKING**

The Operations Committee values collaboration and consensus. When decisions require formal approval, voting shall be conducted by the majority of voting members present. **Add Brown Act language.**

**ARTICLE VI. SUBCOMMITTEE, WORKING GROUPS AND OTHER SUBCOMMITTEES**

The Operation Committee maintains the **Safety and Sustainability Subcommittee**, and **Technology Working Group** to support its responsibilities.

The Operation Committee may form additional subcommittees or ad hoc working groups as necessary to carry out its charge.

**ARTICLE VII. REPORTING**

- Recommendations and reports shall be forwarded to College Council.
- Items requiring executive review will be forwarded to President’s Cabinet.

- Annual summary reports shall be submitted to College Council at the end of each academic year.

## **ARTICLE VIII. PROCEDURES**

Each academic year at its first regularly scheduled meeting, the Operation Committee will review its bylaws, membership, and annual planning calendar.

Any member of a represented group may bring an operational-related concern or proposal to their constituency group for review and then forward it to the Operation Committee. The Operation Committee will evaluate the proposal for alignment with the College's Vision, Mission, and Values and forward recommendations to the College Council.

Prior to an Operation Committee decision on any proposal, each represented group will have an opportunity to review the proposal so its representative(s) may provide input. In most cases, a decision occurs with a second read; however, if there is consensus from all represented constituencies, voting may occur after the first read. All decisions and recommendations will be recorded in the minutes and forwarded to the College Council as appropriate.

Each academic year at its first regularly scheduled meeting, the College Council will review its bylaws, membership, and meeting schedule. All recommendations for changes in policy not covered by collective bargaining must proceed through College Council. Recommendations for procedural changes shall be reported to the College Council for its input. College policies and procedures that are changed as "matter of fact" will be updated by the Senior Executive Assistant to the College President in the College Resources and Procedures Handbook and updated on the college website. Any member of a represented group may bring a concern or proposal to their constituency group for review and forward to the appropriate Standing Committee based on the committee's purpose. The Standing Committee will forward the approved proposal to College Council as a first read. Standing and subcommittee reports and recommendations shall proceed directly to the College Council. Prior to a College Council decision on any proposal, each represented group will have an opportunity to consider the proposal for its representative(s) to have input. In most cases, a decision occurs with a second read; however, if there is consensus from all represented constituency, voting may occur after the first read. All decisions will be recorded in the minutes.

## **ARTICLE IX. RATIFICATION AND AMENDMENTS**

These bylaws shall take effect immediately upon consensus approved by the Operation Committee and ratification by the College Council.

Amendments to these bylaws require first reading and consensus approval at a subsequent meeting.

Last: December 10, 2025

DRAFT

Contra Costa Community College District

Last Zoom Mtg:

Contra Costa College

This Zoom Mtg:

Monthly Project Overview Update- December 2025

Invited Attendees: Ines Zildzic, PJ Roach, Vicki Menzie, Robert Bagany

**FACILITIES PLANNING DEPARTMENT FUTURE LMC PROJECTS**

A/E	Funding	Project Budget	Project Title	Activity Schedule
	Grants	\$253,000K	C-1272 Basic Needs Center- SAB 1 <sup>st</sup> Floor	Tentative kitchen remodel to start January during winter break PO pending
	Local SM	\$178,500K	C-1269 Soccer Scoreboard	Lionakis working on drawings. Tentative DSA in February 2026. Anticipate soccer scoreboard installed by April 2026
	State Sch. Maint.	\$578,000K original budget additional funds Needed est \$751,241.00 construction and soft cost	C-1242 Auto Tech Paint Booth	Project with DSA- 2 <sup>nd</sup> review to be submitted 12/17/25
	State Sch. Maint.	\$3565,000K	C-1253 - Library Lighting	GonLED is working on proposal.
	Local RDA	\$826,875K	C-1256 Athletic Field	Project completed – remaining budget \$40,295.00 Financial Close out

**Project: C-1272 Basic Needs Project**

Project Budget: \$253,581	A/E Consultant:	KI/Hung Construct
Construction Cost Est.		
Awarded Amount:	Contractor:	
Funding: Grants	<b>Schedule</b>	<b>Goal Date</b>
Acq. Type:	Project Initiation Date (PIF)	11/4/25
DSA:	RFQ	N/A
Notes: Work include furniture, painting, demolition	Contract Award:	N/A
	Design Complete	N/A
	NTP	1/5/25
	Substantial Completion	6/30/26
	Project Closeout	TBD
	<b>Status:</b>	Planning

Item No.	Item	BIC	DUE DATE	Status
C-1272	<p><b>Kitchen upgrade:</b>                      12/1/25: On 1/5/26, Hung Construction to start demo existing counter at SAB 120 kitchen to install 2 Refrigerator and 1 Freezer. Expected completion 1/16/25.</p> <p><b>KI Furniture:</b>                      12/1/25 : KI presentation Basic Needs furniture to George Miller, Hope Dixon and Mylani Demas on 12/2/25.</p>			OPEN

Project: C-1269 Soccer Score Board				
Project Budget: \$178,500 Construction Cost Est. \$110,000K Awarded Amount: N/A  Funding: Local Fund Acq. Type: DSA: Planning Notes:			A/E Consultant: Lionakis Contractor: TBD	
			<b>Schedule</b> Project Initiation Date (PIF) RFQ Contract Award: Design Complete NTP Substantial Completion Project Closeout Status:	<b>Goal Date</b> 9/23/25 N/A TBD TBD TBD SEPT 2026 Planning
Item No.	Item	BIC	DUE DATE	Status
C-1269.1	12/1/25 : Site visit at CCC soccer field with Lionakis and Athletic Dir. Location of soccer scoreboard has been confirmed per meeting with Athletic Director and M&O Dir. Lionakis currently working on the CD. Confirmed over-the-counter approval with DSA.			OPEN
Project: C-1242 Auto Tech Paint Booth				
Project Budget: \$578,000K Construction Cost Est.: \$751,241 Awarded Amount: TBD  Funding: SM - State Acq. Type: DSA:			A/E Consultant: Taylor Engineers Contractor: Sunbelt Controls	
			<b>Schedule</b> Project Initiation Date (PIF) RFQ Contract Award: Design Complete NTP Substantial Completion Project Closeout Status:	<b>Goal Date</b> 05/08/2024 N/A TBD Feb 2026 TBD TBD TBD
Item No.	Item	BIC	DUE DATE	Status
C-1242.1	<b>Project Timeline:</b> 12/1/25 : Issue to DSA for 2 <sup>nd</sup> back check review on 12/17/25. 6/25/25 : 1 <sup>st</sup> back check review 4/18/25 : Submit to DSA		TBD	Open

Project: C-1253 – Library Lighting			
Project Budget: \$ 3,565,000		A/E Consultant: Engineering Enterprise	
Construction Cost Est. \$600K – lighting upgrade only		Contractor: GonLED	
Awarded Amount	TBD	<b>Schedule</b>	<b>Goal Date</b>
Funding: SM - State		Project Initiation Date (PIF)	9/9/2024
Acq. Type:		RFQ	TBD
DSA: NO		Contract Award:	TBD
Notes:		Design Complete	TBD
		NTP	Summer 2026
		Substantial Completion	TBD
		Project Closeout	TBD
		Status:	OPEN
C-1253	<b>Project Timeline</b> 12/1/25 - Review of product upgrade of library from GonLED on 11/18/25. Electrical Engineer will be onboard January 2026.		