

 **CONTRA COSTA COLLEGE**  
Operations Committee  
Meeting Minutes

**Date:** March 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, Kyle Alvarado, Max Stemmler, Joe Roberts, Leslie Alexander, Jaina Eyestone, Darris Crear, Larry Womack, Amber Tu, Monique Hernandez

Zoom: Lt. Charles Hankins,

Called to order at 2:02 p.m.

Item	Outcome/Decisions	Action Items
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I. Welcome and Introductions	Began meeting with roll call of attendees.	No action required.
II. Public Comment/Announcements (2 minutes each)	No public comment.	No action required.
<b>Consent Agenda - Action Item</b>		
III. Adoption of Current Agenda	<p>Agenda adopted with change to move the Committee Bylaw Discussion to a “Consent Agenda item”. 7 yay votes, 0 nay votes, 0 abstain votes.</p> <p><b>Motioned:</b> Darris Crear <b>Second:</b> Leslie Alexander</p> <p><u><b>Yay Votes:</b></u> Victoria Menzies, Kyle Alvarado, Max Stemmler, Joe Roberts, Leslie Alexander, Darris Crear, Amber Tu</p>	No action required.
IV. Approval of February 11, 2026 Minutes	<p>Minutes approved with 7 yay votes, 0 nay votes.</p> <p><b>Motion:</b> Leslie Alexander <b>Second:</b> Darris Crear</p> <p><u><b>Yay Votes:</b></u> Victoria Menzies, Kyle Alvarado, Max Stemmler, Joe Roberts, Leslie Alexander, Darris Crear, Amber Tu</p>	No action required.
V. Committee Bylaw Discussion	<p>The meeting focused on reviewing and amending bylaws, particularly Article 8 and Article 9, with discussions on comma placement and the process for forwarding operational concerns. The group decided to move forward with recommendation of the bylaws to College Council after a unanimous vote. 7 yay votes, 0 nay votes, 0 abstain votes. The committee approved moving the bylaws review to College Council</p>	Send committee Bylaws to College Council for recommendation.

	<p><b>Motioned:</b> Kyle Alvarado  <b>Second:</b> Amber Tu</p> <p><b><u>Yay Votes:</u></b>  Victoria Menzies, Kyle Alvarado, Max Stemmler, Joe Roberts, Leslie Alexander, Darris Crear, Amber Tu</p>	
<b>Discussion/ Information Item</b>		
<p><b>VI. Technology Master Plan Update – Constituency Group Feedback</b></p>	<ul style="list-style-type: none"> <li>• Reviewed and shared with Classified Senate</li> <li>• Still needs presentation to:</li> <li>• Management Council</li> <li>• Academic Senate</li> </ul>	<p>Randy: Add the Technology Master Plan to the next Academic Senate agenda (meeting on Monday, 3/16).</p>
<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>Highlights:</b></p> <ul style="list-style-type: none"> <li>• Ongoing and planned projects: <ul style="list-style-type: none"> <li>○ HVAC/filter replacements</li> <li>○ Basic Needs Center</li> <li>○ Bathroom sanitary dispensers</li> <li>○ MESA Center improvements</li> <li>○ Paving (asphalt/sidewalks)</li> <li>○ Native garden &amp; greenhouse discussion</li> <li>○ Tree trimming (priority before graduation)</li> </ul> </li> </ul> <p><b>Key Concerns:</b></p> <ul style="list-style-type: none"> <li>• Missing hygiene products in restrooms (especially football field)</li> <li>• Poor soccer field condition</li> <li>• Spider infestations &amp; general maintenance</li> <li>• Window cleaning cost (~\$25,000 previously)</li> </ul> <p>Robert reported no updates on the greenhouse near the Science Building, leading to a discussion about potentially removing it. The group discussed using</p>	<p>Robert: Coordinate with Dina from the district office and obtain an estimate from a contractor (possibly Echo Engineering) for HVAC/furnace replacement at the Knox Center.</p> <p>Robert: Work with Culinary Arts this week to order and install replacement water filters as needed.</p> <p>Robert: Check the women's restrooms at the football field for the presence of sanitary item dispensers and report back; if not present, ensure they are provided before graduation.</p> <p>Robert: Have custodial leads assess all restrooms for missing</p>

	<p>bond money for smaller projects, including improving the soccer field which is in poor condition.</p>	<p>sanitary item dispensers and report findings.          Robert: Fast track tree trimming/cutting at the football field to be completed before graduation.          Robert: Research feasibility of funding both Lot 5 paving and urgent repairs near the AA building, and report on available capital funds.</p>
<p><b>VIII. Technology Update - Jaina Eyestone</b></p>	<ul style="list-style-type: none"> <li>• Lab replacements underway</li> <li>• Security camera upgrades</li> <li>• Migration to SharePoint (issues with usability noted)</li> <li>• Wi-Fi improvements</li> <li>• New cybersecurity monitoring tool</li> </ul>	<p>16. District/IT Team: Address concerns and provide solutions regarding the migration of shared drives to SharePoint, particularly around browsability and public folder functionality, and report back to stakeholders. 17. District/IT Team: Continue replacement of non-functional security cameras and ensure proper signage is installed as cameras are replaced.</p>
<p><b>IX. Report from Safety Committee Meeting - Victoria Menzies</b></p>	<p>The meeting covered several key topics related to campus safety and operations. The group discussed evacuation drills, with concerns raised about scheduling them during midterms. They agreed to work on developing a better plan for handling tests during emergencies.</p>	<p>Work with Robert to ensure emergency notifications (e.g., lighting issues, shutdowns, custodial shortages) are relayed to students, not just staff/faculty. Safety Committee: Develop and propose a plan for handling classroom activities (e.g., exams) during real or drill evacuations, in</p>

		coordination with Academic Senate and/or affected faculty.
<b>X. Report from Sustainability Committee Meeting - Robert Bagany</b>	Exploring: <ul style="list-style-type: none"><li>• Electric lawnmower purchase</li><li>• Solar panel installations</li></ul>	No action required.
<b>XI. Adjournment</b>	Next meeting will be held on Wednesday, April 8, 2026 at 2:00 p.m.	