

 **CONTRA COSTA COLLEGE**  
Operations Committee  
Meeting Minutes

**Date:** May 21, 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, Jaina Eyestone, Darris Crear, Joe Roberts, Amber Tu, Max Stemmler, Maya Jenkins

Zoom: Kyle Alvarado, Chao Liu, Jackie Ore'

Called to order at 2:07 p.m.

| Item | Outcome/Decisions | Action Items |
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| <b>I. Welcome and Introductions</b>                          |                                                                                                                                                                                                                                                                                                                                                                  | N/A                                                                                                                                                      |
| <b>II. Public Comment/Announcements<br/>(2 minutes each)</b> | No public comment or announcement were made.                                                                                                                                                                                                                                                                                                                     | No action required.                                                                                                                                      |
| <b>Consent Agenda - Action Item</b>                          |                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                          |
| <b>III. Adoption of Current Agenda</b>                       | <p>Agenda adopted with the amendment of adding "Outstanding Items" as an agenda item.<br/>5 yay votes, 0 nay votes. 0 abstain.</p> <p><b>Motioned:</b> Darris Crear<br/><b>Second:</b> Joe Roberts<br/><b><u>Yay Votes:</u></b><br/>Victoria Menzies, Darris Crear, Joe Roberts, Amber Tu, Max Stemmler</p>                                                      | No action required.                                                                                                                                      |
| <b>IV. Approval of April 22, 2026 Minutes</b>                | <p>Minutes approved with 5 yay votes, 0 nay votes, 0 abstain.</p> <p><b>Motion:</b> Darris Crear<br/><b>Second:</b> Joe Roberts<br/><b><u>Yay Votes:</u></b><br/>Victoria Menzies, Darris Crear, Joe Roberts, Amber Tu, Max Stemmler</p>                                                                                                                         | No action required.                                                                                                                                      |
| <b>V. Technology Master Plan</b>                             | The committee reviewed the Technology Master Plan, which had been shared with constituencies including Classified Senate and Academic Senate, no feedback or questions had been received. The committee approved the plan, with emphasis on completing the required constituency vote or endorsement before forwarding it to College Council for final approval. | Officially recommend the technology master plan to move forward to College Council, ensuring the required constituency vote or endorsement is completed. |

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|                                                                                | <p>Technology Master Plan approved with 5 yay votes, 0 nay votes, 0 abstain.</p> <p><b>Motion:</b> Max Stemmler</p> <p><b>Second:</b> Amber Tu</p> <p><b><u>Yay Votes:</u></b><br/>Victoria Menzies, Darris Crear, Joe Roberts, Amber Tu, Max Stemmler</p>                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                         |
| <b>Discussion/ Information Item</b>                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                         |
| <b>VI. Student Campus Walkthrough:</b><br>Facility Safety Prioritization Items | <p>The committee discussed concerns identified during the student campus walkthrough, particularly lighting and parking areas. Some issues, including tree trimming to improve lighting, have been addressed, while other items require follow-up. The committee agreed that the outstanding safety-walk concerns should be reviewed and prioritized.</p>                                                                                                                                                                                                                        | <p>Maya: Add review and prioritization of student campus safety walk concerns to the September agenda, including follow-up on outstanding items from the previous safety walk.</p>                                                                                                                                                      |
| <b>VII. Outstanding Items</b>                                                  | <p>The committee reviewed prior action items concerning feedback on the space-utilization process and rubric. Members noted that recommendations submitted to College Council appeared to have stalled.</p> <p>Jackie Ore' explained that separate groups had developed the process/procedure and the rubric and suggested bringing the groups together.</p> <p>Victoria Menzies proposed creating a new work group involving Operations Committee and College Council representatives to finalize the rubric and related policy. The matter will be revisited in September.</p> | <p>Maya: Add "Operations Committee Outstanding Items" as a discussion item to the September agenda to review and finalize the space utilization prioritization process/rubric in collaboration with the relevant work group and College Council members.</p> <p>Maya: Send bylaws to College Council for first review in September.</p> |

## Reports From Facilities and Technology/Committees

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| <p><b>VIII. 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 Paving Projects - Asphalt and Sidewalk repairs</li> <li>- Native Garden</li> <li>- Greenhouse near Science Bldg.</li> <li>- Tree Trimming</li> </ul> | <p>Tabled due to Robert Bagan's absence.</p> <p>Kyle provided an update on campus field repairs, explaining that while Matthew Baumbach (Grounds worker) plans to address holes in the soccer fields this summer using a sand-dirt mixture.</p> <p>All maintenance work is currently on hold until after graduation preparations are complete.</p>                                                                                                                                                                                                                                                                                                                                      | <p>Robert: Provide an update on the status of addressing field/soccer field holes and maintenance in the next meeting after graduation activities are complete.</p>                                                                                                                                                                                                                                           |
| <p><b>IX. Technology Update – Jaina Eyestone</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Jaina Eyestone discussed recent Canvas security breaches in which personal data was allegedly compromised; the extent of the impact remained unclear. Canvas had reported the incident to the U.S. Department of Education, and the district was determining next steps and possible process changes.</p> <p>The committee also discussed using a Total Cost of Ownership model for IT purchases, particularly software and capital investments, to support sustainability and avoid unnecessary expenses. The committee also discussed transitioning existing fax lines to Zoom Fax, camera-project status, IT staffing needs, and potential restructuring/consultant findings.</p> | <p>Maya: Add to the September agenda a discussion on IT staffing needs and the recommendation to consider "Total Cost of Ownership" in future IT/software purchases, and share this feedback with the Budget Committee.</p> <p>Jaina: Coordinate with relevant staff to transition existing fax lines to the new Zoom Fax service and develop a plan for implementation, including cost savings analysis.</p> |

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|                                                                         |                                                                                                                                                                                                                                                   | Maya: Add to the September agenda an update on the status of the camera project and any relevant IT restructuring/consultant findings.                 |
| <b>X. Report from Safety Committee Meeting – Victoria Menzies</b>       | The committee discussed scheduling safety training sessions for September, including CPR and AED training, and requested that these be added as agenda items to the safety committee. An ICE response briefing was also identified for inclusion. | Maya: Add to the September agenda the scheduling of safety training dates (one in fall, one in spring) to include CPR, AED, and ICE response briefing. |
| <b>XI. Report from Sustainability Committee Meeting – Robert Bagany</b> | Tabled due to Robert Bagany's absence.                                                                                                                                                                                                            | No action needed.                                                                                                                                      |
| <b>XII. Adjournment</b>                                                 | Meeting adjourned at 3:05 p.m.<br><br>Next meeting will be held on Wednesday, September 9, 2026 at 2:00 p.m.                                                                                                                                      |                                                                                                                                                        |