

 CONTRA COSTA COLLEGE
Operations Committee
Meeting Minutes

Date: September 10, 2025 (every 2nd 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, Monique Hernandez, Lt. Charles Hankins, Jaina Eyestone, Raelyn Rose, Hope Dixon, Max Stemmler, Steve Sandoval, Sophie Khouri, Maya Jenkins, Amber Tu

Zoom: Kenyetta Tribble, Robert Bagany, Rene Sporer, Elaine Gerber, Joseph Carver, Joe Roberts, Jackie Ore', Matthew Houser

Called to order at 2:05 p.m.

Item	Outcome/Decisions	Action Items
I. Welcome and Introductions	Academic year kickoff; members and guests introduced.	No action required.

Consent Agenda – Action Item		
II. Approval of Current Agenda	Current agenda approval tabled (no quorum).	Tabled.
III. Approval of April 9, 2025 and May 12, 2025 Minutes	April 9 & May 12 minutes tabled until October.	Tabled.
Discussion/ Information Item		
IV. Public Comment/Announcements (2 minutes each)	Meditation Room Relocation (Sophie Khouri): Revisited proposed move from Student Life office to AA building. Needs advisor/dean support and approval steps clarified. MCHS MESA Program (Rene Sporer): Interested in using same AA building conference space for robotics/science projects. Availability pending.	- Clarify approval process for Meditation Room relocation (advisor/dean involvement). - Determine availability of AA building conference space (MESA vs. meditation room).
V. Committee Orientation: - Review Committee Charge - Brown Act Overview	Composition Updates: Adjusted meeting times, corrected faculty/staff/student representation, removed outdated positions, and proposed changing distribution of minutes to district board docs. Brown Act Review: Covered agenda posting, public comment, voting and remote participation procedures. Upcoming changes to remote meeting rules noted (effective through Dec. 31). Plan to order more handbooks for reference.	- Update organizational chart (membership, meeting time, outdated positions). - Adjust minutes distribution to district board docs. - Order Brown Act handbooks.
Consent Agenda – Action Item		
VI. Space Use Request: ELC Mural Final Sketch	No action made due to not meeting quorum.	A special meeting was scheduled for Monday, September 15, 2025 at 4:15 p.m. for action items

- GE-304 BEC Hub (<i>Belonging, Engagement & Community Hub</i>) Vote Recount		to recommend for special College Council meeting.
Discussion/ Information Item		
VII. Campus Updates	Softdocs software will replace OnBase and Dynamic Forms applications. Training will be provided for fifteen people throughout the district to bring training to each campus.	No action required.
VIII. Facilities Update – Robert Bagany - Schedule for Current Projects	- Projects: asphalt repairs, HVAC filter replacement, field maintenance. - Mesa Center tutoring area: soundproofing/dividers planned. - Greenhouse and native garden set up in progress. AA Building Gender-Neutral Bathroom Conversion: Estimated \$200,000 due to remediation needs. Attendees questioned costs, suggested exploring alternatives. - Student Market storage space options discussed.	Explore cost-saving alternatives for gender-neutral bathroom conversion.
IX. IT Update – Jaina Eyestone	Windows 11 upgrades due end of October.	No action required.
X. Report from Safety Committee Meeting – Victoria Menzies	- Plan for regular safety training and evacuation drills. - Clarification needed on drill frequency.	Plan safety drills and clarify frequency.
XI. Report from Sustainability Committee Meeting – Robert Bagany	- District-wide meeting upcoming. - Electric car charging station repairs. - Education on recycling guidelines needed. - Expiring government incentives noted.	No action required.

XII. Adjournment	Meeting adjourned at 3:27 p.m. Next meeting will be held on October 8, 2025 at 2:00 p.m.	No action required.
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