Contra Costa College
Operations Committee
Meeting Minutes

Date: October 8, 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 Stemmle, Steve Sandoval

Non-Voting Members
Managers: Jaina Eyestone, George Mills, Larry Womack, Lt. Charles Hankins

Present: Victoria Menzies, Monique Hernandez, Jaina Eyestone, Max Stemmle, Steve Sandoval, Sophie Khouri, Maya Jenkins, Amber Tu, Joe Roberts, Darris Crear, Kyle Alvarado, Joseph Carver, Yaseen, Simeon

Zoom: Lt. Charles Hankins, Jackie Ore', Matthew Houser

Called to order at 2: p.m.

Item	Outcome/Decisions	Action Items

I.	**Welcome and Introductions**		No action required.
II.	**Public Comment/Announcements (2 minutes each)**	**Sophie (Student Trustee, MEA Student Union President)** advocated for relocating the **meditation room** to a more suitable, private, and culturally inclusive space. She compared CCC's facilities to LMC and DVC, urging alignment with goals such as gender-neutral restrooms.	
Consent Agenda – Action Item			
III.	**Approval of Current Agenda**	Agenda adopted with 8 votes, 0 nay votes. **Motioned**: Darris Crear **Second**: Joe Roberts **Yay Votes**: Amber Tu, Leslie Alexander, Joseph Carver, Max Stemmle, Joe Roberts, Steve Sandoval, Darris Crear, Kyle Alvarado	
IV.	**Approval of April 9, 2025,May 14, 2025, September 10, 2025 and September 15, 2025 Minutes**	**April 9, 2025** Minutes approved with 6 yay votes, 0 nay, 2 abstain: **Motioned** to strike Brianne's name and change to Rene in public announcements, and approve minutes: Darris Crear **Second**: Leslie Alexander **Yay Votes**: Leslie Alexander, Joseph Carver, Max Stemmle, Darris Crear, Kyle Avarado, Amber Tu Abstain: Steve Sandoval, Joe Roberts **May 14, 2025** minutes approved with 8 yay votes, 0 nay votes. **Motioned** making a correction to the date of the May meeting minutes: Darris Crear **Second:** Kyle Alvarado **September 10, 2025** minutes approved with 8 yay votes, o nay votes. **Motioned:** Joe Roberts **Second:** Leslie Alexander	1. Correction: April Minutes. Brianne's name.

	Yay Votes: Amber Tu, Leslie Alexander, Joseph Carver, Max Stemmle, Joe Roberts, Steve Sandoval, Darris Crear, Kyle Alvarado **September 15, 2025** minutes approved with 8 yay votes, o nay votes. **Motioned:** Kyle Alavarado **Second:** Darris Crear **Yay Votes**: Amber Tu, Leslie Alexander, Joseph Carver, Max Stemmle, Joe Roberts, Steve Sandoval, Darris Crear, Kyle Alvarado	
Discussion/ Information Item		
1. **Robert's Rules of Order Overview**	• Victoria Menzies (Chairperson) presented an overview to clarify procedures under **Robert's Rules** and the **Brown Act**, emphasizing structured participation and voting rights for voting members only.	
Consent Agenda – Action Item		
2. **Adopt Committee Charge**	**Adopt Committee Charge / Bylaws** • Discussed need to establish bylaws as a Brown Act committee. • Clarified voting vs. non-voting roles and historical changes in committee structure.	1. Victoria, Daris, Steve, Joe, and Max to form a working group to research and develop bylaws for the Operations Committee. 2. Victoria to research and clarify the committee charge regarding voting and non-voting members.
3. **Space Use Request:** A. **AA-216A Meditation/Prayer Room** B. **AA-216A MCHS Mesa Storage**	A. Recommendation to move space request for (AA-216A) Meditation/Prayer room to College Council approved unanimously by 8 yay votes, 0 nay votes. **Motioned:** Max Stemmle **Second:** Darris Crear **Yay Votes:** Amber Tu, Leslie Alexander, Joseph Carver, Max Stemmle, Joe Roberts, Steve Sandoval, Darris Crear, Kyle Alvarado	1. Victoria to obtain the required signatures for the meditation room space request form. 2. Robert to sign both space request forms before forwarding them to College Council. 3. Robert to investigate alternative storage space options

	B. Recommendation to move space request for (AA-216A) MCHS MESA storage to College Council approved unanimously by 6yay votes, 0 nay votes, 2 abstain votes. **Motioned:** Darris Crear **Second:** Joseph Carver **Yay Votes:** Amber Tu, Leslie Alexander, Joseph Carver, Max Stemmle, Joe Roberts, Steve Sandoval, Darris Crear, Kyle Alvarado	for the Middle College Mesa robotics supplies. 4. Robert to evaluate if the conference room in AA building could accommodate both storage needs and a meditation room.
Discussion/ Information Item		
4. **Campus Updates:** **A. SEAP Plan Draft Report 2025-2028** **B. Strategic Education Master Plan 2026-2031**	A. SEAP 2025-2028 is sharing out the plan at various campus committee meetings. B. SEMP 2026-2031 is being shared out through various campus committee meetings.	No action required.
5. **Facilities Update – Robert Bagany** - Schedule for Current Projects	Tabled, Robert Bagany not present.	No action required.
6. **IT Update – Jaina Eyestone**	* Reviewed the Technology Strategic Plan for 2026-2031, with Jaina tasked to assign initiatives to appropriate areas and present an updated draft in October. * IT updates included ongoing Windows 11 deployments, completion of a new campus storage appliance, and installation of a Comcast fiber optic connection for internet diversity.	1. Jaina to complete the Windows 11 deployments for the remaining 80 machines. 2. Jaina to continue the data migration from the old storage appliance to the new one.
7. **Report from Safety Committee Meeting – Victoria Menzies**	Tabled.	
8. **Report from Sustainability Committee Meeting – Robert Bagany**	Tabled.	

9. **Adjournment**	Next meeting will be held on Wednesday, November 12, 2025 at 2:00 p.m.	

CONTRA COSTA COLLEGE

SPACE UTILIZATION REQUEST FORM

Requester Name: Camille Santana, Samuel Khelifi
Email Address: rsporer@contracosta.edu
csantana@contracosta.edu, bccmsa2@gmail.com
Requester Title: MENA Club Advisor, VP MENA
Department: Counseling

What is this request for: New Space Allocation X Relocation ☐ Other (specify):

Reason for Request: (Include rationale/explanation of need. Be as specific as possible.)
Current prayer room is too small too meet the needs of a growing student population who need access to a private prayer space to pray. A larger space will accommodate both genders also and be more inclusive. Additionally, current space in SAB isn't quiet enough for prayer due to shared programming in the space.

Location (Area, building, room): AA 216A - Conference room
AA Conference Room 216

Outline any work that needs to be completed - room repairs, furniture needs, computer/phone requirements, etc.:
removal of large meeting tables

Will this request impact any other office/area of the College?
Yes, if any, the current users of conference room may be impacted, however, usage of space is very infrequent as evidenced by Live25 historical bookings.

What will the impact be if this request is denied?
Muslim students and other students who need access to a quiet and private prayer room will be negatively impacted in that they would not be able to pray on campus, and may not be able to attend in person classes leading to decreased enrollment. Campus may be also seen an less inclusive to students who have a religious or spiritual practice

Additional Comments:

GL # is required if there is cost associated with the request:
GL # There is no cost associated with this request.

Request must be submitted no less than 3 months before space is to be occupied.

What is the deadline or time frame for implementation of this request? We would like this to take effect as soon a
As soon as possible

Approvals

All Signatures Are Required

Requester is NOT permitted to occupy the requested space until approval from the M&O Office is received.

Requester Signature: [signature] Camille Santana Samuel Neiji Khelifi **Date:** 9/9/25 [illegible]

Dean Signature: Approved / Rejected **Date:**

Director of M&O Signature: Robert Bagg Approved / Rejected **Date:** 10/29/25
TBD by College Council

M&O Use Only

Work Order Numbers:

Comments:

CONTRA COSTA COLLEGE

SPACE UTILIZATION REQUEST FORM

Requester Name: Rene' Sporer for Sanet Hipolito Email Address: rsporer@contracosta.edu

Requester Title: Dean of STEM Department: STEM

What is this request for: ☐ New Space Allocation ☐ Relocation ☑ Other (specify): Shared space

Reason for Request: (Include rationale/explanation of need. Be as specific as possible.)

MCHS MESA program has grown and needs some dedicated space to both work on their projects anc

Location (Area, building, room): AA 216A - Conference room

Outline any work that needs to be completed - room repairs, furniture needs, computer/phone requirements, etc.:

The room will work as it is. They may move in some storage cabinets on the north side of the room. Tl

Will this request impact any other office/area of the College?

I have checked with Dean Ashley Phillips as her programs also occupy AA as well as the Math Depart

What will the impact be if this request is denied?

The students will continue to work out of 1/2 of a faculty office on the first floor of the AA building. The

Additional Comments:

Students will need access on an occasional basis. The use of the room will be more regular as they ar

GL # is required if there is cost associated with the request:

GL # There is no cost associated with this request.

Request must be submitted no less than 30 days before space is to be occupied.

What is the deadline or time frame for implementation of this request? We would like this to take effect as soon a

Approvals

All Signatures Are Required

Requester is NOT permitted to occupy the requested space until approval from the M&O Office is received.

Requester Signature: Rene' Sporer for Sanet Hipolito (MCHS fa Date: 9/9/25

Dean Signature: Rene' Sporer ◉ Approved ○ Rejected Date: 9/9/25

Director of M&O Signature: Robert Bagy ○ Approved ◉ Rejected Date:

M&O Use Only

Work Order Numbers:

Comments: