

 **CONTRA COSTA COLLEGE**
Operations Committee
Meeting Minutes

Date: December 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, Maya Jenkins, Larry Womack, Moises Urbina, Kyle Alvarado, Darris Crear, Jaina Eyestone, Steve Sandoval, Joe Roberts, Max Stemmler

Zoom: Robert Bagany, Elaine Gerber, Joseph Randy Carver

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 or announcements.	
Consent Agenda - Action Item		
III. Adoption of Current Agenda	<p>Agenda amended to remove item 5B, Committee Bylaw Discussion. Agenda adopted with 8 yay votes, 0 nay votes.</p> <p>Motioned: Darris Crear Second: Kyle Alvarado Yay Votes: Kyle Alvarado, Darris Crear, Steve Sandoval, Joe Roberts, Max Stemmler, Elaine Gerber, Victoria Menzies, Joseph Randy Carver</p>	Removed "Committee Bylaw Discussion" from Agenda.
IV. Approval of November 12, 2025 Minutes	<p>Minutes approved with 8 yay votes, 0 nay votes.</p> <p>Motion: Elaine Gerber Second: Darris Crear Yay Votes: Kyle Alvarado, Darris Crear, Steve Sandoval, Joe Roberts, Max Stemmler, Elaine Gerber, Victoria Menzies, Joseph Randy Carver</p>	No action required.
Discussion/ Information Item		
V. Review College Council Recommendations for Space Use Form/Procedure: Prioritization Rubric Included in Procedure	The committee discussed the space use agreement, which has returned for additional work pending the prioritization rubric from College Council.	No action required.
VI. Data Working Group	The meeting focused on two main topics: the Data Governance Group and the Technology Master Plan. Victoria Menzies explained the purpose of the Data	<ul style="list-style-type: none"> • Management to explore adding Financial Aid and A&R representatives to

	Governance Group, which aims to develop policies and practices around data use, and several members volunteered to join.	the Data Governance Group.
VII. Technology Plan, 1st Read – Jaina Eyestone	Jaina presented the Technology Master Plan, highlighting its goals and the responsibility matrix that outlines who is responsible for different elements of the plan. The group agreed to review the plan before the next meeting and provide any questions or feedback to Jaina.	<ul style="list-style-type: none"> • Operations Committee members to review the Technology Master Plan and bring questions to the February meeting.
Reports From Facilities and Technology/Committees		
VIII. Facilities Update – Robert Bagany: RDA Project Updates, Current Campus Project Updates: <ul style="list-style-type: none"> - HVAC/Filters - Sanitary Item Dispensers in Bathrooms - ELC (Furniture, Bldg. etc.) - MESA Center - Furniture Carpet Paving Projects - Asphalt and Sidewalk repairs - Native Garden - Greenhouse near Science Bldg. - Tree Trimming 	Facilities Update: Updates included multiple campus projects such as HVAC and filter improvements, bathroom sanitary dispensers, ELC and MESA furniture upgrades, paving and sidewalk repairs, a Native Garden, greenhouse development, and tree trimming in parking lots 1–6. Additional discussion covered: <ul style="list-style-type: none"> • A Basic Needs Center project beginning January 13. • Concerns related to the AA Building kitchen and food service permitting requirements. • RDA projects, including a new scoreboard, library lighting/HVAC upgrades, and automotive facility renovations requiring additional funding. 	<ul style="list-style-type: none"> • Facilities to notify campus of finalized sidewalk project dates. • Chair to coordinate with Middle College High School leadership regarding food service plans and potential student displacement.
IX. Technology Update – Jaina Eyestone	Planned replacement of the WAN network infrastructure during winter break will temporarily impact on-campus connectivity (remote access unaffected). Computer lab upgrades and Windows 10 updates are ongoing.	No action required.

<p>X. Report from Safety Committee Meeting - Victoria Menzies</p>	<p>The Safety Committee reported progress in recruiting new safety monitors, with Moses confirming additional training sessions planned for February that will include CPR and AED certification, while the committee also discussed the need to clarify roles and responsibilities, particularly regarding emergency equipment oversight and building maps.</p>	<ul style="list-style-type: none"> • Coordination meetings to be scheduled regarding CPR/AED training and safety role clarification.
<p>XI. Report from Sustainability Committee Meeting - Robert Bagany</p>	<p>The Sustainability Committee discussed Earth Day planning for next April and the need for more ASU member participation, while Robert reported that EV chargers in parking lot 9 have been restored with only one remaining non-functional.</p>	
<p>XII. Adjournment</p>	<p>Next meeting will be held on Wednesday, February 11, 2026 at 2:00 p.m.</p>	

Technology Master Plan (2026–2031)

Executive Summary

The Technology Master Plan (2026–2031) outlines a roadmap to advance student success and institutional excellence through inclusive, secure, and innovative technology. The plan was developed through a collaborative, data-driven approach leveraging established institutional assessment tools and forums to ensure broad engagement from faculty, staff, and students. It focuses on nine key goals: supporting enhanced governance transparency, aligning technology resources, supporting enrollment and retention, expanding digital learning tools, leveraging data for decision-making, promoting digital equity, fostering professional development, strengthening infrastructure and cybersecurity, and improving digital communications. Included is a responsibility matrix to ensure accountability and collaboration across campus and district stakeholders, while positioning CCC for a technology environment that is innovative, equitable, secure, and sustainable.

Development Process

The Technology Master Plan (2026–2031) was developed through a collaborative and data-informed process. A Technology Working Group was formed in Fall 2024 to lead the effort, typically meeting monthly to ensure broad constituent engagement. The development process included gathering institutional data, alignment with existing plans and goals integration with campus priorities.

Data resources -

- Institutional Capacity Framework and Assessment Tool (ICAT) Survey: Part of Achieving the Dream and administered from August 26 to September 11, 2024, to assess institutional capacities focusing on faculty and staff.
- Capacity Café Sessions: Part of Achieving the Dream and held October 3–4, 2024, to identify strengths and areas for growth; open to all college constituencies.
- Community College Survey of Student Engagement (CCSSE) Survey: Conducted in Spring 2025 to capture student insights.

Campus Plans and Priorities -

- Achieving the Dream Action Plan (December 2024)
- Student Equity Achievement Plan (2025–2028)

- Proposed Strategic Educational Master Plan (goals for 2026–2031)
- Draft initiatives from the Innovation and Effectiveness Plan (November 2025)

Plan Approval

The approval process involves plan drafting by the Technology Working Group, submission to the Operations Committee for feedback and approval, endorsement by the College Council and adoption by the college president.

Vision

To empower student success and institutional excellence through inclusive, innovative, and secure technology systems that are accessible, data-informed, and future-ready.

Mission

Provide equitable access to technology that enhances teaching, learning, operations, and community engagement, supporting all students and employees in accordance with the values, mission, and goals of CCC.

Strategic Goals

1) Goal: Support of Inclusive & Participatory Governance

- a. Use digital platforms to increase transparency and participation in decision-making.
- b. Develop dashboards for real-time access to strategic initiatives and outcomes.
- c. Ensure student and employee voices are represented in technology planning through advisory councils and surveys.

2) Goal: Resource Stewardship & Transparency

- a. Align technology budgeting with program review and resource allocation processes.
- b. Publish annual technology action plans or refresh schedules.

3) Goal: Support of Strategic Enrollment & Student Success

- a. Deploy predictive analytics and CRM tools to support enrollment, retention, and completion.
- b. Expand use of Degree Audit, Early Alert, and milestone messaging systems.
- c. Adopt course scheduling software with student demand and pathway data.

4) Goal: Support Guided Pathways & Digital Learning

- a. Maintain and enhance digital program maps and eAdvising tools.
- b. Support Canvas adoption and integration of third-party tools.

5) Goal: Support Data Empowerment & Program Review

- a. Expand use of business intelligence tools for decision-making.
- b. Implement AI-assisted dashboards for program review and equity analysis.

6) Goal: Student Support & Digital Equity

- a. Expand and improve Wi-Fi coverage.
- b. Expand laptop loaning program.
- c. Implement VPAT evaluation for digital platforms to ensure they meet accessibility standards (ADA Section 508, WCAG 2.1)

7) Goal: Professional Development & Innovation

- a. Offer regular workshops in emerging technologies such as AI.
- b. Train faculty and staff in data literacy and visualization.

8) Goal: Infrastructure & Cybersecurity

- a. Maintain a 5-year refresh cycle for campus compute hardware and data storage systems.
- b. Adopted HECVAT evaluation process.
- c. Continue or expand cybersecurity efforts including multi-factor authentication, endpoint protection, and disaster recovery protocols.
- d. Conduct regular security audits and awareness campaigns.

9) Goal: Digital Communications & Community Engagement

- a. Adopt digital signage platform options to promote events and services.

b. Increase the use of the LMS Global announcements to improve communication.

Responsibility Matrix															
	All Campus Committees	Student Success Committee	Operations Committee	Planning Committee	Budget Committee	District Research Team	Technology Working Group	District Technology Department	Campus Technology Department	Library Department	Office of Instruction	Student Services Division	Campus Marketing Department	Prof. Development Committee	Distance Education Committee
1) Inclusive & Participatory Governance															
a	X														
b				X		X		X							
c				X			X					X			
2) Resource Stewardship & Transparency															
a				X	X				X						
b									X						
3) Support Strategic Enrollment & Student Success															
a								X				X	X		
b												X	X		
c											X	X			
4) Support Guided Pathways & Digital Learning															
a											X	X			
b												X		X	X
5) Support Data Empowerment & Program Review															
a															
b				X				X							
6) Student Support & Digital Equity															
a								X	X						
b									X	X					
c								X	X		X	X			
7) Professional Development & Innovation															
a				X										X	
b				X										X	
8) Infrastructure & Cybersecurity															
a									X						
b								X	X						
c								X	X						
d								X	X						
9) Digital Communications & Community Engagement															
a									X				X		
b									X				X		

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 st 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 nd 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	Schedule	Goal Date
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
	Status:	Planning

Item No.	Item	BIC	DUE DATE	Status
C-1272	<p>Kitchen upgrade: 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>KI Furniture: 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		A/E Consultant: Lionakis Contractor: TBD		
Funding: Local Fund Acq. Type: DSA: Planning		Schedule Project Initiation Date (PIF) RFQ Contract Award: Design Complete NTP Substantial Completion Project Closeout Status:		Goal Date 9/23/25 N/A TBD TBD TBD SEPT 2026 Planning
Notes:				
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		A/E Consultant: Taylor Engineers Contractor: Sunbelt Controls		
Funding: SM - State Acq. Type: DSA:		Schedule Project Initiation Date (PIF) RFQ Contract Award: Design Complete NTP Substantial Completion Project Closeout Status:		Goal Date 05/08/2024 N/A TBD Feb 2026 TBD TBD TBD
Notes:				
Item No.	Item	BIC	DUE DATE	Status
C-1242.1	Project Timeline: 12/1/25 : Issue to DSA for 2 nd back check review on 12/17/25. 6/25/25 : 1 st 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	Schedule	Goal Date
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	Project Timeline 12/1/25 - Review of product upgrade of library from GonLED on 11/18/25. Electrical Engineer will be onboard January 2026.		