

 CONTRA COSTA COLLEGE
Operations Committee
Meeting Minutes

Date: September 9, 2026 (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: Jaina Eyestone

Managers: Darris Crear, Kyle Alvarado

Faculty: Leslie Alexander, 1 Vacant, *Alternate: Joseph Randy Carver*

Classified: Joe Roberts, Amber Tu

Students: Aidan Cruz, Christian Alcantara

Non-Voting Members

Managers: George Mills, Larry Womack, Lt. Charles Hankins

Present: Jaina Eyestone, Kyle Alvarado, Amber Tu, Larry Womack, Leslie Alexander, Maya Jenkins, Lt. Charles Hankins, Joe Roberts

Zoom: Robert Bagany, Joseph Carver

Called to order at 2:18 p.m.

Item	Outcome/Decisions	Action Items
I. Welcome and Introductions	Began meeting with roll call of attendees.	No action required.

II. Public Comment/Announcements (2 minutes each)		No action required.
Consent Agenda - Action Item		
III. Adoption of Current Agenda	Agenda adopted with 4 yea votes, 0 nay votes. Motioned: Kyle Alvarado Second: Joe Roberts Yea Votes: Kyle Alvarado, Amber Tu, Leslie Alexander, Joe Roberts	No action required.
IV. Approval of May 21, 2026 Minutes	May 21, 2026 minutes approved with 4 yea votes, 0 nay votes. Motion: Kyle Alvarado Second: Joe Roberts Yea Votes: Kyle Alvarado, Amber Tu, Leslie Alexander, Joe Roberts	No action required.
V. Review Committee Meeting Schedule: November Meeting Date Change	The committee discussed rescheduling the November meeting due to the Veteran's Day holiday. November meeting is scheduled for November 18, 2026 in room GE-305 at 2:00 p.m.	Maya: send updated calendar invite to committee members.
VI. Committee Bylaws Review	Bylaw Revisions • A motion was passed to form a working group, consisting of Leslie and Randy, to incorporate all recommended changes and present a final version at the next meeting. • Proposed changes include updating membership terms to an academic year, grammatical corrections, and potentially adding a parliamentary role.	Working Group: Work on proposed changes and resubmit it to the committee for review.

VII. Technology Master Plan	This was tabled due to being finalized during a previous meeting. Technology master plan will be recommended to College Council for finalization.	Jaina: Submit Technology Master Plan to College Council
Discussion/ Information Item		
VIII. Committee Meetings Member Portal: Diligent Community	Diligent Portal Implementation • Committee Members were introduced to the new Diligent Community portal, a system for managing committee business. • Maya Jenkins explained that agendas and minutes will be distributed through this portal. Members can review documents, make notes, and approve minutes directly within the system, potentially eliminating the need for a consent item vote during meetings. The portal also supports electronic voting, which will help with recordkeeping	No action required.
IX. Outstanding Items: Space Prioritization Form/Procedure	Committee discussed next steps. Committee previously discussed the space prioritization form and process and gave feedback. Suggested submitting feedback to College Council.	Jaina: Ask College Council for recommendation on next steps
Reports From Facilities and Technology/Committees		
X. Facilities Update – Robert Bagany: RDA Project Updates, Current Campus Project Updates: - HVAC/Filters - Basic Needs Center - Sanitary Item Dispensers in Bathrooms - ELC (Furniture, Bldg. etc.)	Robert Bagany gave an update on the HVAC repair in Student and Administration bldg., stating that it has been looked at several times by ACCO. They have been trying to resolve this issue with the manufacturer of the chiller unit. Art Bldg. – Remediation company will be on campus on 9/10/26. IT (district) will also retrieve some IT equipment switches from the building.	No action required.

- MESA Center - Furniture Carpet Paving Projects - Asphalt and Sidewalk repairs - Native Garden - Greenhouse near Science Bldg. - Tree Trimming	Tree cutting, tree trimming projects during spring semester at the football field, and then it continued this summer along El Portal Drive near the baseball and soccer fields, and the Performing Arts center. The library HVAC project is still ongoing, and the replacement of two air-conditioning units at the Knox Center.	
XI. Technology Update – Jaina Eyestone	Jaina Eyestone gave a recap on summer projects: Art building computer lab was relocated to CTC building, in room CTC-128. There was an e-waste pickup for all of the various summer work that the IT department has been doing. There were 8 pallets of waste shipped off. Budget allocation has provided for the ongoing funding for the Chromebook lending program in the library. The IT department is currently sourcing Chromebooks to purchase, which has been challenging. Several computer labs on campus need replacing. IT is currently focused on two labs in the GE Building. An inventory of all the fax lines on campus was taken, and IT reduced Faxes in areas where they are just not being used. Those faxes were migrated into using our	No action required.

	Zoom phone system. There are only two fax machines on campus now, located in Business Services office and Admissions and Records.	
XII. Report from Safety Committee Meeting – Robert Bagany	Signage for CTC courtyard stating “CCC Students and Employees only” was suggested by a grounds worker to deter trespassing in the area. A hydration station for the automotive department was requested by a staff member in the department for health and safety purposes.	No action required.
XIII. Report from Sustainability Committee Meeting – Robert Bagany	Robert’s Update(s): Tracy Marcial presented the annual district sustainability report, current and past years. Republic Services has reached out and requested that the campus bags shredded paper before discarding it. loose paper tends to fly out during pick up when not bagged.	No action required.
XIV. Adjournment	Meeting adjourned at 3:52 p.m. Next meeting will be held on Wednesday, October 14, 2026 at 2:00 p.m.	