

**Operations Committee**

**Meeting Agenda**

**Date:** September 13, 2023 (every 3rd Wednesday of the Month) **Time:** 2:00 p.m. – 3:30 p.m.

**Location:** ZOOM[**https://4cd.zoom.us/j/85223093343**](https://4cd.zoom.us/j/85223093343)Meeting ID: **852 2309 3343**

[Committee Charge and prior meeting agendas and minutes](https://www.contracosta.edu/about/administration/college-committees/budget-committee/)

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| | **Voting Members** | | --- | | **Chairperson**: Victoria Menzies  **Managers**: Sara Marcellino 2 vacant  **Faculty**: Andrew Kuo, 1 Vacant, *Alternate: Gabriela Segade*  **Classified**: Brian Williams, Michael Zephyr  **Students**: 2 vacant |  |  | | --- | | **Non-Voting Members** | | Mangers: James Eyestone, Lt. Charles Hankins, George Mills, William Tandongfor | |  |  |

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|  | **Item** | **Action** |
| **I.** | **Welcome and Introductions** | N/A |
| **II.** | **Approval of the** [May 10, 2023 minutes](http://docs.contracosta.edu/docs/committees/Budget/Budget%20Committee%202022-2023/Minutes/Budget%20Committee%20Minutes%2003152023.pdf) | Vote |
| **III.** | **Public Comment/Announcements** (2 minutes each) | N/A |
| **IV.** | **Review Committee Charge, Membership and Voting guidelines**  **Current Charge:**   1. To raise issues and take immediate action on problems pertaining to the daily operations or routine operations of the college, its instructional and service programs/units. 2. To recommend to College Council proposals regarding non-routine operational matters; proposals regarding planning and evaluation activities 3. To recommend updates to College Procedures Handbook 4. To make recommendations for the prioritization of maintenance and upgrade of existing facilities | Informational/Discussion |
| **V.** | **Review/Set Committee Goals for Fiscal Year 2023-2024** | Informational/Discussion |
| **VI.** | **Report out from Safety Committee meetings** | Informational/Discussion |
| **VII.** | **Report out from Sustainability Committee meeting** | Informational/Discussion |
| **VIII.** | **Facilities Master Plan Presentation – 30 minutes** | Informational/Discussion |
| **VI.** | **Adjournment** – Next meeting will be Wednesday, October 18, 2023 at 2:00 p.m. | Informational/Discussion |