

**Operations Committee**

**Meeting Minutes**

**Date:** May 8, 2024 (every 2nd Wednesday of the Month) **Time:** 2:00 p.m. – 3:30 p.m.

**Location: SAB-211**

ZOOM: <https://4cd.zoom.us/j/85223093343>

 Meeting ID: **852 2309 3343**

| **Voting Members** |
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| **Chairperson**: Victoria Menzies**Managers**: Sara Marcellino, Lt. Charles Hankins, *1 Vacant***Faculty**: Andrew Kuo, Elaine Gerber, *Alternate: Gabriela Segade***Classified**: Hope Dixon, *1 Vacant***Students**: 2 vacant |

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| **Non-Voting Members** |
| **Managers:** Jaina Eyestone, George Mills, Larry Womack |

Present: Victoria Menzies, Sara Marcellino, Lt. Charles Hankins, Gabriela Segade, Hope Dixon, Jaina Eyestone, Andrea Martinez (Student), Robert Bagany, Maya Jenkins, Darris Crear

Zoom: Elaine Gerber

Called to order at 2:05pm

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| **Item** | **Outcome/Decisions** | **Action Items** |
| 1. Welcome and Introduction
 |  | N/A |
| 1. Approval of Agenda
 | Agenda approved. | Vote |
| 1. Public Comments (2 minutes each)
 |  | Informational/Discussion |
| 1. Facilities Master Plan Update
 |  | Informational/Discussion |
| 1. Policy/Procedure Update
 | Food Services on Campus B2000.8Food In the Classroom C3025.0 | Informational/Discussion |
| 1. Facilities Update
 | Space Utilization Form and Process (Robert Bagany) -  |  |
| 1. IT Update
 |  | Informational/Discussion |
| 1. Report out from Safety Committee
 | Robert Bagany (Chair) – |  |
| 1. Report out from Sustainability Committee
 | Robert Bagany (Chair) -  |  |
| 1. Evaluation of Committee (Based on Goals)
 |  |  |
| 1. Adjournment
 | Meeting adjourned at 3:10pm. Next meeting Wednesday, September 11, 2024, at 2:00 p.m.  |  |