



# CAMPUS USE, DEVELOPMENT, AND SAFETY COMMITTEE MEETING MINUTES

**Present:** Mike Bush (*co-chair*), Everardo Rivera (*co-chair*), Leo Orange, Bob Sube, Jennifer Clark, Deanna McFadden, Mike Ketaily, Stacy Conway (*ASG Rep*), Kevin Hughes, Hussein Fahs, Mike Alexander, Burt Gutierrez, Shannon Newby,

**Absent:** Connie Owens, Daniel Goicoechea, Christine Morla, Anthony Rodriguez

**Guests:**

---

Meeting Date: **03/07/17**      Minutes Approved: **01/10/17**      Recorded By: Darlene Inda

---

**AN = Action Needed    AT = Action Taken    D = Discussion    I = Information Only**

## DISCUSSION/DECISIONS

- |      |                              |       |                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------|------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I.   | Called to Order              | I,AT  | The meeting was called to order at 2:04pm                                                                                                                                                                                                                                                                                                                                                                                         |
| II.  | Adoption of the Agenda       | I, AT | The committee reviewed the agenda, M. Ketaily moved to approve, K. Hughes seconded, and <i>the agenda was approved.</i>                                                                                                                                                                                                                                                                                                           |
| III. | Public Comment               | I     | Antonio Acosta came on behalf of the Art Club – he would like to attempt the world record for a painting marathon and needs to the place to do it. He was told to come here to see if it was safe to have it on campus. He is interested in February 25 <sup>th</sup> . M. Bush told him we are in between Lieutenant’s and we don’t have one here to discuss but we will bring it forward and try to find an area for the event. |
| IV.  | Approval of Meeting Minutes  | I,AT  | The committee reviewed the minutes from November 8, 2016. S. Newby moved to approve the minutes as presented, J. Clark seconded, and <i>the minutes were approved unanimously.</i>                                                                                                                                                                                                                                                |
|      | Approval of Meeting Minutes  | I, AT | The committee reviewed the minutes from December 13, 2016. M. Ketaily moved to approve the minutes as presented, L. Orange seconded, and the minutes were approved unanimously.                                                                                                                                                                                                                                                   |
|      | Approval of Discussion Notes | I,AT  | The committee reviewed the minutes from December 13, 2016. K. Hughes moved to approve the minutes as presented, J. Clark seconded, and the minutes were approved unanimously.                                                                                                                                                                                                                                                     |

## V. Old Business

- Emergency Preparedness – *CERT Training*
  - I There is a list of people who have expressed interest. Linda Kamaila and Dr. Azari will also both be attending. Because of the size of the training – the email conversation with Susan Duenas is we may need to move it over to the Administration Building where we all took it the first time. Mike said we can open up the campus as well for the training if need be.
  
- Emergency Preparedness – *Spring Semester Emergency Training*
  - I M. Ketaily would like us to have an effective team here in the event something happens on campus. He presented a summary of his commitment to emergency preparedness, recommendations and hopefully this spring - a scenario on campus. He would like to get a committed team together to do the scenario. He anticipates our scenario to be bigger than what we learned at Fire Station 8 with the (4) steps he's proposing. He would like to finalize some dates with the intent that most if not all team members will be. There was discussion that the meetings could either be held during a CUDS meeting or another day of the week which the committee members were open to. The committee discussed having radio communications training, Incident Management plan, and walkthrough of the emergency trailer & M&O which holds all of the emergency supplies.
  
- Measure S Update (Bob Sube)
  - I This will be the last Measure S update as we have concluded our last Bond project. Once they close out we will have some residual funds and there are a few ideas what we will do with those funds. We do not know what our allocation is but maybe in the realm of \$1 Million, which would be great for a new marine center since we will be losing ours, our visual arts is in a relocatable, or the need for more science lab space. Also, much of this campus does not have air conditioning so there are a few projects out there.
    - Dental Hygiene – received state certification which means we can teach students in there.
    - Condor Hall – all done – roughly 3 pages of things to take care of before contractor can leave
  
- Facilities (Bob Sube)
  - I
    - M. Ketaily talked about issues with traffic at Fire Tech and how there is a lot of speeding on the access road on the main gate after you enter. He

passed out a picture of the area and asked if it was possible to get speed bumps out there.

- K. Hughes brought up the food trucks issue and it interfering with the café hours. M. Bush said the café tends to run out of food by Thursday at that time. He spoke of the college services supervisor recently hired to take care of contracts, copy centers, vending, etc. Idea of the food trucks is to have food trucks here during the evening hours as well.

- Campus Police Update (Burt Gutierrez)

I

- Down (2) cadets – if anyone knows students who might be interested, please send them to Campus Police. Campus duties include, parking enforcement, locking up campus, monitoring cameras and front desk. They also get to work with officers. This is a student worker paid position. You have to have 12 units at a learning institution. 20 hours/week.
- Just before break – we had a 911 issue involving a young lady and usually if we are not here dispatch picks it up. Going forward – our desk will automatically notify if there is a 911 incident.
- On 12/27 we had a break-in at one of the sheds behind the gym where they took an ATV. We don't have police on campus during the break which has become well known and these storage sheds are just out of camera sight/light so we could barely see the suspect. The secondary incident on 12/31, they broke into another shed that housed astronomy equipment. They took the lenses and not telescopes. He feels the simplest solution is to move the equipment to a more secure area during a break like this.
- Shannon Newby said they broke into the sheds at the Marine Center too. M. Bush recommended a police report to be filed.

- Student Concerns

I

- Signs on the building are faded and outdated. M. Bush said we have a whole committee put together for this. First meeting this Friday 1/13 in the PCR. He invited Stacy the ASG rep to attend.
- Another concern is expediting of certain issues at ASG such as air conditioning. She wants to know the best way to get things done and facilitated. M. Bush said the student fee doesn't cover items like air conditioning. He recommended her to meet with Jennifer Clark to find out how things work and how to get it done.

- Facility & Safety Issues I
  - Everardo asked about putting something on the marquee or somewhere to advertise to “keep our campus clean – no tagging”, “keep it beautiful”, something to try and keep students to not tag on campus. M. Bush asked to have something given to him or an idea and Darlene can get it on the marquee and we can also do some sort of lawn signs, student portal, etc.
  
- Technology (Mike Alexander) I
  - As of tomorrow he has no staff – Carl McFarland retired and Brian Akers is moving to DAC. We are interviewing this week and next week to get staff in.
  - SMART classrooms – all upgrades and new installs done. Digital, high definition projectors. We had some power control issues yesterday but resolved.
  - LA4/5 – upgrade done and soon working on LS-8.
  - Flashdrive concerns and DVD drives in Condor Hall stations – he recommends to have portable DVD players for those classes.
  - Purchased equipment to do (7) Crestron classrooms and will work with Deans to decide what classrooms are best to install these into.
  - Only one outage yesterday – very smooth first day yesterday. It was GradesFirst which is used in Student Services.
  - Assessment – we re-implemented CAPPs which works on a DOC platform.
  - LA college had some ransom software installed and they had to pay \$25K to get it off. He is making changes to enhance security.
  
- VI. Recap of Accomplishments (Everardo Rivera) I
 

Great committee to work for and commended everyone on their hard work for the committee.
- VII. Adjournment I, AT
 

The meeting adjourned at 3:32p.m.
- VIII. Future CUDS Meetings I
  - February 14, 2017