



MEETING NOTES

Present: Chris Renbarger (Co-Chair), Lois Zsarnay (Co-Chair), Bob Sube, Cesar Romero, Daniel Goicoechea, Darlene Inda, Everardo Rivera, Gaylene McPherson, Juan Zuniga, Kari Tudman, Kevin Hughes, Leo Orange, Melody Lopez, Mike Alexander, Mike Ketaily, Rainer Mack, Robert Cabral

Absent: Deanna McFadden, Deborah Tyson, Shannon Newby

Proxies: Mike Ketaily for Shannon Newby

Guests: Naomi (Student)

Meeting Date: **09/10/2019**

Review of Action Notes: **03/12/19**

Recorded By: **Amparo Medina**

AN = Action Needed

AT = Action Taken

D = Discussion

I = Information Only

The meeting called to order at **2:05 p.m.**

	TOPIC		DISCUSSION	ACTION NEEDED	ACCJC STANDARD
I.	Welcome / Call to Order		The meeting was called to order at 2:05 p.m.		
II.	Adoption of the Agenda	AT	D. Inda moved to adopt the agenda. M. Ketaily seconded the motion. Section VII moved down to end of agenda. Motion to adopt agenda with changes carried unanimously.		
III.	Public Comments		L. Orange - 9/11 memorial tomorrow at noon at Condor Flag Pole		

			ASG Student Representative came in to announce creation of Garden Club		
IV.	Review of Meeting Minutes and Action Items	I	The Committee reviewed the minutes of the 04/09/19 meetings.		
		AT	D. Goicoechea moved to approve the 04/09/19 minutes. B. Sube seconded, and the motion carried unanimously.		
V.	Review Charge and Membership	I, D	<p>D. Eberhardy – shared PG Manual pages on CUDS. Requested members take a look and review existing charge and send any ideas to co-chairs.</p> <p>Technology Task Force should be included as an ad-hoc? Or a standing committee?</p> <p>M. Ketaily – Recommendation for CUDS members to attend CERT training which is in line with the charge.</p> <p>Suggestion for permanent members – Health Center Coordinator, Public Safety, Foundation member.</p> <p>Suggestion made to have specific training for CUDS members. M. Ketaily shared there will be a CERT refresher training on September 27th.</p> <p>D. Goicoechea brought up the line “This includes meeting the instructional, communication, computing and research needs of the campus.” Does not believe the committee serves this purpose.</p> <p>C. Renbarger requested all members bring back any ideas and suggestions to the October meeting.</p>	(AN) Members to bring back ideas and suggestions for committee charge and membership to October meeting	IV.A

VI.	Crisis Communication Plan	I, D	<p>M. Ketaily - There is no existing plan in place. CUDS identified as the initial vetting committee. People can be added based on incident need. Helps to present college in one voice in the event of a crisis.</p> <p>Suggestion to add B. Sube to contact list and place contact list in the front.</p> <p>Photography (page 5) person needs to be identified.</p> <p>Add 911 and campus police contact number.</p> <p>M. Ketaily will update plan with suggested changes and bring back to next meeting.</p>	<p>(AN) Update Crisis Communication Plan with Director of M&O contact, identify Photography person, add 911 and Campus Police contact.</p>	<p>IV.A-D</p>
VII.	Amphitheater/ Foundation Memorial	I, D	<p>R. Cabral – Foundation would like to propose to take a look at the amphitheater. No physical or structural improvements. Proposing possible new paint, shading installation. Overall refreshing of the site itself. Use the back wall of the amphitheater to recognize past Foundation board members. Foundation would like to fully encumber. Foundation would decide who will be recognized and how many plaques.</p> <p>E. Rivera made suggestion to have more lighting installed and included in proposal by Foundation.</p> <p>Area on the weekends is used for skateboarding. Suggestion made to add skateboard blockers.</p> <p>Suggestion made to add information on what service the member provided.</p> <p>Cost of ownership, membership criteria and artists rendition information requested by committee.</p>		<p>III.B, D</p>
VIII.	Drop-off Location for Oxnard Middle College	I, D	<p>B. Sube - Created in parking lot G.</p> <p>C, Renbarger - Current cap of Oxnard Middle College is 200 students. All students are “true” Oxnard Middle College Students.</p>		<p>I.A-C, III.B</p>

			C. Romero suggested if it's going to get larger would like to see cameras installed.		
		AT	Motion made by C. Romero to install cameras as suggested. E. Rivera seconded. Motion passed unanimously		
IX.	Standing Items	I, D	<p>Student Concerns – M. Lopez</p> <ul style="list-style-type: none"> • None from student • D. Goicoechea reminded everyone to file BIT Report regarding any disruptive students or students who are in crisis. <p>Facility & Safety Issues – B. Sube</p> <ul style="list-style-type: none"> • Going out for bid on gym fire alarm. Third attempt. • L. Zsarnay – Per A. Derdarian (DH Coordinator) Doors in the dental building aren't shutting properly and has problems with homeless people entering building on the weekends. Per B. Sube, professional previously came out to do some work on door locks. Will follow-up to determine the problem. • M. Ketaily - New door lock door hardware installed in CTE office (OE-6) and door cannot be locked from inside. • Electric vehicle chargers – Per C. Renbarger installation of solar panels will include capacity to install. Minimum of 20% of all stalls to be installed with wiring. Infrastructure component included, but not the device itself. Separate item to actually purchase the device. • LS-8 screens were broken last year. Per B. Sube they were adjusted back on track and now working. <p>Emergency Preparedness – M. Ketaily</p> <ul style="list-style-type: none"> • Lockdown handout <p>Suggestion made to hang lockdown procedure posters in</p>	<p>(AN) B. Sube to check door locks in DH building and OE-6</p> <p>(AN) Emergency lockdown posters to be posted in</p>	I.A-C, III.B

			<p>classrooms. Recommendation made to post in classrooms and in public areas. Have "Emergency Lockdown Procedures" made larger and in red</p>	classrooms and public areas	
		AT	<p>D. Goicoechea made motion to adopt lockdown posters and posted in classrooms and public areas. M. Lopez Seconded. Motion approved unanimously.</p>		
		I, D	<p>Emergency Preparedness (Cont.)</p> <ul style="list-style-type: none"> • M. Alexander - District wide emergency system – speakers placed into each classroom and common areas. Will integrate with Blackboard Connect and screen pop ups. • C. Romero – needs more single chargers for the FOBs. Faculty members are asking for single chargers. He is also running out of multi-chargers. • M. Lopez requested active shooter drill. Suggestion made for Condor Hall as the location. <p>Facilities Update</p> <ul style="list-style-type: none"> • Reviewed handout – summer projects completion list • Upward Bound and Campus Police switched • In the process of looking for old tube type TVs and brackets. C. Renbarger advised the CDC has one. • Rain gutters on CH still need to be addressed. May need to be done in house. Lowest bid is \$80,000 - \$100,000 • Renovated interiors of LS6, LS8, LS16 • Working on fire apparatus out at Fire Tech • M&O Updates – Supervisor now at VC. Warehouse Supervisor retired. Equipment operator promoted to Warehouse Supervisor and now need to replace Equipment Operator position. 		

			<ul style="list-style-type: none"> • E. Rivera inquired about solar panel begin date. Per C. Renbarger still issues to work out with Edison, then plan timing to impact students the least. Will make determinations based on least impact on instruction – possible summer. • Asphalt out to stadium will be updated. • C. Renbarger shared the A. Ainsworth used Prop. 39 funds to purchase energy efficient use Heating and Air Conditioning units. Will start exploring installing and maintain in LA building. In October AC will be installed in LA 19 to see if it's something that can be done throughout LA Building. • E. Rivera inquired about old DH building. Per C. Renbarger, President Sanchez has directed to have someone hired to remove the building. No current plans for future use of space. <p>Police Report – C. Romero</p> <ul style="list-style-type: none"> • Campus Police has been moved. • Construction going on at Rose & Gary to install traffic signals. • Still dealing with transients throughout the college. • Issued 4 new safety tags this week. • Bulletproof vests purchased for police officers by the Foundation. • There have been no further coyote sightings. Warnings sent out through notification system. If one was not received, please notify campus police. • Recently arrested an individual for robbery. 		
X.	May Meeting	AT	May meeting falls during finals. E. Rivera made motion to cancel May meeting. D. Inda seconded. Motion carried unanimously.		
XI.	Follow-up Items for Next Meeting	I	Change standing item “Facility and Safety Issues” to “Safety Issues” Campus Signage		

			Restrooms inside President's Conference Room		
XII.	Future Meeting Dates	I	<ul style="list-style-type: none"> • October 8, 2019 • November 12, 2019 • December 10, 2019 • January 14, 2020 • February 11, 2020 • March 10, 2020 • April 14, 2020 • May 12, 2020 		
XII.	Adjournment	I	The meeting adjourned at 3:44p.m.		

Handouts: PG Manual Pages 9-11
Crisis Communication Plan
M&O Summer Projects Completion List