



MEETING NOTES

Present: Mike Bush (Co-Chair), Della Newlow (Co-Chair), Cesar Romero, Chris Renbarger, Daniel Goicoechea, Darlene Inda, Deanna McFadden, Deborah Tyson, Karla Rojas, Kari Tudman, Kevin Hughes, Leo Orange, Mike Alexander, Mike Ketaily, Robert Cabral, Shannon Newby

Absent: Alex Lynch, Anthony Rodriguez, Bob Sube, Everardo Rivera, Juan Zuniga, Rainer Mack

Proxies: Daniel Goicoechea for Everardo Rivera

Guests: Christina Bingham (Culinary ILT), Luis Gonzalez

Meeting Date: **12/11/18**

Review of Action Notes: **11/13/18**

Recorded By: **Amparo Medina**

AN = Action Needed

AT = Action Taken

D = Discussion

I = Information Only

The meeting was 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 and the motion carried unanimously. Proxy - D. Goicoechea for E. Rivera		
III.	Public Comments	I	M. Ketaily – attended Prof. Edwards Communication classes. First aid kits – are they in every campus? No, in selected locations. First aid map. First aid wall mounted kits next to AED kits for student use only. Proposed having 12 first aid kits. During first week of school,		

			introducing to safe refuge and evacuation routes. Supplies would previously disappear. Where would funding come from for restocking? Will add to agenda.		
IV.	Review of Meeting Minutes and Action Items	I	The Committee reviewed the minutes of the 11/13/2018 meeting. Add C. Renbarger to those present		
		AT	D. Goicoechea moved to approve the minutes with above corrections. D. Inda seconded, and the motion carried unanimously.		
V.	New Business	I	<p>Resource Request Evaluations – M. Bush PBC has tasked CUDS committee with reviewing facility resource requests.</p> <p>Discussion regarding last year’s process. S. Newby – agrees it went well last year. Didn’t feel she had an adequate amount of time. We will send out a list of the PDF of the Resource Requests, A. Edwards, R. Vasquez & K. Banks are working on detailed summary of program review. Will receive summary sheet the first week of January. Resource requests will be discussed at January meeting and then ranked at February meeting. Marine Center request submitted by Environmental Studies will be pulled.</p> <p>K. Hughes would like to be on subcommittee reviewing LA/LS renovations. Amparo will bring list of confirmed names to next meeting</p>		III.B
VI.	Old Business	I, D	<ul style="list-style-type: none"> o Student Concerns M. Bush - E. Rivera had previously brought up concern of menu selection in the café. Started the year without Instructional Lab Tech. Had provisional faculty members feeling in as ILT. Completed hiring process. Christina Bingham new Culinary ILT. R. Cabral – Had recent health inspection in November and passed. Also had a health and safety exam and passed. We’re heavily short 		II.C III.B

staffed during fall semester. Went through PT hiring committee. Permission received to hire 5 new PT faculty for better coverage moving forward. Concentrating on student enrollment and student success, CRM 102A. lecture/lab – currently supported with 12-17 students. Normally run with 19-25. Students in café are responsible for everything in the back kitchen to the cashier. Current faculty focusing primarily on outreach with the high schools. Enrollment for spring is up. Were previously underpricing meals in last couple of years. Will also be focusing on true cost of running the café. By January, C. Bingham will have a full sense of the budget and the cost to run the café. M. Bush – Café was not able to operate as many stations with lower student enrollment as they were last year (e.g. soups, bake sales on Friday, salads). C. Bingham advised they are approved for cake decorating class. R. Cabral – have finished part time hiring. When the campus thinks about hosting events, instead of using a catering company, request culinary do catering. Will create single email address to request any catering needs. Customer service commitment - respond within 3-5 days. Attitudes of the workers there – mainly at the cash register. Ask C. Gullekson to train student workers. M. Bush asked if ASG could do survey asking for student wants on menus.

K. Rojas – Student Concerns

- Concern regarding blue emergency poles. M. Bush advised they are dead and will be removed. Currently looking into apps that students can use. Would like to have them removed as soon as possible.
- Toilet in boys restroom near CH 310 that does not work
- People are complaining that the signs are not big enough on the buildings. M. Bush advised we have selected a design company to do a redesign on all the building signage. Once work product is received, the designs will be brought to CUDS for review. M.

Ketaily asked about numbering buildings for emergency. M. Bush does not know if this is being reviewed as well.

- Empty parking spots in front of Admin Building that staff are parking in when they have assigned staff parking. M. Bush explained there are reserved spots for staff for specific individuals. There is designated staff parking with up to date staff parking sticker.
- Requesting designated spots for ASG. M. Bush advised we'd need to know how many spots and which parking lot they are requesting. Do it by position and not person.

○ **Facility & Safety Issues -**

M. Bush advised lock issue to be handled directly after meeting.

Did not have drippy windows in LS-3. Roof fix is holding.

K. Hughes asked if CH drips had been fixed – no per M. Bush

D. Goicoechea – What are we doing with DH building? M. Bush –

nothing. Will eventually move all of the debris and the Fire Academy will be recycling some of the material. Fenced and is a controlled hazard.

○ **Emergency Preparedness – M. Ketaily**

25 members went through training 2 weeks ago on CPR, gas shut off and AED.

Incident Management Team went under training this semester as well. Currently taking class ICT 200 and certificates are due by Dec. 15th.

Last emergency scenario – Lisa Hopper had winning solution.

S. Newby – after the last CERT training, went to look around. Shut off by South Office Wing looks different than what was showed at CERT training. Requesting more information be provided at next CERT training. M. Bush explained not all valves should be shut off.

			<p>S. Newby requested an emergency map be created with information advising which ones should not be turned off.</p> <p>M. Bush - Hazmat disaster organizational meeting for spring disaster drill is in process of being planned. Will be doing a hazmat training in conjunction with Oxnard Fire and how to respond to a Hazmat situation on campus.</p> <ul style="list-style-type: none"> ○ Facilities Update – M. Bush Fine-tuning of LS1 on DI versus tap water which will take place over break. M. Alexander is working on cabling issues in Auto Tech. Future projects - redoing of 3 lecture classrooms. Finalizing design of Fire Tech apparatus building. Have 2 years to complete. Marine Building is a jurisdictional process and many agencies involved. S. Newby asked about lactation room. Tour needs to be set up. 		
VII.	Follow-up Items for Next Meeting				
VIII.	Future Meeting Dates	I	<p>The remaining CUDS dates for 2018-2019 are as follows:</p> <ul style="list-style-type: none"> ○ January 8, 2019 ○ February 12, 2019 ○ March 12, 2019 ○ April 9, 2019 ○ May 14, 2019 		
IX.	Adjournment		The meeting adjourned at 2:52 p.m.		