

OXNARD COLLEGE MISSION STATEMENT

Oxnard College is a learning-centered institution that embraces academic excellence by providing multiple pathways to student success.

CAMPUS USE, DEVELOPMENT, AND SAFETY COMMITTEE

Authority

The Campus Use, Development, and Safety Commission derives its authority from the Oxnard College Participatory Governance/Standing, Advisory and Ad-Hoc Committees Manual in 2010 by the Academic and Classified Senates, Associated Student Government, and OC Management.

Purpose

The Campus Use, Development, and Safety (CUDS) Committee charged with monitoring campus-wide issues relating to campus use, development, and safety, and making recommendations to remedy any problems arising from these issues that affect the operations and maintenance of facilities, and the safety of students and staff of Oxnard College. This committee directly supports Item No(s). 4, 5, 10 under 10+1.

Membership

Members are appointed/selected annually.

Members have the following responsibilities:

- Regularly walk the campus in order to provide written notice of safety concerns;
- Attend committee meeting on a monthly basis.

The CUDS Committee membership is as follows:

Co-Chairs, Permanent Committee Members, Voting Members, Instructional, Student Services, Business Services and Ex-Officio Members.

Goals

- To oversee the coordination of the OC emergency plan.
- To promote informed and constructive dialogue for the effective development of a safe work environment.
- To coordinate with the appropriate committees so that campus use and development occurs through the participatory governance process.



Oxnard College CAMPUS USE, DEVELOPMENT, AND SAFETY COMMITTEE

ORDER OF THE AGENDA
FOR THE MEETING OF
Tuesday, February 9, 2016
2:00 p.m. in President's Conference Room

- I. Welcome & Call to Order
- II. Adoption of the Agenda
- III. Public Comment
- IV. Approval of Meeting Minutes from January 12, 2016
- V. New Business
 - CERT Training
 - Update on Roofing/Chemical Incident – Bob Sube
 - Pesticide Application – Bob Sube
 - SLIR – Mike Ketaily
 - CDC Tree Planting in memory of Betty Sahota
- VI. Old Business
 - Measure S Update
 - Campus Police Update
 - Student Concerns
 - Facility & Safety Issues
 - Technology
- VII. Informational Item: Accreditation
- VIII. Adjournment
- IX. Future CUDS Meetings
 - February 9, 2016
 - March 8, 2016
 - April 12, 2016
 - May 10, 2016



CAMPUS USE, DEVELOPMENT, AND SAFETY COMMITTEE MEETING MINUTES

Present: Mike Bush (*co-chair*), Everardo Rivera (*co-chair*), Mike Bush, Dan Goicoechea, Josh Lieser, Mike Ketaily, Della Newlow, Everardo Rivera Luanne Crockett, Cesar Romero, Christine Morla, Connie Owens, Bob Sube, Mike Alexander, Deanna McFadden, Hussein Fahs

Absent: Leo Orange, Chris Schmidt

Guests:

Meeting Date: **02/08/16** Minutes Approved: **01/12/16** Recorded By: Mike Bush

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 2:01pm
- II. Adoption of the Agenda I, AT The committee reviewed the agenda, M. Ketaily moved to approve, J. Lieser seconded, and *the agenda was approved.*
- III. Public Comment I None
- IV. Approval of Meeting Minutes I,AT The committee reviewed the minutes from November 10, 2015. D. Goicoechea moved to approve the minutes as presented, M. Ketaily seconded, and *the minutes were approved unanimously.*
- V. New Business
 - a) CERT Training I Entire M&O staff and President's Cabinet will attend. If you would like to attend, email Darlene and she will forward all the names to Susan Duenas. There will be about 30-35. There will be about 6-7 sessions.
 - b) Marquee I Limited to college business. Working on online form. The marquee will be updated once a week.
- VI. Old Business
 - o Measure S Update (Mike Bush for I
 - Dental Hygiene – looks like office building on the inside with cabinets and ceilings. Exterior has final stucco on it. What isn't metal siding is

Bob Sube)

stucco and needs to be painted. We should be able to do training in there this summer.

- Condor Hall – in process of being reconstructed. Moving right along and on schedule to make it in May. Not for 4-week summer school, but for the 6-week summer school session. Seismic work is all done. If you haven't had a tour of it – contact Mike or Bob to schedule one.
- Rain Barrels – a few more have been put out.
- Door Locks – actively working with DAC and all three systems to put in a lockdown system on the campuses. The consultant that worked on SBCC is working with the DAC. SBCC is giving a tour of a few people tomorrow to look at their lockdown system. Condor Hall – they are running the conduit to the doors that will have the lockdown hardware. Price per door \$1300/\$1700. The hope is the reception area in police can lock them down and also M&O. We are looking to move to one computer system to run them all.
- M. Bush stated that sciences have been struggling with lab space. Department has decided to have a general bio and intro to chemistry lab. We working in with foundation and they are moving forward to approve beginning design work. Looks like it will be a reality and hoping for opening in 2017.

o Campus Police Update
(Cesar Romero)

- First week of semester checked all blue phones to make sure working properly, AED's for functionality and cameras.
- Took in mountain bikes for service – hopefully bike patrol will be on Thursday.
- Police department has new Facebook account.
- CLERY Act – went to training last week in San Diego. He provided a background of how CLERY started. He talked about annual security reports, trends, concerns, etc. It mandated that all college institutions have annual report available to anyone regarding statistics as well as timely reporting on incidents. He talked about fines the colleges can be faced with if they don't report accordingly. He talked about what OC is doing and our reporting process. D. McFadden talked about preventative ongoing measures. M. Bush discussed federal regulations and if you receive any federal funds, they will take it away if we do not comply. Recent amendment was timely investigation of complaints. Dr. Cobian is the

person to talk to about this. Our institution is very proactive. D. McFadden added there is a PowerPoint on the website.

- D. Newlow asked about prevention of sex offenders who are on campus taking classes. Lt. Romero said they must register with the college within 7 days and as well as the City of Oxnard. We maintain a file and class schedule for each one. M. Bush said we have individuals that have done their time and paid their debt and want to turn their lives around. We are sometimes the last chance. There are plenty of success stories of those who have turned their life around. He does get involved as to how far they can work with us but not as a student worker, but they have a right to an education.
- E. Rivera asked about equipment from the police and what they have to be able to respond to any incidents on campus. The Chief is discussing equipment for the whole district.
- Lt. Romero talked about proposing a wall in the station that separates the people coming in with officers/cadets and his office. Moorpark and Ventura have this in their stations but just not here. He added that this is a safety issue and they need to be protected in order to protect. M. Bush said W. Deits laid it out and gave it to Chief De la O a while ago. B. Sube will forward it to him and then send to Chief Justice for approval.

o Student Concerns | Absent

o Facility & Safety Issues (Mike Bush) | At end of last semester we had roof work and there was a very foul odor from doing roofing. This was LA building. People had questions if it was a health issue. We pulled MSDS sheets and contacted OSHA prior to the break. Bob said when the consultant and company came out they didn't need any special equipment to do this.

o Technology (Mike Alexander) |

- Intercom system – they found that Student Services, PAB and LLRC/Library are wired for an intercom system that we can wire in and get certain equipment that we already have with an intercom system. Dave Fuhrmann has met with vendors and is ready to send out an RFP.
- Assigned direct dial #'s to everyone.
- RICOH project moving along. Student printing

done. Devices look great and working good. Bringing over all department codes used from Canon.

- Problem with air conditioning in data center – Mel Soto looked into it and only two are working.
- New work order system for IT. Same email address. Different look when receive response. Swamped with tickets.
- Paper – RICOH now handles it. They have a program that monitors the machine.

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| VII. | Informational Item:
Accreditation | I | Moving along. On track and should have report ready to submit. |
| VIII. | Adjournment | I, AT | The meeting adjourned at 3:05p.m. |
| IX. | Future CUDS Meetings | I | o February 9, 2016 |

DRAFT