



# CAMPUS USE, DEVELOPMENT, AND SAFETY COMMITTEE MEETING MINUTES

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

**Absent:** Chris Schmidt

**Guests:** Karen Engelsen

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Meeting Date: **04/14/15**      Minutes Approved: **03/10/15**      Recorded By: Darlene Inda

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

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## **DISCUSSION/DECISIONS**

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|------|-------------------------------|-------|--|
| I.   | Called to Order               | I,AT  | The meeting was called to order at 2:04 p.m.   |
| II.  | Adoption of the Agenda        | I, AT | The committee reviewed the agenda, M. Ketaily moved to approve, L. Orange seconded, and <i>the agenda was approved unanimously.</i>  |
| III. | Public Comment                | I     | No Comment.  |
| IV.  | Approval of Meeting Minutes   | I,AT  | The committee reviewed the minutes from February 10, 2015. A motion was made by C. Owens to approve the minutes presented, seconded by D. Goicoechea, and <i>the minutes were approved unanimously.</i>  |
| V.   | Old Business                  |       |  |
|      | o Measure S Update (Bob Sube) | I     | <ul style="list-style-type: none"><li>• Dental Hygiene – moving along smoothly but slowly. Getting ready to do parking lot. Still projecting to be done by end of June.</li><li>• Condor Hall – started renovation last week and discovered there's not a lot of money for furniture so moving out current furniture and storing temporarily. Project estimated at a year for completion.</li><li>• Marquee – wood and steel standing right now. Received architect approval and will be able to pour concrete when contractor is ready.</li><li>• Site Signage – in progress. Sent email about the completion schedule but should be done a week from Friday.</li></ul> |

- L. Crockett asked about renovation for new science lab. M. Bush responded that the Foundation pledged \$1M towards the renovation. It's possible both a wet and dry lab can be done and looking at a year for it to be done. A location on campus needs to be picked out to make sure it makes sense and deal with the impacted classes during that time.
    - K. Engelsen asked about the marquee and if a discussion will take place regarding information placed. M. Bush said it will be a discussion at President's Cabinet.
    - LA classrooms affected by the dust and noise should subside soon once the parking lot for the Dental Hygiene building is completed.
    - E. Rivera asked about the sink issue with the Art Department. M. Bush responded that we can get water there but can't get water out. Once Condor Hall is done we will know more what we can do.
  - Campus Police Update (Cesar Romero) I
    - BIT team - a couple students working with closely.
    - Crimes – pretty low. Cameras continue to assist with investigations with thefts and apprehending suspects. Most petty thefts. Spoke of iPad left on printer in library and use of cameras helped to see incident and person who took it.
    - Upcoming Events: meetings/planning for multicultural day and graduation.
    - Everardo – asked about phone issue in LS2 and LS-2 & LS-3 Phone issue – not able to use unless logged in. M. Alexander said the majority of the phones in the classrooms are analog phones.
    - Public Use of the Library - we have a new Assistant Dean in there now and the issue should be readdressed. E. Rivera asked how we can get the system Ventura has in place here at OC. M. Alexander said they have a different system but will talk with Dave Fuhrmann about this.
    - Foot Patrols - continuing to do throughout all of the buildings. If you don't see officers walking around your areas – please let him know.
    - BIT form - added under Employee Links on the portal. Questions about changing the name of the form came up so that it's easily identifiable.
  - Student Concerns (Noe Ortiz) I
    - Water filtration system – continued request from students that they want their drinking water to be filtrated. B. Sube responded that a student was supposed to get in touch with him last year about helping him and he only met with him once. B.

- Sube said if the students could raise money to get two paid for, Business Services would pick up the other two. The cost is anywhere from 800-\$1600.
- C. Romero talked about the City of Oxnard experiencing a lot of gang violence as there has been a shooting every 3 days. It's a rival gang going back and forth shooting each other, mostly on the south end.
- Facility & Safety Issues
    - I
      - D. McFadden - last week she was asked to look at the first aid kits on campus as there were old items. She wants to know how we can find out where all the first aid kits are and what is the best way to keep them maintained. We need some kind of consistency and plan. Mike Ketaily said there are companies that come out every 6 months to check your first aid kits.
      - *E-cigarettes* – it is in the student code of conduct and only should be used in parking lots. K. Engelsen stated that Ventura College has a campaign and maybe we can utilize theirs. We need to continue to educate the students on the policy for the campus.
      - Elissa brought up the issue of the woodchips by the Library and one of the faculty members was afraid they were going to hurt themselves.
      - Fire Tech – preparing for training and a huge hole is in the main parking lot with caution take all around it, but wanted everyone to be aware.
  - Technology (Mike Alexander)
    - Wireless project under way – received 72 new wireless access points for the campus. Some are easy replacements and others are more involved. Asked at Deans Council as to any areas that are impacted and will try to repair those areas. Hoping to get 1 GB of connectivity. Looking at projector issues and having to update the Crestron system on some. We only have one person districtwide who can work on these systems.
    - J. Lieser talked about instructors being able to podcast their lectures and having the ability to put them online. He wanted to know what the cost would be to equip these rooms. Mike A. talked about Desire 2 Learn that support Microsoft Lync on their platform so you can record a lecture and upload it.

VI. New Business

a) Student  
Communication Plan

K. Engelsen talked about communicating with students and the way to get information out to them. We currently have a student posting policy because there is no clear place to post. She asked how everyone wants to see information. We send info on the portal and emails but found that students don't really check that either. After asking students how they wanted to receive/see the information, majority said they want to see it in front of them. She presented pictures of the banners she would like to put up throughout the campus and also handed out the Student Communication Plan where she went over the objective, methods and needs. She talked about places to put them. E. Rivera talked about EOPS and how they send text messages to their students about what's going on. K. Engelsen asked how we move forward with this and if it has to go to votes. E. Rivera will talk to M. Bush this and see what the protocol is to proceed, but asked the committee if anyone wanted to make a motion. D. Goicoechea made a motion to move forward with this for further review and documentation from M&O, D. McFadden seconded, and all were in favor with one abstention (B. Sube).

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| VII.  | Informational Item:<br>Emergency<br>Preparedness Training | I     | Series of four trainings. Next training scheduled for March 27, 2015 from 9am-12pm in the JCC building.                            |
| VIII. | Informational Item:<br>Accreditation                      | I     | Tabled until next meeting  |
| IX.   | Informational Item:<br>Communication Council              | I     | Training last Friday for shared governance and issue came up that all chairs from the committees should be attending this meeting. |
| X.    | Adjournment   | I, AT | The meeting adjourned at 3:23p.m.  |
| XI.   | Future CUDS Meetings                                      | I     | o April 14, 2015   |