



## CAMPUS USE, DEVELOPMENT, AND SAFETY COMMITTEE MEETING MINUTES

**Present:** Mike Bush, Diane Eberhardy, Leo Orange, Mike Alexander, Jennifer Clark, Kevin Hughes, Bob Sube, Hussein Fahs, Anthony Rodriguez, Dan Goicoechea, Connie Owens, Deanna McFadden, Mike Kataily, Lisa Putnam, Shannon Newby

**Absent:**

**Guests:** There were no guests

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Meeting Date: **10/10/17** Minutes Approved: **9/12/17** Recorded By: Lori Jay

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

### DISCUSSION/DECISIONS

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| I. Called to Order                           | I,AT  | The meeting was called to order at   |
| II. Adoption of the Agenda                   | I, AT | The Committee reviewed the agenda. D. Goicoechea motioned to approve the minutes; C. Owens seconded and the agenda was approved.   |
| III. Public Comment                          | I     | There were no public comments.   |
| IV. Approval of Meeting Minutes              | I,AT  | The Committee reviewed the minutes of the September 12, 2017 meeting.<br><br>C. Owens motioned to approve the minutes; M. Alexander seconded, and the minutes were unanimously approved.   |
| V. New Business: Faculty Resource Allocation |       | M. Bush stated that we are going through how we allocate resources in PBC and what our process is. Facilities are a resource that is prioritized. We have requests that come through for facilities and we have the opportunity to have input on this. He discussed the types of requests we have received in the past. The Committee was asked how they feel about assuming the responsibility of ranking these. D. Eberhardy stated that facilities requests will be presented at PEPC and then it will come to the CUDS Committee to put things in the proper ranking order. After that is complete, they will then go to the PBC and that Committee will ultimately decide before it goes for recommendation to the president. This Committee will only look at facility |

requests while personnel and other items will be done elsewhere.

M. Bush stated that we are integrating the process. Beyond what facilities are moving forward, there are departments that may need facility resource type items. PEPC will bring the facility requests forward to CUDS and that Committee will go through the list and rank them. We are working on a more transparent method of what the priorities are. M. Bush stated that we need to be finished with the budget in April, 2018, so all of our discussions need to take place before April. We are now going through the program review across the college this current fall.

D. Goicoechea asked if people will be presenting at this Committee meeting and what is the process. M. Bush responded that if this Committee is willing to pick up that responsibility, we should put it on the next meeting agenda to discuss the process. After the first go around of the process we can adjust it the next year.

## VI. Old Business:

- o Student Concerns - Karen Perez (ASG Secretary) and Aracely Martinez (Senator) |
  - There was discussion on having water stations to fill up reusable water bottles in the Student Lounge, Condor Café and the Welcome Center.
  - There was discussion on establishing a designated area for Uber pickups, possibly Lot G since it is close to Campus Police. Another possibility is by the clock tower where there is a turnout. We can let Campus Police work on this and come up with a recommendation.
  - Air Conditioning in the classrooms was discussed. The biggest complaints are from students.
  - The Committee discussed the stairways in Condor Hall in that they are slippery and the possibility of having carpet put on them or something to make them slip resistant.
  - Announcement: LGBTQI – A National “Coming Out Day” will be on October 1, 2017 outside of the Student Services building.
  
- o Facility and Safety Issues |
  - Culinary concerns follow-up:  
Dr. Azari got a group together to discuss temperature in the kitchen and according to full time faculty, air conditioning is a luxury, however

there are some heat issues in there. There are issues with the compressor in the refrigerator.

M. Bush said we are very fortunate to have Alan Ainsworth to assist and we are moving forward to get new proposals. We are going to separate the freezers and refrigerator units and will be putting compressors outside. One of the current compressors is from when the building was first built. We are buying the box and compressor and the students and A. Ainsworth will install it. We will use some Proposition 39 funding for this. A. Ainsworth will redo the controls and notification.

The next thing A. Ainsworth is recommending is that we put in two \$500 swamp coolers for when it is very hot outside to help cool down the kitchen. Air handlers had not been taken care of properly and they have not been serviced and the students have now reported a 10-degree drop in the temperature. We will not put in air conditioning until an upgrade of walk-in refrigerators. We are looking to do the work right after graduation, 2018, and have it complete4d before the fall 2018 semester. This will also be a teaching exercise.

There are spiders in AA-106 and they are getting onto students. D. Inda will put in a work order.

The new lighting systems are nice but the lights are set right over the projectors. LA-7 is one room. B. Sube and M. Bush will take a look.

In the Condor Hall building, 1-6 podiums in rooms are in the far side of the room and obstruct people from getting in the door.

The chairs in LS-16 are wobbly and falling apart.

M. Bush discussed the Tactical Decision Game, shelter in place procedures. D. Goicoechea always responds and should be commended. Jonas Crawford won. The next game will be "Student Down" and involves first aid with a student. This will go out to all users in the next few days. He passed out what will go out to everyone.

There will be a Cert Training Refresher on November 2, 2017 from 2:00 to 4:30 in the M&O area. A very valuable training has been put together, teaching on how to set up a treatment area.

The Great California Shakeout will be on October 19, 2017 at 10:19 a.m. We will have a simulated

- o Emergency Preparedness (Mike Bush)

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earthquake, duck, cover and hold. We will use loud speakers for a siren. We will not have an announcement but will send out on Blackboard Connect. This is a statewide drill so the system gets overloaded. We will then send out an "all clear" via Blackboard Connect. Hopefully everyone will participate.

The District is working on solutions to our speaker system and they are looking at Oxnard College to pilot a system.

VCHCC Statewide Disaster Training Day on October 25, 2017: Hospitals, clinics and medical facilities in Ventura County are participating in this training. We are partnering with them. They are sponsoring this statewide, countywide training day from 10:00 a.m. to 2:00 p.m. throughout the state of California and we have been selected to participate. They will call here and we will tell them we had an active assailant here and they will put it into their system and generate tickets. It is a test of the countywide system. We are taking advantage of this by conducting a drill on the second floor of the Administration Building on that day and will have someone dressed up, go up to the second floor and will simulate gunfire. Occupants of the building can opt in or out. We will have an after action review in room AA-101. This is good practice for us to think of how we would handle a situation like this and our level of readiness. Linda Martinez will be in the after action review in case anyone is stressed afterward.

M. Bush stated that we need to start training our staff on active assailant. It is required by the state of California to do this. The Campus Police are running a drill and have been training for some time on how to breach and locate a risk and neutralize a risk and clear a building. We will be doing that training in conjunction with this. Lt. Romero will be training his staff on how to do this, very importantly, to clear the building. From first notification to clearing a building in less than 10 minutes is fast. Everyone participating in the drill will be on a sub group so if tags are pulled only the people participating will be notified.

A notification email will go out a week in advance to let them know, then the day before and again right before the drill. The first and second notifications will be by email, the third will be email

and Blackboard Connect. There will be proctors around the building letting people and students know the building is closed for a drill. D. Eberhardy asked if M. Bush could come to Academic Senate the Monday before the drill to discuss this.

Lt. Romero stated that we are taking photos now that go with the tags. If you have a tag and have not had your photo taken, please go to the station and have it taken.

S. Newby and A. Rodriguez stated that they would like to be proctors for the drill. No students are participating in the drill. This is the first one we will do so they will step out for this drill. The only student participation will be cadets who will be assisting with securing the building.

M. Bush announced that M. Ketaily went to a districtwide Emergency Preparedness building and was elected Co-chair.

- o Facilities Update - Classroom Lock Update: I

B. Sube passed out a sheet of all the classrooms and which ones have been updated on their locks. This includes the Liberal Arts, Occupational Education, North Hall and JCC buildings. The North Hall building has not been looked at yet but should be simple to do. The exterior doors of the JCC buildings need to be looked at. Condor Hall is not on the list and is on the master sheet. CH-301 through CH-305 classroom doors currently have the ability to lock from the inside. The new classrooms in Condor Hall do not have the ability to lock from the inside and are being looked into. M. Bush would like the instructor or students to have the ability to lock the classrooms if they want to. B. Sube is hopeful that the remainder of the hardware will be in this week.

- VII. Informational Item: Accreditation (Mike Bush) I

M. Bush stated that we are moving forward with the 18-month report. We have to have it ready to go to the board by December, 2017. Draft is almost ready and we have a vetting process. Forums will be held on October 26, 2017. Vetting through Participatory Governance Meetings, Academic and Classified Senates will be done and then it will be on its way to the Chancellor. The main concern is being able to fully vet the report across the campus.

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| VIII. Informational Item:<br>Strategic Planning<br>(Chris Renbarger) | I     | <p>C. Renbarger passed out a document with the planning framework for the plan. If you would like to provide feedback, send it to him, C. Herrera or A. Edwards.</p> <p>The Vision &amp; Values Statement will be on the Planning &amp; Budget Committee agenda for approval and recommendation. The Mission Statement will be ratified. This will also be on the PBC agenda and will then go to the Senates for their adoption, and then it will go to the governing board for their final approval. C. Renbarger stated that once the initiatives and goals get adopted, the next thing to do is the objectives. When Program Reviews are done we need to think about how we want to improve the college.</p> |
| IX. Adjournment  | I, AT | The meeting adjourned at 2:57 p.m.  |
| X. Future CUDS Meetings  | I     | <ul style="list-style-type: none"> <li>• November 14, 2017</li> <li>• December 12, 2017</li> <li>• January 9, 2018</li> <li>• February 13, 2018</li> <li>• March 13, 2018</li> <li>• April 10, 2018</li> <li>• May 8, 2018</li> </ul>   |