



CAMPUS USE, DEVELOPMENT, AND SAFETY COMMITTEE MEETING MINUTES

Present: Mike Bush, Diane Eberhardy, Deanna McFadden, Cesar Romero, Mike Alexander, Shannon Newby, Connie Owens, Karen Perez & Aracely Martinez (ASG Reps), Darlene Inda, Mike Ketaily, Kevin Hughes, Leo Orange, Anthony Rodriguez, Alex Lynch, Della Newlow, Lisa Putnam (Ex-Officio), Kari Tudman

Absent: Daniel Goicoechea, Hussein Fahs, Christine Morla, Bob Sube

Guests: Antonio Acosta (OC Art Club)

Meeting Date: **11/14/17** Minutes Approved: **10/10/17** Recorded By: Lori Jay

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

DISCUSSION/DECISIONS

- I. Welcome & Call to Order I,AT The meeting was called to order at 2:01 p.m.
M. Bush introduced Lori Jay as the new Administrative Assistant for the Business Services Department and that D. Inda is the new College Services Supervisor.
- II. Adoption of the Agenda I, AT The Committee reviewed the agenda. M. Bush asked for a motion to approve the agenda; C. Owens so moved; M. Ketaily seconded and the agenda was unanimously approved.
- III. Public Comments I Oxnard College Art students came to the meeting and Antonio Acosta discussed a possible mural in the Child Development Center. The students will bring artwork to the next meeting.
- IV. Approval of Meeting Minutes I,AT The Committee reviewed the minutes of the October 10, 2017 meeting. M. Bush asked for a motion to approve the minutes; C. Owens so moved; S. Newby seconded and the minutes were unanimously approved.
- V. New Business: M. Bush discussed facility requests in the Program

Facilities Resource Request Matrix

Reviews. He stated that groups would work on the requests and evaluate them. He described the types of requests as equipment such as items attached to a building or the ground and also supplies as in lighting and sound systems. PBC would like a group to look at the facility requests and come up with a prioritization. M. Bush asked what would we look at as a group:

- Needed for growth or replacement of a facility?
- Is a facility needed for a new program or growth of a program?
- Is a facility needed for a safety reason?
- Needs for ADA Compliance?
- Need for Accreditation purposes?
- Consider professional standards/regulations such as biohazard standards?

M. Bush asked if there are any other considerations. We need to give requests a prioritization. First to consider is health and safety, ADA Compliance, programs to continue to exist and programs continue to grow.

D. Eberhardy stated that we should look at the purpose of the CUDS Committee in three ways, safety, make recommendations to remedy any problems that come up across the campus and safety of students and staff on campus. Look at them in regards to Resource Request forms as they come in. Also, look at facilities to grow a program, growth areas on campus, funding sources and academic issues. She discussed the Camarillo Airport property and also keeping a program on campus or going off campus.

M. Bush discussed that the Visual Arts would like to be a department somewhere. The facility requests that come in are large, as in buildings. M. Bush discussed funding and potential funding sources. He asked the members to email the chair and Lori Jay if there are additional ideas. There is a request that once we have rubrics on how we are making decisions, we share it with PBC. D. Eberhardy asked what the timeline is. M. Bush said it is to be looked at during the February 2018 meeting.

D. Eberhardy gave an update of the PEPR's due on November 10, 2017. Resource Request forms were due then as well. There are more programs that the

PEPC meeting will need to look at during their November 28, 2017 meeting. 25 Multi-Year programs and 6 service units. Annual as well as the rest of the service unit Program Reviews by January 23, 2018. Resource Requests will also be looked at by PEPC. She discussed new rubrics being used in PEPC.

K. Hughs asked for a list of the Resource Requests. M. Bush was not sure at this time and discussed that PBC will need to discuss them. They will be listed on Sharepoint. Lori Jay and Laurie Nelson-Nusser will be working on the Resource Requests in SharePoint.

L. Orange stated that Bob Sube does a great job in dealing quickly with ADA issues.

VI. Old Business

I,AN

- o Student Concerns - Jaren Perez (ASG Secretary) and Aracely Martinez (Senator)

The Student Representatives stated that Rose Avenue is a high-speed road. Our ASG Representatives asked to have a cross walk possibly put in to limit accidents and also to make North Campus Road a one-way street. Also, the North Hall building temperature in the classrooms during the recent heat wave was very high and they request air conditioning.

M. Bush stated that regarding the cross walk, our responsibility ends at the sidewalk. Lt. Romero has a good relationship with the City of Oxnard and can discuss it with them.

There was discussion of making less parking on the curb at the corner of Rose Avenue and North Campus Road so that traffic exiting the campus onto Rose Avenue can see oncoming traffic. Possibly request more space to be painted red.

VII. o Facility and Safety Issues

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There will need to be emergency work done on a transformer, Monday, November 20, 2017 at 8:00 a.m. A company will come out to work on the new transformer change out. There may be some buildings without power, Administration Building, JCC and Child Development Center. The school's PBX may not be operating and staff will be temporarily relocated to the Library. Connectivity will be in the Student Services Building. M. Alexander stated that if everything goes as planned, there should not be any interruption of service.

- The Bistro cook line will be changed out. A company will come after finals are over. January 2, 2018 the kitchen will be open for classes.
- Student Services has a pothole that will be filled.
- K. Hughes asked about the stand-up desks in Condor Hall. M. Bush said that these are charging stations and will stay in that building.
- A. Rodriguez brought up that some sprinkler heads are not functioning properly. M. Bush stated that M&O is working on this and checking the flow valve meters.
- A. Lynch brought up gutters in the OE Building needing to be fixed. M. Bush stated that this is being worked on and that the water was coming from the roofing. The plywood was replaced last year.
- K. Hughs asked about Condor Hall gutters still need to be done. This has also been worked on.
- A. Rodriguez brought up if there has been an increase in graffiti. M. Bush said that there was some that happened around Halloween time. Graffiti is usually removed by the next morning.
- K. Hughs brought up night lighting in the Condor Hall building. Lt. Romero stated that he will ask his officers to check the lighting.

VIII. ○ Emergency Preparedness (Mike Bush)

I M. Ketaily discussed the Emergency Preparedness drill that was conducted on October 25, 2017 in the Administration building. Almost everyone in the building participated. M. Ketaily thanked everyone. There will be a similar drill for the Student Services Building in the spring.

M. Ketaily reported that there was a Community Emergency Response Team training from our local fire department on how to set up a treatment area if there was an emergency on campus.

M. Ketaily also discussed a tabletop exercise on Dec. 2 or 3 for Student Services. This will be on run, hide or fight.

A. Rodriguez stated that he has heard that there is talk that they would like to have training in this area as well for faculty. M. Bush stated Lt. Romero has done some of this during Flex days and also some district wide training. If you would like to be included in training, contact M. Bush to be put on a list.

M. Ketaily discussed the monthly Tactical Decision Games (he provided a handout of an example) contest and encourages the Committee members to participate. D. McFadden discussed the “Assisting the Distressed Student” workbook for students, which was emailed out. Contact her if you need one.

IX. o Facilities Update

I M. Bush discussed the “lock project” across the campus. This project continues with the Science Labs. The goal is to have each classroom space to have faculty or students to be able to lock the doors from the inside. This would be used during a lock down situation when something happens in the surrounding neighborhood. This should be completed by winter break.

X. Informational Item: Accreditation (Mike Bush)

I Accreditation is moving along and has been vetted through various PGM meetings. The Follow-Up Report is available to read. It will go to the District for a reading. Dr. White will be coming again to visit.

XI. Informational Item: Strategic Planning (Chris Renbarger)

I M. Bush stated that we are working on our department action steps and objectives. Work with your department heads. He provided a handout, “Strategic Planning, Objective & Action Steps Worksheet”. Pick the two you want to work on over the next year. L. Putnam stated that this might already be in your PEPR.

S. Newby asked about the number of action steps per group, which is 5. The due date to go to the District is April or May 2018.

XII. Adjournment

I, AT D. Newlow encouraged everyone to attend the Board meeting at the District Center tonight.

It was discussed and decided on to cancel the December CUDS meeting.

The meeting adjourned at 2:57 p.m.

XIII. Future CUDS Meetings

- I
- January 9, 2018
 - February 13, 2018
 - March 13, 2018
 - April 10, 2018
 - May 8, 2018


Handouts:

Oxnard College

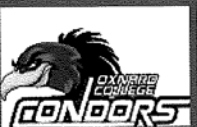
November 2017

TACTICAL DECISION GAMES

CHALLENGING STUDENT




OXNARD COLLEGE
1975
CONDORS
TRUTH WISDOM KNOWLEDGE
CALIFORNIA



OXNARD COLLEGE
CONDORS

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It is late November and the students have returned to school after the Thanksgiving Break. The end of the semester is in sight. This time of year always adds stress to all of our lives. You have a meeting at 1PM in the Student Services Building. As you enter Student Services through the sliding-glass door, you observe an angry student yelling at one of the student workers. The angry student is cussing and talking loudly. The student worker is behind the reception desk.

The student worker escalates the situation by standing up, raising their voice and stating, "You can't talk to me that way." The angry student becomes increasingly agitated and starts verbally challenging the student worker. A crowd of approximately 20 people in the lobby area are intently observing the situation. The room is filled with loud obscenities generated from the angry student. You make the decision to talk to the angry student.

Questions

- 1) How can you maintain your safety?
- 2) What are three "Do's" that you can implement when talking to the angry student?
- 3) How will you manage the crowd of people?

Refer to the "*Assisting the Distressed Student*"

Guide at:
<http://www.oxnardcollege.edu/departments/student-services/student-health-center/assisting-the-distressed-student-handbook>

When completed please email your answers to

Strategic Planning Objective & Action Steps Worksheet

Division/Department Name:

Please CIRCLE the Initiative(s) and Goal(s) that your Objective will best align with.

- I. Innovate to achieve equitable and inclusive student success.**
 - I.A. Actively identify current and future students' educational needs.
 - I.B. Improve enrollment management practices.
 - I.C. Accelerate student progression towards completion.
- II. Provide outstanding integrated college programs and services.**
 - II.A. Strengthen the college's responsiveness to student needs.
 - II.B. Focus on quality instruction.
 - II.C. Provide comprehensive student support.
- III. Invest in people, planning, and support structures.**
 - III.A. Enhance recruitment and professional development.
 - III.B. Focus on institutional effectiveness.
 - III.C. Continually refine the college's planning and resource allocation processes.
 - III.D. Optimize organizational support structures.
- IV. Actively partner with the community.**
 - IV.A. Enhance awareness and positive perception of the college.
 - IV.B. Foster collaborative community relations.
 - IV.C. Promote shared resources with educational partners.

Write a SMART (specific, measurable, achievable, relevant, and timely) Objective.

OBJECTIVE:

Write 1 -5 Action Steps that will lead to the accomplishment of your SMART Objective.

ACTION STEP(S):
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