



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

**Present:** Mike Bush (*co-chair*), Everardo Rivera, Cesar Romero, Bob Sube, Mike Alexander, Shannon Newby, Connie Owens, Anna Anchondo (*ASG Rep*), Mike Ketaily, Kevin Hughes, Hussein Fahs, Christine Morla, Anthony Rodriguez

**Absent:** Deanna McFadden, Leo Orange, Gaylene McPherson, Daniel Goicoechea

**Guests:** Rick Carnahan

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Meeting Date: **11/08/16**      Minutes Approved: **10/11/16**      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**

- I. Called to Order                      I,AT      The meeting was called to order at 2:00pm
  
- II. Adoption of the Agenda      I, AT      The committee reviewed the agenda, M. Ketaily moved to approve, C. Owens seconded, and *the agenda was approved.*
  
- III. Public Comment                      I          Rick Carnahan discussed issues he's having with the use of the locker rooms and concern about inappropriate use and his request to use the STAFF locker rooms. He works out at Fitness 19 but uses the showers here on campus. He's currently having campus police open up the STAFF locker room for him and locking it up when he's done. He doesn't feel it's a sufficient use of their time. He talked about a service key that can be made for the staff locker room. M. Bush said he will talk with Lt. Romero about reports from the locker room to bring to the next meeting and that this issue will be placed on next month's agenda.  
  
Two new members: Jennifer Clark – Classified Representative and Anna Anchondo – ASG appointed representative.
  
- IV. Approval of Meeting Minutes      I,AT      The committee reviewed the minutes from September 13, 2016. C. Owens moved to approve the minutes as presented, A. Rodriguez seconded, and *the minutes were approved unanimously.*

V. New Business I None

VI. Old Business

- o Measure S Update (Bob Sube) I
  - Dental Hygiene – open and functioning well. There are a few technology glitches but minor. Conducting class and using the clinic. Stop by and take a tour.
  - Condor Hall – nearing completion for the end of October. Heery trailer out by the end of the week. Keeping in line with sustainability goals – instead of putting in turf we will put in more drought resistance plants and drip irrigation. No additional cost to us. A lot of landscaping is currently going in. Considering a monarch butterfly weigh station (a place for the butterflies to rest, etc). We are on schedule for classes to begin in the additional 5 classrooms in January and are being placed on the schedule. The computer lab will not be complete or mezzanine yet. These areas will house the math tutor area. Tours are available if you'd like to check it out. The mural was also able to be saved.
  - Major Facility Upgrade – Biology Lab Remodel. The architect will present 6 floorplans and the committee will take a look. They are six different layouts but all unique ideas. Hope to complete by Fall semester. They have pledged up to a million dollars on an approved design.
  
- o Campus Police Update (Cesar Romero) I
  - M. Bush gave Lt. Romero an update about Rick Carnahan's public comment regarding the inappropriate actions in the men's locker room.
  - Theft of bikes have decreased.
  - Leaving beginning Nov 1st to Moorpark – temporary move. Very humbling experience for him to see the support he has on this campus. Hopefully, when he comes back he'll continue where he left off.
  - Discussed the Safety Awareness event last month and DUI vehicle that was there.
  - Held a couple meet and greet stations on campus.
  - Discussed Great CA Shakeout 10/20 @ 10:20
  - Commented about a homeless guy that A. Rodriguez brought forward in the LA area. He said they appreciate tips from faculty and staff.

- Student Concerns
  - I
    - Students are requesting extra lighting at the amphitheater. M. Bush responded that the amphitheater is on the electricity for Condor Hall so it hasn't had electricity for a while. Now that its ending we can get the power back on and up light some of the trees.
    - Everardo asked about the water filters that were promised. There is one for Condor Hall and the other will go in Athletics. We will have a total of 3 another one is in the Library.
  
- Facility & Safety Issues
  - I
    - ADA – H. Fahs ran into a former student of his in a wheelchair in LS5 and said it's very difficult to get through the door. Bob Sube will look into it.
    - Air Conditioning and Heating in LS-5 the faculty have no control over the thermostat. B. Sube said some thermostats cover up to 4 offices at a time. M. Bush said we have a centralized management system on campus and M&O can go in and make adjustments. We are going to our energy management system. He spoke about Alan Ainsworth who has found a system that may be cost effective for LA and rest of LS building. We are now looking at average cost of \$5K classroom but this will make it more reasonable.
    - Mike Ketaily: Emergency Preparedness on campus – 28 members of faculty and staff have gone through CERT training. We have 250 people that have gone through classroom training. We have an incident management plan, emergency procedures in every room on campus which was customized by Fire Tech, a notification system via Blackboard as well as FOBS, and a fire department right down the street at Channel Islands and Rose. He feels we still have a long way to go still. He met with Susan Duenas at the City of Oxnard who is a disaster preparedness instructor. She gave him some really good ideas on where to go from here. We need to training on our communications, incident management plan and who's doing what, visit M&O take a look at all the supplies. He recommended everyone go through the CERT training. We need a standardized agenda item on CUDS so we can discuss it each month and make sure we are making progress. M. Bush responded that we can talk to Susan on when we can have our next CERT training. C. Owens motioned to have a standing item on the agenda for Emergency

Preparedness, seconded by Mike Alexander, and all approved. It will now be a standard item on all future CUDS meeting agendas.

- M. Bush commended M. Ketaily for his work on this that Dr. Azari is very supportive of and also wants to have an active shooter drill on campus. He suggested a Steering Committee. The committee approved by consensus and so far Mike Ketaily, Bob Sube, Connie Owens, Everardo Rivera, and Anthony Rodriguez would like to be part of it.
  - E. Rivera asked if anyone wants to make a motion to have all CUDS members CERT trained – M. Ketaily motioned, J. Clark seconded and all approved. E. Rivera said within a year all CUDS members need to be trained. A. Rodriguez motioned, Shannon Newby seconded, and all were in favor.
  - Update on Locks – have conversion kit in and D. Gardner has started already. We will do LA building, LS and roll across to NH, JCC. OE is a problem right now.
- o Technology (Mike Alexander)
- I
- Still working on work orders – started out at 140 at beginning of semester.
  - Setup over 180 computers and still have 120 that are still to be setup.
  - Provisional employees helping us out next month with antivirus software project. We have to go one by one to get it done – Trend Micro is the name of the software. We looked at four different factors.
  - Another project: document redirection – allows more mobility so your documents will be wherever you login.
  - Sharepoint – How it was developed a few years ago was previously geared towards Accreditation. Now that it's done – he wants to take a look at Sharepoint and see how more viable it can be.
  - LS-8 a number of work orders with projector in there. Looking at design to use control room in the back of the room. Idea is to have projector in the back of the room and have it project on the screen.
  - We are making modifications to our WAN.
  - Told by SCENIC (service provider from the internet) – that we are going to have a 1GB connection to our network and the current hold up is the pathway to Oxnard. We received some new

equipment from them so it's a sign we are in the right direction.

- M. Bush added that M. Alexander is our new Director of Technology. Within next few weeks he will no longer be a district employee and will be a college employee.
- S. Newby asked about D2L backups since we are moving to Canvas and M. Alexander said we have a retention policy to keep backup for 5 years.
- C. Romero talked about accident involving motorcycle and SUV. Motorcyclist wasn't expected to survive, but he pulled through and is responding. Person who hit him is also receiving counseling.

VII. Adjournment I, AT The meeting adjourned at 3:28p.m.

VIII. Future CUDS Meetings I

- November 7, 2016