



# CAMPUS USE, DEVELOPMENT, AND SAFETY COMMITTEE MEETING MINUTES

**Present:** Mike Bush (*co-chair*), Everardo Rivera (*co-chair*), Christine Morla, Dan Goicoechea, Chris Schmidt, Elissa Caruth, Mike Alexander, Josh Lieser, Leo Orange, Deanna McFadden, Luanne Crockett, Cesar Romero, Della Newlow

**Absent:** Bob Sube, Tom Stough, Mike Ketaily, Connie Owens

**Guests:**

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Meeting Date: **10/13/15** Minutes Approved: **09/08/15** 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

- |      |   |       |  |
|------|---|-------|--|
| I.   | Called to Order                                       | I,AT  | The meeting was called to order at 2:02 p.m.   |
| II.  | Adoption of the Agenda                                | I, AT | The committee reviewed the agenda, D. Goicoechea moved to approve, J. Lieser 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 May 12, 2015. A motion was made by D. Goicoechea to approve the minutes presented, seconded by J. Lieser, and <i>the minutes were approved unanimously.</i>  |
| V.   | New Business  |       |  |
|      | a) Membership and Charge of the Committee (Mike Bush) | I     | Per our last years review of this committee it was recommended to identify membership and the charge of the committee. M. Bush handed out the sign in sheet which has the members and who represents each department. He reviewed the purpose of the committee and what the charge is. The charge addresses campus-wide issues, not individual issues. He also discussed the responsibilities for the committee and reviewed membership. He addressed the goals, activities, expected outcomes and the meeting schedule. |
|      | b) Campus First Aid                                   | I     | D. McFadden talked about the first aid kits all over campus and not knowing where they all are located.  |

## Kits

She found kits that had items expired over 5 years. She proposed having an external company come in to monitor and supply the kits. M. Bush talked about companies supplying and billing for items they didn't provide. He would like it to be monitored. Another option would be as part of our emergency preparedness, to have the fire cadets monitor the first aid kits.

On a side note – M. Bush talked about emergency preparedness and writing a plan from an administrative view and once reviewed, it would then go to the operational staff to review the plan. Mike Ketaily has noticed we don't have an employee orientation on the campus. When someone is hired, they should go through various items like evacuation points, fire extinguisher, first aid kits, etc... he put together a short checklist to have the committee review. It will be mandatory before someone starts work. After we have the orientation – we can assign someone to monitor the first-aid kits.

E. Rivera said we are due for an evacuation drill on this campus. M. Bush referenced the evacuation map for the campus and said we can have a drill in the spring semester. A suggestion was made to put the building names on all of the buildings in the map.

## VI. Old Business

- Measure S Update (Mike Bush for Bob Sube)
  - I
    - Dental Hygiene – supposed to be done in July. Despite the contractor, it is a quality building because of our inspector, Heery personnel and Bob Sube. They have built the walls 3 times. Currently, they are drywalling the insides and ready to wrap up the outside. Took down sound barriers in the LS buildings. Anticipate completion in January. Because of delays with contractor, we were supposed to repurpose the chairs – which can take 2 weeks. We can't interrupt the current cohort of students for 2 weeks. We made decision to buy all new chairs in the building. Don't know when the faculty will make the decision to move.
    - Condor Hall – all seismic retrofit is finished. Now putting up the walls. 5 additional classrooms plus conference room which is big enough a classroom/computer lab. Has no exterior windows. Repurposed elevator. New lighting and ceilings in the classrooms. Completion – spring

2016. Anticipate testing the building out during summer school.

- Everardo asked when as a committee we can do a walkthrough – Mike said we can do two different tour times.
- Marquee – progressing slowly. We go into a partnership with a company who has a lot of trouble. Bob is trying to motivate them to get it done. At one place they have to go stainless steel to aluminum because they won't allow the stainless steel be the piece that bolts on.
- Art Room – drawing/painting studio that has a sink – new walls and paint. NH-6. Christine Morla said the sink leaks from time to time.

o Campus Police Update  
(Cesar Romero)

I

- First week of semester – talked about booths in front of the clock tower and student services building. Campus police assisted with students.
- Change in staffing. Officer Vahid Jafroodi is back and Officer Chris Collier is back at VC.
- Vaping still an issue and students just need to get educated. Officers are trying to do this during foot and bike patrols.
- Talked about a new skateboard on campus – he said they are very dangerous and students believe it is not a skateboard. Educating students that they are still skateboards.
- Tomorrow – state Chancellor's circle and Condor Day.
- Yellow curb around PAB – talked about Civic Center events and people needing that curb to load/unload. M. Bush said we should put the yellow curb on the street by the double doors since it is closest to the stage. Lt. Romero is concerned as this this road is narrow and may be difficult.
- Staff permits – every two years they renew. In November, faculty and staff will receive an email on how to apply for your next pass.
- Staying proactive with foot patrols and bike patrols. Officers making themselves more visible and approachable. He wants to make sure everyone feels safe on campus.
- Addressed Evacuation Map – cadets have put one in each class, conference room and building. If you don't see one in there, let him know.
- Checked phones in all the classrooms to make sure they were working.

- Student Concerns                    I        No representative – No Update
  
- Facility & Safety Issues  
    (Mike Bush)                            I
  - Safety Lanyards – done with Student Service building and almost done with LLRC. Next is AA building. WiFi – finishing the remainder of campus and then will complete with distributing to the rest of campus. Did do a drill and it worked fairly well.
  - D. Newlow talked about locks for doors and he said it is in progress but it is \$360K to do the entire campus. E. Caruth asked about CPR or first aid certified and if training is going to be provided. She also asked about self-defense.
  - M. Bush said we (administrators) are not expecting faculty and staff to be first responders. We need to think about these things before they happen.
  - J. Lieser spoke about a lab in the LS building where students use it unsupervised. M. Bush asked him to take this to his department and come up with a resolution of what they want to do with that lab so that it can be enforced.
  
- Technology  
    (Mike Alexander)                    I
  - Talked about Safety Lanyards. Blue = medical, red=non-life threatening police, pull = emergency.
  - Talked about the beginning of the semester. Only minor issues.
  - Getting caught up on requests for technology.
  - Couple district upgrades with document imaging.
  - Upgraded FSTA and they are now 25 times faster and Marine center is connected through VC which is way faster now.
  - OCTV – working on extending connection to get OC television back online. Went through and checked fiber connections. Have most of it in place. Working with consultant that has worked with VC.
  - WiFi – awesome safety system is based on WiFi. Had to go through huge calibration effort. Part way through and hope to have done by the end of the semester.
  - Tech refresh plan – LS-10 and LS-7 lab upgrade.
  - New technology going into Dental Hygiene.
  - We used to be an AT&T customer and now we have moved to Level 3. One of the goals with Lync project is to have a direct dial #. New# will be 678-5000 to 678-5999. The overlap will be

approximately one year.

- VII. - Informational Item: Accreditation I Going well. Two standards under this committee – physical resources and technology. Physical resources did theirs in old format so it's being redone in new format.
- VIII. Adjournment I, AT The meeting adjourned at 3:30p.m.
- IX. Future CUDS Meetings I
  - o October 13, 2015