



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

**Present:** Mike Bush (*co-chair*), Burt Gutierrez, Bob Sube, Mike Alexander, Shannon Newby, Anna Anchondo, Jennifer Clark, Mike Ketaily, Kevin Hughes, Leo Orange, Daniel Goicoechea, Hussein Fahs, Anthony Rodriguez

**Absent:** *Everardo Rivera (co-chair)*, Deanna McFadden, Connie Owens, Gaylene McPherson, Daniel Goicoechea, Christine Morla

**Guests:** Art Sandford, Jonas Crawford

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Meeting Date: **12/13/16** Minutes Approved: **11/08/16** Recorded By: Darlene Inda

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

### 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, J. Clark moved to approve, M. Ketaily seconded, and *the agenda was approved.*
- III. Public Comment I M. Bush introduced Lt. Gutierrez to the campus and explained that the District is having the Lieutenant at each campus cross-trained. Lt. Gutierrez will be on a different schedule than Lt. Romero was and he will be here Monday-Thursday from 10:30am-8:30pm.

A student concern was made about that Staff are parking in Student spaces. M. Bush clarified that the college only has designated parking for Staff, Police, handicapped, and all other parking is “open” parking so officially there are no spaces that are specifically designated for students. M. Bush asked that ASG put together a proposal and bring it to the meeting so it can get on the agenda.

Art Sandford spoke about chalkboards in LS-11 thru LS-15 and the hopes of having them replaced with whiteboard’s. M. Bush asked that A. Sandford email him the request so it can be placed on the agenda.

L. Orange invited the committee to come to a Veteran’s day event at the flagpole from 11:00-

11:30am. He also requested any faculty to bring their class.

K. Hughes said he walked by Condor Hall and thinks white is not good for graffiti. M. Bush responded that we have plenty of white to fix it.

A. Rodriguez announced that he will start training with Ventura County Search and Rescue.

IV. Approval of Meeting Minutes

I,AT

The committee reviewed the minutes from October 11, 2016. K. Hughes moved to approve the minutes as presented, S. Newby seconded, and *the minutes were approved unanimously.*

V. New Business

I

a) Staff Access to Coaches Locker Room

I

M. Bush said there was a request on the agenda to discuss staff access to the coach's locker room in the PE building. He spoke about the claim made that it is unsafe to use the regular locker rooms because of past instances and M. Bush stated in the past years on incidents in gymnasium, there has been one domestic violence case, no complaints of deviant sexual behavior, and only arrests and reports of theft over the five-year period. He then contacted Gary Mahaera from District Human Resources and asked if we contractually have to provide a bathing area for staff and was told there is not. The request was from Rick Carnahan at the last meeting to be issued a key, however, that would require rekeying the whole building because it unlocks everything at athletics.

He requested Jonas Crawford to come to today's meeting and give his point of view as to why he originally declined his request. J. Crawford said there are two faculty staff locker rooms that are pretty small. His faculty and coaches use it to change and keep their belongings in. If we decide we will issue keys to that facility to all faculty and staff we would have to expand that facility. Rick Carnahan doesn't work out at the gym as it is and works out off campus. Once we open it to one person, we have to open it up to all. M. Bush added that whatever we do for our male staff members we have to do for our female staff members. D. Goicoechea motioned to keep the current policy in place which keeps it under the Athletic Director, A. Rodriguez seconded, and all approved unanimously.

- b) CERT Training Dates | A survey went out via Doodle to get CERT Training dates that are available. Right now, December 2nd and January 6th. 8am-4pm.

## VI. Old Business

- o Measure S Update (Bob Sube) |
- Condor Hall – fence is down. Should be able to move furniture in when we take delivery. M. Bush said we have 9-10 offices that match faculty will be going into. The move will begin once we take possession and we happen on Friday's. A week after they move out of their offices, we will wait a week to allow custodial to get in there and clean before we move someone into their old offices. Institutional Effectiveness and STEM center will move back to where they were. We will then finish mezzanine.
- o Campus Police Update (Burt Gutierrez) |
- Two burglaries – in the LS building, suspect went through the window and the other one was inside the OE building. He's putting together a bulletin that he will share with other campuses. The suspect ransacked the office and took a whole set of keys which we are unsure of at this point what they belong to. He added that the windows are not alarmed here which makes it easier to break in. He asked everyone to make sure they lock their windows. D. Goicoechea said the suspect looks familiar to him.
  - In the Administration building, staff have been leaving from the 1<sup>st</sup> floor without making sure the door closes all the way behind them. M. Bush stated Monday –Thursday, officers are here until midnight, however, on Friday, they leave at 6:00pm and there is no custodian shift coming in Saturday morning.
  - B. Gutierrez passed out a foot patrol schedule (proposal) based on the busy hours of SBO, LLRC, and Bookstore to improve security. If you have a problem that would be relevant for us to do normal foot patrols, let him know. Also, let them know if there is anything going on campus that you would like police presence.
- o Student Concerns |
- Receiving complaints from student's in the ASG building regarding high temperature and lack of air conditioning. B. Sube will look into it.
  - STAFF parking concern

- Students getting dropped off in LS and LA area. They stop to drop off kids and it's creating traffic backup. Mike will walk it with Burt and see what they can do.
    - Students want more clear defined cross walk lines.
    - Students want Bob Sube to come to one of the meetings to give idea what he wants to do with the amphitheater.
  
- Facility & Safety Issues I
  - H. Fahs asked about the offices for Math faculty in Condor Hall and if they are predesignated? M. Bush said we designed the building with offices, which faculty members are going in what spaces he does not know and ultimately, the President will determine the space but encouraged him to work with Linda Kamaila.
  
- Technology (Mike Alexander) I
  - Making progress in having television channel with published content. Sending content from PAB to Condor Hall.
  - Safety tags – a lot of issues with vendor we used. Still working through logistics. Technical problems with new buildings we've added. We had the rooms recalibrated three times this summer. Dealing with maintenance contracts right now.
  - LS-8 – problems with projector – have a temporary workaround with a projector and instruction should be restored to previous capacity. Type of setup in there has never been optimal. M. Bush added that we are refurbishing the sound system and the flooring will be fixed as well.
  - Replacement of Compass for common assessment platform has been delayed until at least next summer. During that time our compass platform will expire November 30th and working with other platforms for a temporary fix.
  
- VII. Emergency Preparedness (Mike Ketaily) I
  - Oxnard Fire Academy had their graduation and they had 9 Oxnard graduates out of the 15.
  - Their graduation is December 9th – 35 graduates
  - CERT training – encouraged officers to come out as it was nice to have them there at the last one. We have 28 people who went through CERT training. He wants to have an outline and discuss the safety steering committee and meet sometime in spring. He would like to have radio communications training, emergency supplies &

communication. He wants to come up with an emergency scenario soon.

- VIII. Adjournment I, AT The meeting adjourned at 3:07p.m.
- IX. Future CUDS Meetings I
  - December 13, 2016