



MEETING NOTES

Present: Mike Bush (Co-Chair), Della Newlow (Co-Chair), Bob Sube, Chris Renbarger, Cesar Romero, Daniel Goicoechea, Darlene Inda, Deanna McFadden, Everardo Rivera, Gaylene McPherson, Jacquelyn Ta, Karla Rojas, Kari Tudman, Kevin Hughes, Mike Alexander, Mike Ketaily, Robert Cabral, Shannon Newby

Absent: Alex Lynch, Deborah Tyson, Leo Orange, Rainer Mack

Proxies: M. Ketaily for L. Orange

Guests: Connie Owens, Luis Gonzalez, R. Malone (Vet Club President)

Meeting Date: **02/12/2019**

Review of Action Notes: **12/11/18 & 01/08/19**

Recorded By: **Amparo Medina**

AN = Action Needed

AT = Action Taken

D = Discussion

I = Information Only

The meeting called to order at **2:00 p.m.**

	TOPIC		DISCUSSION	ACTION NEEDED	ACCJC STANDARD
I.	Welcome / Call to Order		The meeting was called to order at 2:00 p.m.		
II.	Adoption of the Agenda	I	E. Rivera moved to adopt the agenda. M. Ketaily seconded the motion. D. Newlow motioned to move Student Concerns prior to item V. New Business. The motion carried unanimously with change to agenda.		
III.	Public Comments		E. Rivera – Passed out flyer for free tax prep within income requirements. Free prep located at other district campuses. Susan England approached OC. Was going to be charged \$200 or more to		

			provide a free service. Would like an action item in the future to allow this service to be offered for free. M. Bush advised he could add to the agenda for next meeting. K. Hughes asked about adding to today's agenda for quicker action. M. Bush explained this would be for next year as the locations have already been set up for this year. Added to agenda for next meeting for further discussion.		
IV.	Review of Meeting Minutes and Action Items	I	The Committee reviewed the minutes of the 12/11/2018 & 1/8/19 meetings.		
		AT	D. Inda moved to approve the 12/11/18 minutes. B. Sube seconded, and the motion carried with one abstention. E. Rivera moved to approve the 1/8/19 minutes. K. Hughes seconded, and the motion carried unanimously.		
V.	New Business	I, D	Second Reading Facility Resource Requests & Ranking – M. Bush M. Bush Reminded only committee members can vote. Resource request reviewed last time. Ranking is high, medium, low for the specific request, not comparing against each other. <ul style="list-style-type: none"> • Cement & Asphalt Surrounding Building (PE Gym Building). • Paint PE/HED/Athletics Building Per B. Sube, updated cost updated to \$200,000. • Facility Modification (Automotive Technology). • Storage Container (Automotive Technology) • Theater system upgrade for PAB (College Services) Currently functioning but is not guaranteed for much longer. • Renovation OE Bistro Kitchen & Conversion of common area green (Culinary Arts) 		III.B

- New Blinds for Classroom LS-13 (Economics) – previous consensus that building should be looked at however only this specific request is being ranked at this time.
- HVAC (Gym and PE 3/4) (Health Education)
B. Sube researched and advised corrected amount is \$300,000
- Convert PE-5 to Classrooms/Convert Racquetball to Weight Room (Health Education)
\$200,000 is a little light. If it ranks high a cost estimate will be done.
- LS Office Building Bulletin Boards (History)
This is a recurring request.
- New Flooring for LS-3 Lab (Life Sciences)
S. Newby advised B. Sube has provided updated cost of \$10,000
- Relocation of Police Station
- LS Office Building Bulletin Boards (Political Science)
While division is looking for means to communicate.
- Distance Learning Studio in LS-10 (Sociology)
M. Bush – LS-10 previously approved to have converted and work completed. LS-10 was going to be used as a sociology/anthropology lab. Now it's been requested for distance ed. learning. English is currently being taught in classroom.
K. Hughes – LS 10 is being used and has been retrofitted as a classroom. Will not be converted to something else. Professors would like to do more teaching online but need the facilities and support to do so. Will be meeting with A. Sandford and M. Alexander to discuss possible locations. M. Bush suggested A. Lawson be included in meeting and advised there is also the room in the library that was once used for tele-commuting.

VI.	Old Business	I, D	<p>Student Concerns – K. Rojas</p> <ul style="list-style-type: none"> • Map currently used is small in detail. M. Bush advised there is a group working on the map and signage now. Requested students contact D. Inda to share suggestions. • Fixing triangle boards – need work order submitted. M. Bush requested D. Gardner meet with ASG to do walk through and document concerns. • Rod Malone – President Vet’s Club. Requesting approval to permanently display flags that were signed by attendees of the Travelling Eyes of Freedom – Lima Company Memorial in the entry way of Condor Hall. M. Bush advised that space has already been set aside for the art class. Would like Vet Club to meet with R. Mack to locate another area. Flags are already framed and currently in the Vet Center. D. Inda motioned to allow R. Mack to decide on location within Condor Hall. E. Rivera seconded. Motion passed unanimously. <p>Facility & Safety Issues</p> <ul style="list-style-type: none"> • D. McFadden - multiple versions of student accident report floating around campus. M. Bush explained all forms are updated in business forms. Campus will work on purging old forms. • K. Tudman M. - south office wing of LA – there are no lights that shine on the stairs. M. Bush requested C. Romero have the cadets do walk through at night and give report to M. Bush for review. <p>Emergency Preparedness – M. Ketaily</p> <ul style="list-style-type: none"> • Initial CERT training 3/8, 3/15/ & 3/22 in AA-101. OFD is presenting. Required to attend all 3 days. Contact A. Medina to sign up. • Fire Drill planned for Spring in LLRC – 2/25/19 	<p>(AN) ASG meet with D. Inda regarding signage</p> <p>(AN) Walkthrough by ASG and D. Gardner, Work order needed to fix triangle boards.</p> <p>(AN) Placement of framed flags in CH</p> <p>(AN) Purging of old Student Accident Forms</p> <p>(AN) Walkthrough by cadets to review lighting around south office wing of LA Building with report provided to Dr. Bush</p>	<p>II.C III.B</p>
-----	--------------	------	---	---	-------------------------------------

- Hazardous Material exercise involving LA 1 & 2 (Chemistry lab). Still planning who will be involved from campus, chemicals involved and outside agencies involved. Exercise will be taken through clean up as Oxnard College has responsibility to return it to a teachable area 30. There will also be a CERT training day. Planned for Friday 4/26/19.
- New employee training hasn't been offered in a year. Would like to offer 1 or 2 to anyone who hasn't attended. Training would include what to do in the event of an emergency on campus.
- S. Newby – if you have not obtained your safety tag yet, please get one. Reminder red button is to request campus police response.
M. Bush - any p/t faculty member may go to campus police and check one out. D. Newlow suggested another reminder email go out regarding the safety tags reminding employees to pick one up. – M. Alexander will send out. If you would like to test your tag, you can go to Campus Police as they have a process that won't alert everyone when the tag is pulled as a test.
- E. Rivera asked who would be responsible for ambulance bill. M. Bush advised student would be liable for bill. D. McFadden - Health fee covers student accident insurance for all students. If they have insurance, that would be their primary source of payment. If they don't have insurance there would be a \$50 copay. If they have insurance and if there are items not covered by their private insurance, the student accident insurance would cover it.

Facilities Update – M. Bush

- Summer Updates – concerns regarding amount of work being scheduled for the summer around campus. M. Bush passed out handout with approved summer projects for information purposes.

(AN) Reminder email from IT to employees regarding safety tags

			<ul style="list-style-type: none"> • E. Rivera asked about yard between Art and bleachers. Land is currently land banked and not anticipated to be used for 20 years. Since the county is going to be redoing their props in the near future, the Fire Academy has been given permission to use the land to set up a limited number of teaching props. So the academy can continue during the counties remodel. Next place for construction is out by the duck pond for classroom space. After that is field 3 in front of the gym and then after that would be the land bank. • K. Hughes referred to palm tree that was removed – is there plans to replace? Yes per B. Sube. • G. McPherson asked about updates on LA Building – roof leaks. M. Bush - Have several roofs that are out. In process of finding a contractor. Some of the leaks taken care of in-house. Small group will be meeting to discuss LA6, LS8, LS16 renovations. A. Ainsworth in Environmental Controls received a prop 39 grant and looking to install air conditionings in some of the classes. Concentrating on major lecture spaces this summer to refurbish rooms. 		
VII.	Follow-up Items for Next Meeting		Tax service provided by United Way		
VIII.	Future Meeting Dates	I	<p>The remaining CUDS dates for 2018-2019 are as follows:</p> <ul style="list-style-type: none"> ○ March 12, 2019 ○ April 9, 2019 ○ May 14, 2019 		
IX.	Adjournment		The meeting adjourned at 2:51 p.m.		

Handouts: Spring/Summer 2019 Proposed Projects