



CAMPUS USE, DEVELOPMENT, AND SAFETY COMMITTEE MEETING MINUTES

Present: Diane Eberhardy, Mike Bush, Tom Stough, Cesar Romero, Richard De la O, Dan Goicoechea, Leo Orange, Tomas Salinas, Marti Dibble, Richard Williams, Will Deits, Bola King-Rushing, Gloria Lopez, Connie Owens, Elissa Caruth, Kim Karkos

Absent: James Petersen, Luanne Crockett, Richard De La O, Ron Owen, Leo Orange, Marti Dibble

Meeting Date: **11/13/12** Minutes Approved: **10/09/12** Recorded By: **Darlene Inda**

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

DISCUSSION/DECISIONS

- I. Called to Order I The meeting was called to order at 2:00 p.m.
- II. Old Business
- a) Measure S Update (Will Deits) I W. Deits provided a Measure S Update:
- Expansion of old LRC building: had two classrooms in old library and will be expanded to four classrooms with a big conference room. One class will be double with partition.
 - South Hall RFP is in process.
 - Minor demolition project: began landscaping with will add more green space for the campus.
 - Irrigation system: early on in Measure S program, we were separating potable water from irrigation water and part of reason was to boost irrigation pressure on run times and save water because someday the City will have recycled water and we will be ready when that happens.
 - Asked committee if they would like to have a concrete pad and benches where the old cafeteria and old police station was and if no objections he will start infrastructure. D. Eberhardy mentioned how Academic Senate talked about a bench for Ralph Smith in the old cafeteria area M. Bush told her once Academic Senate has made that decision, let W. Deits know so he can work it into the plan.
 - D. Eberhardy asked about parking lot A questions because students were indicating that they were getting tickets for parking in a Staff spot, but it was

not clearly marked as staff. She did a walk around herself and said that the spots in questions were faded and hard to read. W. Deits responded that repainting these spots was on the summer schedule but was removed due to lack of funds. M. Bush asked W. Deits for a cost estimate.

- T. Salinas asked about left over Measure S money and M. Bush said we are first looking at plumbing, electrical and HVAC.

b) Campus Police Update
(Lt. Cesar Romero)

I

Lt. Romero & Chief de la O provided a Campus Police update:

- Chief de la O spoke about the District's contract with an outside vendor for parking hearings, etc. and said they are currently looking at a second vendor and will have demonstration later this month. This vendor will provide tickets through a handheld device and as the ticket is written and issued it comes on the computer which will alleviate the initial review of these citations.
- D. Goicoechea said students were having problems with the process of applying for their parking sticker taking a while before receiving it. He asked if there was anything that could speed up the process. Chief de la O said this process is new and there are a lot of people going online to get it. Once they order their ticket it gets processed and permit gets put in the mail in 24 hours. When you order your ticket you can now download a temporary permit which gives you 10 days of parking until the permit gets to you.
- Chief de la O welcomed C. Romero as our new lieutenant and who will remain at OC.
- AED's: currently working with other health centers to identify new AEDs and are hoping to have 17 AED's delivered to OC within next 10 days. Also working with individuals who want to learn CPR and use of AED's, and will identify 1-2 people within that each AED's vicinity that can be trained on how to do it. Deanna Flanagan will be the point of contact for the campus. Training will be a four hour block of time every Friday through December.
- "Great CA Shakeout" 10/18/12 at 10:18 a.m. CA will suffer a massive earthquake training session that is held through entire state. The state tries to use this time for duck, cover & hold. Schools, colleges and businesses do this and try to get the word out. This year we will test the mass notification system and you will receive a text alert on your handheld devices which will says it's a test. We will also be promoting the emergency team and will setup the emergency

trailer and pull out some supplies from the trailer to put out for display. We want the teams to tour those trailers so they know what they contain and know how to access. The trailers are currently in the M&O yard where they have charging stations for computers and walky-talkies. He is working with IT to setup satellite phones and TV's.

- c) NIMS Update I Chief de la O provided a brief NIMS update:
- Keenan & Associates have online programs which comply with FEMA standards which will now be part of new hires; as they are hired they will have to go online and complete the NIMS and SIMS program which takes about 2 hours per section and there are 4 sections to complete. All faculty and staff need to be trained so this will get this out to all three campuses and you can go online and complete this at your leisure.
- d) Student Concerns (ASG Rep) I P. Olivares (*ASG Rep*) provided the following Student Concerns Update:
- Parking lot A: students are requesting that some "Staff" parking spots get changed to "Student".
 - Wi-Fi: students would like a better connection.
- e) CUDS Participatory Governance Manual I D. Eberhardy addressed the handout and asked if there were any changes or modifications. She said that this describes what CUDS is all about.
- T. Salinas asked about how regularly we should be walking around checking the campus.
 - M. Bush requested written documentation when reporting issues on campus so we can document it?
 - E. Caruth asked about the OC Technology plan and if we have one. M. Bush said we do and are working on that update now. B. King-Rushing said there is a Tech Plan on SharePoint.
 - E. Caruth asked what ATAC stood for. Administrative Technology Advisory Committee.
- f) Technology Update I B. King-Rushing provided a Technology Update:
- Jeff Erskine needs an invite to this meeting to provide the update from the IT side.
 - Green Initiative: need a coordinated effort to do this, both paper and technology. W. Deits talked about the recycling program here and said it's been in effect since 2002. AB75 mandated that we divert 50% of our waste stream and the person who runs it, Kim Oakley will be here in December. We have a recycle meeting tomorrow at 11:30a.m. We do have

a very active program, but it's not as visible as we can make it. D Eberhardy asked if he would like to add this into our activities on the PGM. M. Bush said we need to make it part of a plan with action steps so he will take it to president's cabinet and see where it should go.

III. New Business

a. CSSC-101

- I T. Salinas said the classroom is too bright and asked about getting some curtains. He said because of the natural light it's hard to see things on the screen and he would like the students in the back row to see. M. Bush will look into it and make sure it's up to code.

b. Safety Items

- I This will be a standing item on the agenda.
- Annual Safety Inspection: they offered to come to the meeting and walk the campus with this committee. We will show trends and data and talk about the areas where we have slips and falls and breakdown the issues we are having at campus. Mike will bring workers comp. data to look at those kids of injuries and data.
 - OE-1 Telephone: not working. Asked if all classrooms can be checked to see if they are working. Lt. Romero said they do that every semester and send a spreadsheet to IT so they can fix it. They also check to make sure there is a map with emergency information.
 - Windows (opening/closing & ventilation): took a report about LA building because it's really hot. The window was open and the student didn't see it and a student hit his head on the window and had to get some stitches. W. Deits responded that this problem started years ago when CA started a coastal zone map where anything that fell within that zone didn't get funded for air conditioning. State has never readdressed it and is still viewed as a coastal zone. When Measure S started we put in allocation to put air in LA and LS building. Now we are trying to figure out what to do with extra measure s funds and this is a big one.
 - Classrooms: E. Caruth talked about turning on the air in her classroom and it smelled like mold. W. Deits told her to send it to M&O and he will get a work order started.
 - Skateboarding on campus: Lt. Romero said if you see this don't make contact but call campus police. Signs are up but more are needed.
 - Smoking: a lot of students are smoking in the

carport area outside of LLRC.

- Students under the influence during class: committee spoke about the procedure and how to address it to students.

- IV. Action Items I,AT D. Eberhardy asked for a motion to accept the CUDS PGM manual. D. Goicoechea made a motion, C. Owens seconded, and *the motion was unanimously accepted.*
- V. Informational Item: Accreditation I W. Deits stated the response which is due on Oct 15th is being reviewed and will be brought to the board meeting tonight. If it is approved, it will be put on the website for everyone to review hopefully by tomorrow.
- VI. Adjournment I,AT The meeting adjourned at 3:22 p.m.
- VII. Future CUDS Meetings
- November 13, 2012
 - January 8, 2013
 - February 12, 2013
 - March 12, 2013
 - April 9, 2013
 - May 14, 2013