



GCCCD Vision, Mission and Value Statement

Vision: Transforming lives through learning.

Mission: Provide outstanding learning opportunities that prepare students to meet community needs and future challenges of a complex, global society.

Value Statement: Cultivate a student-centered culture of excellence, trust, stewardship, and service.

Public Safety & Emergency Preparedness Council

**November 18th, 2015, Meeting Agenda
8:30am @ Cuyamaca I-107**

		Members Present		<input checked="" type="checkbox"/>
Chair: Director-Campus and Parking Services (CAPS)	Nicole Conklin	<input type="checkbox"/>		
Associate Dean-Student Affairs – Cuyamaca	Lauren Vaknin	<input checked="" type="checkbox"/>	Academic Senate Representative – CC	<input type="checkbox"/>
Associate Dean-Student Affairs-Grossmont	Victoria Kerba-Miller	<input checked="" type="checkbox"/>	Academic Senate Representative – GC	<input type="checkbox"/>
GCCCD/ Sheriff's Office Sergeant	Rich Goggin	<input checked="" type="checkbox"/>	Classified Senate Representative	<input checked="" type="checkbox"/>
GCCCD/Sheriff's Office Deputy	Deputy on duty at site – alternate GC, CC	<input type="checkbox"/>	Director-Facilities Planning, Dev. & Maintenance	<input checked="" type="checkbox"/>
CAPS Specialist	Specialist on duty at site – alternate GC, CC	<input checked="" type="checkbox"/>	Director-Campus Facilities – CC	<input type="checkbox"/>
Cuyamaca College Representative At Large	Scott Herrin	<input type="checkbox"/>	Director-Campus Facilities – GC	<input checked="" type="checkbox"/>
Grossmont College Representative At Large	Jeff Lehman	<input type="checkbox"/>	Director- Communications and Public Information	<input checked="" type="checkbox"/>
District Services Representative AT Large	Ron Adams	<input checked="" type="checkbox"/>		
		<input checked="" type="checkbox"/>		
Extended Cabinet Rep Student Representatives	Tim Flood Onjoli jones Sidney Baker	<input checked="" type="checkbox"/>	Recorder: CAPS Administrative Support	<input checked="" type="checkbox"/>
Sahar Abushaban		<input type="checkbox"/>		
		<input checked="" type="checkbox"/>		

<p>1. Discuss Winter Preparedness Seminar & Trainings</p>	<p>As an added agenda item, Anne spoke about how there was an emergency test of blackboard connect done on 11/16/15. Staff members should have received a text, phone call or both. There was also a message that went through office phones informing staff members of the test going on. Not all phones received the message.</p> <p>A "This is a test" message was placed on campus websites. When the message was taken off, the message was quickly taken off the Cuyamaca website, but due to online posting problems, the message took a little longer to take off the Grossmont website. This served as a learning experience.</p> <p>Nicole discussed an upcoming El Nino seminar on December 9th for both campuses. The speaker, from the County, will inform attendees as to what to expect and how to prepare for it.</p>
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	<p>Event will be advertised on Facebook, Twitter, at the Facilities Committee meeting, as well as a district wide email. The committee agreed that this would be a good opportunity to hold a first training on behalf of the council.</p>
<p>2. Review Parking Quick Reference</p>	<p>Sue Rearic suggested that the quick reference for parking be brought to the council. The previous reference was two pages long which was not compliant and has not been updated in more than a year.</p> <p>The quick reference is now a page long and several links have been added to help people, navigate and find detailed information such as: public safety link, the new district parking email address, and other pertinent information. The committee agreed on the update and gave several comments regarding minor corrections. The update will be posted asap.</p>
<p>3. Bollards at Grossmont service drives</p>	<p>Ken Emmons was asked by the Facilities Committee if there was any way that bollards could be installed at the entrance of campus. There was discussion as to why the request was put in. People have been driving onto the inter campus pedestrian pathways too fast, without regard for pedestrians and loud music playing. This would prevent unauthorized vehicles to drive and park in interior campus without permission.</p> <p>It was discussed and bollards are extremely expensive and not feasible at the moment. They would also block an emergency vehicle from entering interior campus and CAPS would need to be responsible for pulling them up to allow access. Creating a time crunch for emergency situations.</p> <p>Nicole explained how CAPS has special permits that are given out to vendors that need access to interior campus. Vehicles without permit are cited. Everyone agreed this was the best course of action and that Vendor permits should be discussed at other committees as well so the procedure is more widely known. It was also detailed that Athletics will no longer be allowing referees to park in interior campus during athletic games.</p>
<p>4. Review BP & AP 3560 Smoking on Campus</p>	<p>Nicole brought up the BP and AP for smoking on campus and wanted the council's opinion since there were privacy issues addressed regarding smoking in private vehicles while parked on campus.</p> <p>Nicole has spoken to other community colleges about smoking and they having trouble deciding on enforcement policies as well. The district has the El Cajon Municipal Code and students can be given a \$25 citation for smoking on campus. The El Cajon Municipal Code is only valid at Grossmont College and not at Cuyamaca. Other community colleges do not have municipal code. Richard and Nicole will follow up on Cuyamaca enforcement issues.</p> <p>Nicole reminded everyone that there have been no-smoking stencils painted on the ground and it has helped minimize the number of smokers on campus.</p> <p>The council agreed on removing some language out of the BP and AP which refers to smoking while driving a vehicle since it is not feasible to stop someone for smoking while they drive on campus.</p> <p>Council agreed to table item next meeting for more input.</p>
<p>5. Discussion of Enforcement for smoking and skateboards</p>	<p>Student Affairs noted that a repeat offender of smoking or skateboarding on campus can be sent to their office for counseling and a letter of reprimand.</p> <p>Council agreed discuss more about enforcement next meeting since it was so closely related to the smoking BP and AP.</p>

<p>6. Elevator Emergency Calls Afterhours</p>	<p>Ken and Nicole spoke about who should be called if there is an elevator malfunction afterhours. Nicole was concerned that if someone was trapped the fire company would be called and accidentally damages the elevator, resulting in large fees to fix it off hours. Ken and Tim concurred and stated that if a machine is malfunctioning without a person inside, it can be blocked off as long as we provide another form of egress for disabled persons. If a person is trapped inside, it was agreed that CAPS procedure would be followed for keeping the person calm and calling the elevator emergency hotline for off hours help.</p> <p>Another issue was brought up that some of the elevators phones still call 911. Nicole advised that most phones have been transferred over but they are still waiting on others to be finished.</p> <p>Nicole reiterated that all campus e-phones (Cuyamaca, Grossmont, District, elevators) are checked once a month and there is a log of date and time each e-phone was checked.</p>
<p>8. Begin a review emergency listings/postings in buildings</p>	<p>Several members have inquired about standardizing all emergency listings/postings in buildings. There are several versions that are outdated and have the incorrect information. Ken stated he has the plastic where the signs can be posted. Signs will go above evacuation plans in classrooms.</p> <p>Nicole created a sample for future use and asked for councils input.</p> <p>Nicole also discussed the phone numbers listed above phones in classrooms. There is a list of possible issues and all state to call extension X7654.</p> <p>Sahar suggested that issues should be listed with correct extension next to it.</p> <p>Elain suggested that the "minor medical emergencies" be removed and should be "Medical Emergency" or "First Aid"</p> <p>Nicole will create different styles of listings and will bring then to the next meeting for input and vetting.</p>
<p>Additions to the Agenda: Group Photo</p>	<ol style="list-style-type: none"> 1- Nicole spoke about the Quarterly Newsletter and asked about what should be advertised. Suggestions were: <ul style="list-style-type: none"> • Advertise El Nino and how to prepare for it. • Permits for intersession • November Board Meeting presentation. • Snake abatement course that was taken by staff members • Active Shooter presentation and information on how SDSO will go to your department and do a walk-through 2- Ken is working on getting a master map of the campus for the Public Safety Website. 3- Group Photo is tabled until the majority of the committee can meet.