



**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, Parking & Campus Services Committee**

**December 16th, 2015, Meeting Minutes  
8:30am @ Grossmont Building 60, ASGC Conference Room, 2<sup>nd</sup> floor**

		Members Present		<input checked="" type="checkbox"/>
<b>Chair:</b> Director-Campus and Parking Services (CAPS)	<b>Nicole Conklin</b>	<input checked="" 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-GC	<input 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 type="checkbox"/>	Director-Campus Facilities – CC	<input checked="" 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 checked="" type="checkbox"/>	Director- Communications and Public Information	<input checked="" type="checkbox"/>
District Services Representative AT Large	Ron Adams	<input type="checkbox"/>		
Extended Cabinet Rep	Tim Flood	<input type="checkbox"/>	Classified Senate Representative-CC	<input checked="" type="checkbox"/>
Student Representatives	Onjoli jones Sidney Baker	<input type="checkbox"/>	Recorder: CAPS Administrative Support	<input checked="" type="checkbox"/>
Sahar Abushaban		<input checked="" type="checkbox"/>		

1. Update: Winter Preparedness Seminar Results	Nicole informed the council that ten people from each campus had attended the winter preparedness seminar that was held. Important information was discussed and Nicole has placed information packets at Cuyamaca, Grossmont and District staff lounges for staff members to read and be informed.
2. Review BP & AP 3560 Smoking on Campus	Changing the wording on the BP and AP for smoking was discussed. A few words were added and changed on the document and Nicole asked the council for opinions and suggestions. It was also mentioned that this subject is closely tied with enforcing smoking.

	<p>It was suggested by Anne that where it says “privately own vehicles on district property,” the words “or driving” should be taken out.</p> <p>Bruce commented that if students/staff are allowed to smoke in cars, it automatically creates a smoking area. Council agreed.</p> <p>Jeff suggested that “district property only” be added to the clause which would be all encompassing and eliminate the need for specifically addressing in private vehicles.</p> <p>Council agreed to take out the two sentences and use Jeff’s suggestion. Nicole will make the appropriate changes and send to Sue Rearic for the next DEC meeting.</p>
<p>3. Discussion of Enforcement for smoking and skateboards</p>	<p>As mentioned before, when it comes to enforcing for smoking, citations can be given at Grossmont College but not Cuyamaca College because Cuyamaca is not part of the El Cajon Municipal Code.</p> <p>Recently, CAPS has started asking students for their IDs and sending their information to student affairs. Student Affairs will be keeping a log of information and repeat offenders.</p> <p>Nicole informed the council that any staff member can ask a student for their ID and that a citation for smoking is \$25.</p> <p>Council agreed to cite for smoking. Nicole will submit a recommendation to DEC via Sue Rearic.</p>
<p>4. Earthquake Protocol for Buildings</p>	<p>Randy spoke about what the earthquake protocol should be for buildings. He advised that the only person that should be allowed to let people back in to the buildings should be someone from facilities or someone with engineering experience.</p> <p>Nicole mentioned that there is protocol being written for CAPS Office and she will include this in the section.</p> <p>It was suggested that information on how to proceed after an earthquake be written and published on the GCCCD website. Nicole will follow up.</p>
<p>5. Begin a review emergency listings/postings in buildings</p>	<p><u>Postings in Buildings</u>  Nicole gave the council two samples of the phone number listings above each classroom phone. The council agreed on the first sample (top one preferred) but suggested that the Sheriffs extension be removed and the actual number be posted. It was also suggested that “Other issues,</p>

	<p>CAPS X7654” be added on the bottom of the list and that “AV” be added to “computer issues”.</p> <p><u>Emergency Listings</u> Nicole discussed on how she has updated the emergency listings document. Council agreed that document is more accurate and looks better. The document has been placed as a printable item on several areas of the website and will be updated in classrooms and conference rooms.</p> <p><u>Quick Reference Guide</u> Nicole discussed on updating the Quick Reference Guide since a lot of information is outdated.</p> <p>A council member suggested that the date of when the document was last updated be placed on the bottom of the document. Council agreed and wished for the document to be properly updated. Nicole will need to find the original or make a new document similar to the old version to be consistent. The reference guide will need to be placed at both Grossmont and Cuyamaca conference rooms and classrooms.</p> <p>The Quick Reference Guide will be by the door, at the exit of each room.</p>
<p>Additions to the Agenda: Group Photo</p>	<p><u>Two Announcements</u> Anne gave an update that she has submitted an application with two letters of support for a Safety Planning and Leadership award with the American Association of Community Colleges. The letters are from the Chancellor and Sheriff Gore. The deadline was December 14<sup>th</sup>.</p> <p>Secondly, Anne informed the council, that a districtwide 800 Emergency Information Line has been initiated for students/staff and parents that will have updated information on what is happening if any emergency were to event happen. They can call in for real time updates.</p> <p><u>EOC/EPC</u> Nicole announced that she would like to form a group and work with them to make EOC binders that have the same information since the binders have different information and are outdated. Elaine, Ken, Randy, and Teresa volunteered.</p> <p>Nicole passed out a few samples of possible booklets that could be used in case of an emergency. The price for booklets could cost approximately \$15,000.00 for 5,000 copies which would be used for faculty, staff and classrooms.</p>

She also mentioned that a council member had suggested that an app for phone be created. The starting price to create an app is \$135,000.00. Teresa offered to look into alternatives for app development.

The meeting ended with a group photo of council members.

Teresa Greenhalgh joined the council meeting for the first time as a classified senate rep for Cuyamaca. Welcome!