



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 and Emergency Preparedness Council

**September 21st, 2016, Meeting Minutes
8:30am @ Cuyamaca Building I Room 207**

		Members Present		<input type="checkbox"/>
Chair: Director-Campus and Parking Services (CAPS)	Nicole Conklin	<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	Sara Varghese	<input type="checkbox"/>	Academic Senate Representative – GC	<input type="checkbox"/>
GCCCD/ Sheriff's Office Sergeant	Sgt. Munzenmaier	<input 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 type="checkbox"/>	Director-Campus Facilities – CC	<input type="checkbox"/>
Cuyamaca EPC Representative Chair or Co-Chair	Sahar Abushaban	<input checked="" type="checkbox"/>	Director-Campus Facilities – GC	<input checked="" type="checkbox"/>
Grossmont EPC Representative Chair or Co-Chair	Teresa Greenhalgh	<input type="checkbox"/>	Director- Communications and Public Information	<input checked="" type="checkbox"/>
District Services Representative AT Large	Jeff Lehman	<input type="checkbox"/>		
Extended Cabinet Rep	Ron Adams	<input checked="" type="checkbox"/>		
Student Representatives	Lorenze Legaspi	<input checked="" type="checkbox"/>	Recorder: CAPS Administrative Support	<input checked="" type="checkbox"/>
	D'Jonee Holmes	<input checked="" type="checkbox"/>		
	Tanuja Adigopula	<input checked="" type="checkbox"/>		

1. Bring your EPC Binders for updated information!	Nicole started the meeting by handing out updated handouts for the EPC binders.
2. Cuyamaca Staff Parking Lot Proposed Change	Nicole informed the council that this agenda item will be taken to the Cuyamaca Facilities Committee for a recommendation. Agenda item tabled for next month.
3. Great Shake Out- 10/20	The council discussed the Great California ShakeOut.

	<p>Flyers were given to student representatives of both colleges to hand out and post around campus so that students can be informed. Nicole mentioned that the emergency communication system will be tested, the text message system will be tested, and emails will be sent to inform faculty/staff and students about this drill. It will be considered our annual drill for EOC as recommended by the state and county.</p> <p>Email will be sent before 10/20/16 allowing faculty, staff, and students plenty of time to be notified.</p> <p>A council member asked if a PA announcement will be used during the ShakeOut. Ken volunteered to work with Nicole to see if this can be a possibility. There is a shortage of employees to assist with the current PA systems.</p>
<p>4. Safe Driving Campaign</p>	<p>Nicole spoke about the Safe Driving Campaign that will be held during the month of October. A crashed car (due to texting) will be displayed at Grossmont College from October 17th-October 21st 2016. The vehicle will then be relocated to Cuyamaca College from October 24th-October 28th 2016.</p> <p>The Safe Driving Campaign will be announced on campus televisions, A-frames and flyers.</p>
<p>5. BP/AP 3500</p>	<p>Nicole discussed about BP/AP 3500 or 3501 and the possibility of adding a paragraph that states that students/staff must show ID when approached by a District Official.</p> <p>The attorney for the District gave the approval for the information to be added.</p> <p>Council members suggested that the wording be changed from "College" to "District", "college ID card" to "photo ID card", and "College Officials" to "CAPS Personnel."</p> <p>Lorenze stated that it would be a good idea on have a procedure on what should be done and who should be contacted when a person is contacted for smoking.</p>

	<p>The council agreed that the information should be added on BP/AP 3501.</p> <p>Council members commented that if new wording will be added to BP/AP 3501, the rest of the language should be reviewed and edited if necessary.</p>
<p>6. Annual Safety Inspections</p>	<p>Randy spoke about this agenda item.</p> <p>Randy suggested that the committee should create a checklist that can be used for the annual safety inspection. The safety inspection would consist of walking through buildings and offices to make sure there are no potential fire, safety and health hazards.</p> <p>Elaine stated that it would be a good idea to have building marshals do the walkthrough. Council members agreed but said building marshals would need training on what to look for how and to report potential hazards. It was said that there should be a 3 step process:</p> <ol style="list-style-type: none"> 1. Have a checklist in place 2. Do safety inspection 3. Report findings <p>It was also said that staff and faculty members should be notified of the walkthrough inspections and should be notified with sufficient time.</p> <p>Bruce, Randy and Ken will work on creating a checklist and will bring it to the next council meeting for comments/suggestions.</p>
<p>4. Cuyamaca CDC Area Signage Question</p>	<p>Nicole stated that she has received several complaints of people speeding next to the CDC area at Cuyamaca. She has been asked to place signage. A walkthrough of the area has been done and enough signage has been found, but she will discuss requested signage with Cuyamaca Facilities Committee and report back. Nicole gave the committee the contact information for the Sheriff's sergeant to report speeding.</p>
<p>Additions to the Agenda:</p>	<p>Nicole asked if there are any suggestions on the Emergency Preparedness Booklets that will be created.</p>

A lot of feedback has been given and suggestions are welcomed before Friday, September 23rd 2016.

A sample booklet will be created and will be brought to council for any minor edits that might need to be done.