



SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT

# Meeting Agenda

## 2016 Public Safety Services Study Committee

| Date:          | Start: | End: | Next Meeting | Next Time |
|----------------|--------|------|--------------|-----------|
| April 18, 2016 | 1pm    | 2pm  | May 16, 2016 | 1pm       |

| Purpose:   | Location:                  |
|--|----------------------------|
| Monthly Meeting to review best practices for Public Safety at all 3 Colleges | District Office Board Room |

| Attendees:   |   |
|--|---|
| X Kathy Blackwood, SMCCCD Executive Vice Chancellor    | X Rupinder Bajwa, BOT Student Trustee             |
| X José D. Nuñez, SMCCCD Facilities & Public Safety     | X Zach Bruno, SKY Faculty                         |
| X Michelle Marquez, CAN VP Admin Services              | X Karen Pinkham, SMCCCD Project Manager II        |
| X Jan Roecks, CSM VP Admin Services                    | X Bill Woods, SMCCCD Director of Public Safety    |
| X Angelica Garcia, SKY VP Student Services (via phone) | X Rob Dean, CSM Chief Public Safety Officer       |
| X Sue Harrison, SMCCCD Director of General Services    | X Tom Maloney, Emergency Preparedness Consultant  |
|  | X Carina Warne, SMCCCD Facilities & Public Safety |

| Item | Description | Action by | First Noted | OPN/ CLO |
|------|-------------|-----------|-------------|----------|
|------|-------------|-----------|-------------|----------|

### NEW BUSINESS

|     |   |    |         |     |
|-----|---|----|---------|-----|
| 4.0 | <b>Matrix Proposal Distribution for Individual Selection Review</b> <ul style="list-style-type: none"> <li>- The committee reviewed the Evaluation Criteria Tool</li> <li>- 5 proposals as of now, deadline is 2pm today</li> <li>- Discussion about changing the weight on the four categories of evaluation criteria and adding knowledge of law enforcement</li> </ul> | SH | 4/18/16 | OPN |
| 4.1 | <b>Committee members</b> <ul style="list-style-type: none"> <li>- 3 Student representatives will be added to the Committee after the RFP process is complete.</li> <li>- Rupinder's successor to join Committee after he leaves</li> </ul>  | KB | 4/18/16 | OPN |

### OLD BUSINESS

|     |   |              |        |     |
|-----|---|--------------|--------|-----|
| 1.2 | <b>Discuss RFP Procurement and Roll Out</b><br>4/4/16: <ul style="list-style-type: none"> <li>- <u>Current RFP Timeline:</u></li> <li>- RFP was issued on 3/28</li> <li>- Letter of intent to propose is due on 4/5</li> <li>- Questions about the project from proposers ends on 4/8</li> <li>- 4/18 Deadline for proposal submittals</li> </ul> | KPink/<br>SH | 3/7/16 | OPN |
|-----|---|--------------|--------|-----|

|            |  |            |               |            |
|------------|--|------------|---------------|------------|
|            | <ul style="list-style-type: none"> <li>- 4/18 Committee Meets to discuss - Matrix and Proposal Distribution for Individual Selection Review</li> <li>- 4/18 – 4/21 Individual Selection Review Period</li> <li>- 4/21 – Committee Meets to identify vendors selection for interviews</li> <li>- 4/25 – 4/29 Interview Period</li> <li>- 5/3 – Vendor selection</li> <li>- 5/11 –BOT approval</li> <li>- 6/1 – Estimated Contract Start Date</li> </ul> |            |               |            |
| <b>1.3</b> | <b>Overall Project Time Line</b> <ul style="list-style-type: none"> <li>- Contract start date 6/1/16</li> <li>- Open Public Forums, Fall 2016</li> <li>- Study Deadline is 11/30/16</li> <li>- BOT 12/14/16</li> </ul>   |            | <b>3/7/16</b> | <b>OPN</b> |
| <b>1.4</b> | <b>Campus Involvement (Set the Dates/TBD)</b> <ul style="list-style-type: none"> <li>- Open Forums in September</li> <li>- 2-4 per campus</li> <li>- Open to the public / community</li> <li>- Advertise in Daily Journal / Media source / SKY Shines/ Olive Press</li> </ul>  |            | <b>3/7/16</b> | <b>OPN</b> |
| <b>1.5</b> | <b>Communications to Campus Community</b><br>3/21/16: <ul style="list-style-type: none"> <li>- KB is media spokesperson for all public and community inquiries. KB sent an email DW and will send another after we make a selection. Then monthly email updates. Will be posted to website as well.</li> <li>- Discussion about add to Opening Day messages – consistent message from all 3 Presidents and Chancellor</li> </ul>                       | <b>ALL</b> | <b>3/7/16</b> | <b>OPN</b> |
| <b>1.7</b> | <b>Website</b><br>4/4/16: <ul style="list-style-type: none"> <li>- Website is live: <a href="http://smccd.edu/publicsafetystudy/">http://smccd.edu/publicsafetystudy/</a></li> <li>- Also available via the District webpage: <a href="http://www.smccd.edu/accounts/smccd/">http://www.smccd.edu/accounts/smccd/</a></li> </ul>   | <b>ALL</b> | <b>3/7/16</b> | <b>OPN</b> |
|            | <b>Roundtable</b>  |            |               |            |