



SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT

# Meeting Agenda

## 2016 Public Safety Services Study Committee

Date:	Start:	End:	Next Meeting	Next Time
December 12, 2016	1pm	2pm	January 9, 2017	1pm

Purpose:	Location:
Monthly Meeting to review best practices for Public Safety at all 3 Colleges	District Office, Sequoia Conference Room

Attendees:	
X Kathy Blackwood, SMCCCD Executive Vice Chancellor X José D. Nuñez, SMCCCD Facilities & Public Safety X Michelle Marquez, CAN VP Admin Services X Jan Roecks, CSM VP Admin Services (via phone) X Angelica Garcia, SKY VP Student Services (via phone)	X Dennis Zheng, BOT Student Trustee (via phone) Zach Bruno, SKY Faculty Michelle Schneider, CSM Staff (CSEA) X Bill Woods, SMCCCD Director of Public Safety X Rob Dean, CSM Chief Public Safety Officer X Tom Maloney, Emergency Preparedness Consultant X Carina Warne, SMCCCD Facilities & Public Safety X Dylan O'Shea, Associated Students Skyline College Ann Amir, Associated Students Cañada College Cindy Streitenberger, Associated Students Cañada College X Maria Guadalupe "Lupe" Serratos, Associated Students College of San Mateo James Roe, Associated Students College of San Mateo

Item	Description	Action by	First Noted	OPN/ CLO
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### NEW BUSINESS

9.0				
9.1				

### OLD BUSINESS

1.7	<b>Website</b> 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> 11/28/16: <ul style="list-style-type: none"> <li>- KB brought a draft email for review by the committee to be updated on the website front page</li> </ul>	CW	3/7/16	OPN
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6.1	<b>Next Steps – Draft Report</b> 10/17/16: <ul style="list-style-type: none"> <li>- KB discussed the adjusted timeline: <ol style="list-style-type: none"> <li>1. Receive the draft report from MH 1<sup>st</sup> week of January</li> <li>2. KB will present the draft report to the BOT as an information report</li> <li>3. KB and BW will work together to take the draft report to Shared Governance meetings, Student Government meetings, and District Participatory Governance meetings in Feb/March 2017</li> <li>4. Draft report will be edited as a result of any feedback from those meetings</li> <li>5. Final Report with recommendations to the BOT April or May 2017</li> </ol> </li> </ul>	KB	10/3/16	OPN
8.0	<b>Student Feedback / Survey</b> 11/14/16: Solicit feedback from Students in the following ways (1 <sup>st</sup> Week of February) <ol style="list-style-type: none"> <li>1. Online survey</li> <li>2. Public Safety “Canopy Days”</li> <li>3. Paper survey distributed by Faculty or Peers in classes, student clubs, athletic teams, study groups. Dylan will send Kathy a copy of the paper survey sent out to Students for a different public safety study back in March/April 2016.</li> <li>4. QR code – DPS created book mark w. QR code for canopy days</li> <li>5. Splash page on campus monitors</li> </ol> <b>11/28/16:</b> <ul style="list-style-type: none"> <li>- <b>3 Student Reps will review Dylan’s survey and discuss at their next Student Government meetings. They will decide if they want to use the same questions or update. We will discuss again at our next meeting on December 12<sup>th</sup> and use the same set of survey questions DW for all 3 campuses. The committee also brainstormed additional questions for the survey.</b></li> <li>- <b>Idea to have students enter G#, but keep the survey confidential.</b></li> <li>- <b>MM suggested distributing surveys during “Welcome Week” and “Club Rush Week”. Possibly on tablets instead of paper?</b></li> <li>- <b>KB will touch base with VPs to alert Faculty</b></li> </ul> <b>12/12/16:</b> <ul style="list-style-type: none"> <li>- <b>Dylan will work with PREs at each campus to assist Students with creation of survey. Discussion about using survey monkey on chrome books and setting up on welcome tables</b></li> </ul>	ALL	11/14/16	OPN
	<b>Roundtable</b>			