



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Meeting Agenda

2016 Public Safety Services Study Committee

Date:	Start:	End:	Next Meeting	Next Time
May 16, 2016	1pm	2pm	September 19, 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 José D. Nuñez, SMCCCD Facilities & Public Safety Michelle Marquez, CAN VP Admin Services X Jan Roecks, CSM VP Admin Services Angelica Garcia, SKY VP Student Services (via phone) Sue Harrison, SMCCCD Director of General Services	X Rupinder Bajwa, BOT Student Trustee Zach Bruno, SKY Faculty Karen Pinkham, SMCCCD Project Manager II 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

Item	Description	Action by	First Noted	OPN/CLO
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NEW BUSINESS

5.0	Implementation Subcommittee - Small subcommittee: JN, KB and BW	JN	5/16/16	OPN
5.1				

OLD BUSINESS

4.1	Committee members - 3 Student representatives will be added to the Committee after the RFP process is complete. - Rupinder's successor to join Committee after he leaves 5/16/16: - Sue and Karen are both off of the committee now. - Bill is now the lead on the project - Each College should identify a point person. VPAs will compare for optional alignment. - CW will get the new Student Trustee's contact info from Ginny and JN to contact that person to join the committee - 3 Student Presidents to join the committee in the Fall - CSEA Rep to join committee – will be appointed by Annette	KB	4/18/16	OPN
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1.2	Discuss RFP Procurement and Roll Out 4/4/16: <ul style="list-style-type: none"> - <u>Current RFP Timeline:</u> - 5/11 –BOT approval - 6/1 – Estimated Contract Start Date 5/16/16: Finalizing contract now	KPink/ SH	3/7/16	OPN
1.3	Overall Project Time Line <ul style="list-style-type: none"> - Contract start date 6/1/16 - Open Public Forums, Fall 2016 - Study Deadline is 11/30/16 - BOT 12/14/16 5/16/16: KB recommended that the committee does not need to meet over the Summer. We will begin to meet again in September after the start of Fall Semester.		3/7/16	OPN
1.4	Campus Involvement (Set the Dates/TBD) <ul style="list-style-type: none"> - Open Forums in September - 2-4 per campus - Open to the public / community - Advertise in Daily Journal / Media source / SKY Shines/ Olive Press 		3/7/16	OPN
1.5	Communications to Campus Community 3/21/16: <ul style="list-style-type: none"> - 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. - Discussion about add to Opening Day messages – consistent message from all 3 Presidents and Chancellor 5/16/16: <ul style="list-style-type: none"> - Discussion about keeping the Public Safety Department informed of progress of this study. - KB to send an update email to all District Employees on the progress of the committee. CW to update the website. - Discussion about a 5-10 minute update during Opening Day 	KB	3/7/16	OPN
1.7	Website 4/4/16: <ul style="list-style-type: none"> - Website is live: http://smccd.edu/publicsafetystudy/ - Also available via the District webpage: http://www.smccd.edu/accounts/smccd/ 	CW	3/7/16	OPN
	Roundtable			