



SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT

# Meeting Agenda

## 2016 Public Safety Services Study Committee

Date:	Start:	End:	Next Meeting	Next Time
March 21, 2016	1pm	2pm	April 4, 2016	1pm

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

Attendees:	
X Kathy Blackwood, SMCCCD Executive Vice Chancellor	X Jan Roecks, CSM VP Admin Services
X José D. Nuñez, SMCCCD Facilities & Public Safety	X Amory Cariadus, SKY Director of Student Development
X Michelle Marquez, CAN VP Admin Services	Rupinder Bajwa, BOT Student Trustee
X Sue Harrison, SMCCCD Director of General Services	X Zach Bruno, SKY Faculty
X 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

2.0	Introductions for new Committee Members		3/21/16	CLO
	Revisit Item #1.7 Website			CLO

### OLD BUSINESS

1.2	<p><b>Discuss RFP Procurement and Roll Out</b></p> <ul style="list-style-type: none"> <li>- Maloney drafting RFP/Scope of Work (best value). He has a list of potential vendors to send the RFP to. SH will send us the list. Not all vendors on the list should be Police related.</li> <li>- We want someone who has done this type of study before.</li> <li>- SH will advertised the RFP in Sacramento</li> <li>- SH distributed RFP guidelines. The Committee will determine Evaluation Criteria.</li> <li>- A sub committee was formed to develop the RFP: BW, RD, SH, TM and KPink.</li> </ul> <p>3/21/16:</p>	KPink/ SH	3/7/16	OPN
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	<ul style="list-style-type: none"> <li>- Subcommittee met last week and put together bullet points for a DRAFT RFP to go out to the Committee to review this week on Wed/Thurs. Need feedback by Friday mid-day.</li> <li>- Discussion about the confidential process</li> <li>- Will advertise in Sacramento newspapers. Possibly Campus Safety magazines?</li> <li>- TM distributed possible list of vendors for solicitation. We will email the RFP to this list and ask for a letter back confirming that they will respond.</li> <li>- No Prebid Conf</li> <li>- Questions are OK from proposers.</li> <li>- Goal is to have 4 interviews on 4/28</li> <li>- Maloney is a Consultant, non-voting member of Committee</li> </ul>			
1.3	<p><b>Overall Project Time Line (see updated time line doc)</b></p> <ul style="list-style-type: none"> <li>- Study Deadline is 11/30/16</li> <li>- BOT 12/14/16</li> </ul> <p><b>3/21/16:</b></p> <ul style="list-style-type: none"> <li>- Week of 4/11, meet to review evaluation criteria</li> </ul>		3/7/16	OPN
1.4	<p><b>Campus Involvement (Set the Dates/TBD)</b></p> <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>		3/7/16	OPN
1.5	<p><b>Communications to Campus Community</b></p> <ul style="list-style-type: none"> <li>- Need to communicate DW: Purpose, Who is involved, How they are involved</li> <li>- KB will reach out to our media consultant to draft a canned statement for communication</li> </ul> <p><b>3/21/16:</b></p> <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>	ALL	3/7/16	OPN
1.6	<p><b>Brainstorming Questions for the Study</b></p> <ul style="list-style-type: none"> <li>- CA CCDs: 113 Colleges, 72 Districts</li> <li>- How many are armed?</li> <li>- How many contract with local PD?</li> <li>- How often does SMCCCD have armed officers on campus? Patrol, Trainers @ Regional PS Center, etc.</li> <li>- Cost? Need to be able to present to BOT the cost.</li> </ul> <p><b>3/21/16:</b></p> <ul style="list-style-type: none"> <li>- Above points used to write RFP</li> <li>- What are our technology options? Discussion about “shot/sound sensing speakers” in outdoor areas</li> <li>- Student concerns about training and excessive force</li> <li>- This is a research project – risk assessment, use of force, cost of training, liability insurance, change in officer salary, retirement, etc. – all of this is being considered. This study may lead to a Public Safety Staffing Study.</li> </ul>	ALL	3/7/16	CLO

1.7	<b>Website</b> <ul style="list-style-type: none"> <li>- Same as Presidential Search Committee website</li> <li>- Give feedback/opinions, etc.</li> </ul> <b>3/21/16:</b> <ul style="list-style-type: none"> <li>- Post documentation, minutes, agendas, RFP guidelines, committee members, timeline</li> <li>- Like Strategic Plan and BOC websites</li> <li>- Wording for Timeline on website – “Preliminary Timeline. Subject to Change.”</li> <li>- CW &amp; KPink to do. KB to oversee.</li> </ul>	ALL	3/7/16	OPN
	<b>Roundtable</b>			