



SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

Meeting Agenda

2016 Public Safety Services Study Committee

Date:	Start:	End:	Next Meeting	Next Time
April 4, 2016	1pm	2pm	April 18, 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 Jan Roecks, CSM VP Admin Services X Angelica Garcia, SKY VP Student Services X Sue Harrison, SMCCCD Director of General Services	X Rupinder Bajwa, BOT Student Trustee 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 Carina Warne, SMCCCD Facilities & Public Safety

Item	Description	Action by	First Noted	OPN/CLO
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NEW BUSINESS				
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3.0	Skyline View Article (attached)	JN	4/4/16	OPN
3.1				

OLD BUSINESS				
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1.2	Discuss RFP Procurement and Roll Out <ul style="list-style-type: none"> - SH distributed RFP guidelines. The Committee will determine Evaluation Criteria. - A sub committee was formed to develop the RFP: BW, RD, SH, TM and KPink. 3/21/16: <ul style="list-style-type: none"> - 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. - Discussion about the confidential process - Will advertise in Sacramento newspapers. Possibly Campus Safety magazines? 	KPink/ SH	3/7/16	OPN
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	<ul style="list-style-type: none"> - 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. - No Prebid Conf - Questions are OK from proposers. - Goal is to have 4 interviews on 4/28 - Maloney is a Consultant, non-voting member of Committee <p>4/4/16:</p> <ul style="list-style-type: none"> - <u>Current RFP Timeline:</u> - RFP was issued on 3/28 - Letter of intent to propose is due on 4/5 - Questions about the project from proposers ends on 4/8 - 4/18 Deadline for proposal submittals - 4/18 Committee Meets to discuss - Matrix and Proposal Distribution for Individual Selection Review - 4/18 – 4/21 Individual Selection Review Period - 4/21 – Committee Meets to identify vendors selection for interviews - 4/25 – 4/29 Interview Period - 5/3 – Vendor selection - 5/11 –BOT approval - 6/1 – Estimated Contract Start Date 			
1.3	<p>Overall Project Time Line</p> <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 		3/7/16	OPN
1.4	<p>Campus Involvement (Set the Dates/TBD)</p> <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	<p>Communications to Campus Community</p> <p>3/21/16:</p> <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 	ALL	3/7/16	OPN
1.7	<p>Website</p> <p>3/21/16:</p> <ul style="list-style-type: none"> - Post documentation, minutes, agendas, RFP guidelines, committee members, timeline - Like Strategic Plan and BOC websites - Wording for Timeline on website – “Preliminary Timeline. Subject to Change.” - CW & KPink to do. KB to oversee. <p>4/4/16:</p> <ul style="list-style-type: none"> - Website is live: http://smccd.edu/publicsafetystudy/ 	ALL	3/7/16	OPN

	- Also available via the District webpage: http://www.smccd.edu/accounts/smccd/			
	Roundtable			