



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	May XX, 2016	1pm

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

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

5.0	Implementation Subcommittee	JN	5/16/16	OPN
5.1				

OLD BUSINESS

4.1	Committee members <ul style="list-style-type: none"> - 3 Student representatives will be added to the Committee after the RFP process is complete. - Rupinder's successor to join Committee after he leaves 	KB	4/18/16	OPN
1.2	Discuss RFP Procurement and Roll Out 4/4/16: <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 	KPink/ SH	3/7/16	OPN

	<ul style="list-style-type: none"> - 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	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 		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 	ALL	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/ 	ALL	3/7/16	OPN
	Roundtable			