2. **New Agenda**: Review and accepted new agenda format. The committee discussed adopting the CPC agenda template. S. McMurray thought it is helpful that we use this format. The committee agreed not to change and to continue to use the current template.

3. **Animals in Nursing Bldg. areas and back of the campus**: B. Young received several email about this. B. Englert has not heard any recent issues regarding this. Since the construction of the nursing building all the animals have fled.

4. **Security Cameras**: B. Englert: will email everyone when the security camera project is complete.
5. **Building evacuation**: The last meeting was postponed due to funeral services for Len Glover. Discussed rescheduling with FMO staff. B. Young asked what dates the committee would like to meet? B. Englert hoping to get a date together with the Sheriff’s to schedule evac chair training and fire alarm.

- Building Evacuation- The committee agreed with live training for MW classes on Monday and TTH on Tuesday. Will run them at 7:15pm for the evening classes. Saturdays will be planned. The committee suggested evacuating the entire campus at once. Will run the day classes first and then build off the errors for the evening classes. All divisions will notify faculty of the drills in their meetings. The committee agree to conduct drills on Thursday, April 24th time tbd and Wednesday, April 30th at 9:45am. Evening drills will begin on May 5th thru May 8th at 7:15pm. Will confirm Saturday, May 3rd for PACE at 8:10-8:40am.
- Evac Chair- B. Young we could offer one day training in the SSA building. The committee agreed to meet Monday, March 24th at 1:30pm. S. McMurray will add Evac Chair training to the CPC agenda.
- Shelter in Place Training- B. Young suggested asking the Sheriff’s to put the training together. The committee agreed to keep the training for 30-40 minutes. B. Englert suggested offering a train the trainer workshop and discussed options. B. Young discussed faculty concerns for non-participation.

6. **Building Captain meeting**: B. Young: B. Englert and himself will go to the buildings and sign up staff for building/floor captains. Let’s identify the floor captains and meet with them on Wednesday, March 26th at 1:00pm.

7. **Keys**: S. McMurray asked what the process is for employees who are separating from the college. B. Englert: The process for employees departing our campus should turn their keys into FMO before their end date.

8. **Floor Items**:

**Campus Incident**: L. Rosas: Explained yesterday, someone reported a gun threat around 10:00pm. The Sheriff’s and other agencies were present and found no gunman. S. McMurray: upset that there was no notification over the PA system or by alert text. B. Young will report these concerns to President Herzek. S. McMurray: there should be an emergency situation fact sheet in every office and classroom. This is a serious issue. B. Englert: The campus administration is responsible to send out the alert text messages. B. Young discussed previous evac situations. Discussed the pros and cons of the alert text message system. M. Reid: At some point we should evaluate what the Sheriff’s protocol is so we can develop ours. The Sheriff’s have to communicate with us. B. Loiterman: explained the situation through his experience.
C. Diaz: asked about phones made available for staff use in faculty lounge in the SCC. There was a phone originally but then it was removed because of staff use. B. Englert: Trying to work the phone issue out with the division.

Meeting adjourned 3:40pm