

SBVC Facilities & Safety Minutes



Members Present:

| | | |
|-----------------|--------------|-------------------|
| James Hansen | Marie Mestas | Chris Tamayo |
| Susan Bangasser | Sarah Miller | Fernando Martinez |
| Ed Szumski | Tommi Ng | Janet Johnson |
| Mark Ikeda | Kathy Pryor | |

03-07-2011
3:00 pm

Topic:

Discussion:

Meeting Minutes

Jim mentioned that he would get them out soon

Hazardous Materials Inventory

Lito from Keenan coming – March 21, 22 & 23 @ 8:30am during Spring Break.
Redo Hazardous Material Inventory.
Recommended we postpone doing rooms that are moving into new building.

Scheduled Maintenance

Fernando is looking into the roof ladder access situation.
Roof Leaks in Library & North Hall will be worked on prior to the end of March; Fernando will look into HLS leaks.
Fernando getting a quote on campus hand dryers – Dyson Air Blades for 35-40 restrooms. This will save in paper products and labor hours.

Evacuation Signage

95% complete – Library, Art, HLS, AD/SS, CC are done. Need to do NH.

Construction Update

May – Kitchell preview summer work.
Discussion – LPA Architects Tech Building etc. New Tech built in parking lot and then demo the old building and make the land a parking lot.
April – PZS Engineers plant chillers, DLR Architects Business remodel, Tilden Coil landscaping & walkways, HMC Architects Parking & PE.
Chillers will be piped with welded plastic pipes and lined out as to cause as little disruption as possible.
M&O moving to Planetarium and the Middle High School when they move in 2013. Master plan does show the Planetarium gone.
Sink hole 18'-24' deep that you can see but 5' deep that you can't see will be repaired late March.

New Buildings

New Buildings will have Alarms, Cameras and Elevators.

Smoking Policy

Tabled till next meeting or more information gathered.

Other Topics

Susan Bangasser said that we are ahead of most people with our Chemical Safety Hygiene Plan.
Sara Miller and Curtis will be getting formaldehyde training.

Adjourned

4:00 pm

Next Meeting

At the EOC Site on Monday, March 21, 2011 @ 3:00 pm

SBVC Facilities & Safety Committee

AGENDA
4/4/2011 @ 3:00 pm
AD-207

| Members: | | | | | | | | |
|---------------------------|---|---|--------------------|---|---|--------------------|---|---|
| | A | P | | A | P | | A | P |
| James L. Hansen, Co-Chair | | | Walter Chatfield | | | Chris Tamayo | | |
| Elaine Akers | | | Mark Ikeda | | | Melissa Thompson | | |
| Carolyn Allen-Roper | | | Mona Jackson | | | Alicia Tuvida | | |
| Susan Bangasser | | | Manuel Loera | | | Andre Wooten | | |
| Cory Schwartz | | | Stacy Meyer | | | Martinez, Fernando | | |
| Tommi Ng | | | Sarah Miller Green | | | Johnson, Janet | | |
| Ed Szumski | | | Edward Perez | | | Kathleen Pryor | | |
| Vicente Alvarez | | | Tommi Ng | | | Debra Gallagher | | |

| TOPIC | DISCUSSION | FURTHER ACTION |
|---|-------------------|-----------------------|
| Review Meeting Minutes | | |
| Campus Update – Keenan, Scheduled Maintenance, Signage, Ladder Situation, Roof Repairs, Lanscaping, Sinkhole, M&O | | |
| Coonstruction Update - | | |
| Smoking Area Locations - | | |
| AED/First Aid Training – Police, Deans, AED location personnel | | |
| New Building – Alarms, Elevators & Cameras NH Elevators – Without problems | | |
| Other Items – | | |
| Adjournment | | |

NEXT MEETING – MONDAY, APRIL 18, 2011 – 3:00 PM – AD-207

SBVC Facilities & Safety Minutes



04-04-2011

3:30 pm

Members Present:

| | | | | | |
|-----------------|---|----------------------|---|----------------|---|
| Elaine Akers | X | Mark Ikeda | X | Kathleen Pryor | X |
| James Hansen | X | Janet Johnson | X | Lito Reyes | X |
| Vicente Alvarez | X | Marianne Klingstrand | X | Alicia Tuvida | X |
| Susan Bangasser | X | Fernando Martinez | X | | |

Topic:

Discussion:

Meeting Minutes

Handed out, no discussion

Campus Update

Fernando is looking into the ladder situation. Sinkhole work completed. Lawns are recuperating. Evacuation signage completed. Roof Leaks will need a membrane between some have been repaired and new ones have been found – PO in process. Hand dryers are going forward– Dyson Air Blades

Construction Update

Tilden-Coil off campus – will do correction work for completion & final. Getting ready to file remodel documents. Late June Early July construction area will be possible extra parking.

Smoking Areas

Chose 4 smoking areas – ADSS/CC/LA & the Health (move after demo)

AED/First Aid Training

All Deans need to receive training perhaps have the training at the PALM meeting, ask Larry Buckley?

New Buildings

PS holding panel and need to decide what rooms will have alarms and cameras work with Police Department. Exit only sign.

Other Topics

Mark Ikeda mentioned working on our Lockdown drills & procedures. The Black Board text/computer/mass notification and having Craig P. work on scripts. No audible notification set-up yet.

Elaine Akers mentioned Suicide Prevention training; she will be coming with more information at the next meeting. What do we want to do?

Lito from Keenan mentioned how the Hazardous Material Inventory thus far was finished the last week of March. Need more storage cabinets. Noise levels below OSHA standards, some areas higher than recommended Bio lab standards.

Adjourned

4:00 pm

SBVC Facilities & Safety Committee

AGENDA
4/18/2011 @ 3:00 pm
AD-207

| Members: | | P | | | P | | | P |
|---------------------|--|---|----------------------|--|------------------|--|--|---|
| Elaine Akers | | | Mark Ikeda | | Edward Perez | | | |
| James Hansen | | | Mona Jackson | | Kathleen Pryor | | | |
| Carolyn Allen-Roper | | | Janet Johnson | | Lito Reyes | | | |
| Vicente Alvarez | | | Marianne Klingstrand | | Cory Schwartz | | | |
| Susan Bangasser | | | Manuel Loera | | Ed Szumski | | | |
| Walter Chatfield | | | Fernando Martinez | | Chris Tamayo | | | |
| Karen Deck | | | Marie Mestas | | Melissa Thompson | | | |
| Martinez Fernando | | | Sarah Miller | | Alicia Tuvida | | | |
| Debra Gallagher | | | Tommi Ng | | Andre Wooten | | | |

| TOPIC | DISCUSSION | FURTHER ACTION |
|--|------------|----------------|
| Review Meeting Minutes - | | |
| Campus Update –Scheduled Maintenance, Signage, Lanscaping, Roof leaks, Door holders, Accident, Moves | | |
| Construction Update - | | |
| Smoking Area Locations & Signage - | | |
| AED/First Aid Training – Police, Deans, AED location personnel | | |
| Emergency Response – | | |
| Other Items – | | |
| Adjournment | | |

NEXT MEETING – MONDAY, MAY 2, 2011 – 3:00 PM – AD-207

SBVC Facilities & Safety Minutes



04-18-2011

3:00 pm

Members Present:

| | | | | | |
|-----------------|---|----------------------|---|----------------|---|
| Elaine Akers | X | Sarah Miller | X | Kathleen Pryor | X |
| James Hansen | X | Janet Johnson | X | Tommi Ng | X |
| Vicente Alvarez | X | Marianne Klingstrand | X | Alicia Tuvida | X |
| Susan Bangasser | X | Fernando Martinez | X | Ed Szumski | X |
| Chris Tamayo | X | Pat McCurry | X | Pierre Galvez | X |

Topic: **Discussion:**

Meeting Minutes Approved

Campus Update Outside contractors do not want to touch the ladder situation also no available money right now. Evacuation signage completed. Waiting for PO for hand dryers. Roof Leaks in LIB completed, have more leaks in HLS 1st & 2nd floor. Will contact Sarah Miller when contractor comes out next time to show where leaks are. Hedges are filled in and leveled and the sod will be completed Tuesday the 19th. Trash compactor will reduce money paid monthly. Hope to implement a recycle program in the future.

Construction Update Moves; Credit Union will move to the LA building, Transportation Center to the M&O area, still unsure of where M&O will move.

Soccer Field renovation; grading, irrigation and sod. Restripe parking. Painting of LA & Technology. Sewer lateral line College DR & Athletic field to "K" street and Grant intersection. No new news on the Technology building.

Late May Early June tentative dates for move for PS building. Finish work currently being done and furnishing will occur the week of May 16th.

Adjustable furniture and tables for all classrooms with padded chairs. Physics storage may need additional work. Demo of Lot 8 late July. Demo of the old NH, PS and Chemistry buildings may start as early as August 1st. Waiting to see if Parking Structure is approved.

Emergency Response Chief Patrick McCurry informed us about the Hazard Mitigation Plan, FEMA's 5 year plan. Will consult with Dan on the Emergency Operation Plan. Rough Draft of form with the State Chancellor's office and cabinet for review. Will include position people will be responsible for and an appendix having to do with individual events. Will start training in buildings to eliminate anxiety when we get the plan back Emergency

Flip Chart is completed please remember this is a living document. Need to train staff and faculty in reference to the Flip Charts. Black Board connection tests sent out really close to having up and working. Police will send out to President, VPs, Glen and etc.? Bullhorns mentioned. Three methods of notification; Voicemail, Text Messages, & Email Messages. Informacast uses phones as speakers, not sure how close to being able to work. Not all classrooms have phones. Risk Manager needed; maybe that will be what the new Environmental health & Safety Position will do? Blue Phones very seldom used. Part-time employees do not have keys. Need to look into a Hex wrench locking mechanism, Mike Strong doing this at CHC. Students having their phones accessible during a class is concerning because of phone cameras and taking pictures of exams.

Talked about staging for events and how well it went for the CHC fire, fire department invited our personnel into briefings. Need to consider moving the EOC trailer.

AED/First Aid Training

Need to schedule the evening deans

Smoking Area Locations & Signage

College Council discussed smoking areas and what the next steps should be. We will include the Technology area for a total of 5 locations. We need to work on signage and publicity.

Other Topics

Free interactive program "Dare to Care" mentioned for Suicide Prevention training.

Adjourned

4:13 pm

SBVC Facilities & Safety Committee

AGENDA
5/02/2011 @ 3:00 pm
AD-207

| Members: | | P | | | P | | | P |
|---------------------|--|--------------------------|----------------------|--|--------------------------|------------------|--|--------------------------|
| Elaine Akers | | <input type="checkbox"/> | Mark Ikeda | | <input type="checkbox"/> | Edward Perez | | <input type="checkbox"/> |
| James Hansen | | <input type="checkbox"/> | Mona Jackson | | <input type="checkbox"/> | Kathleen Pryor | | <input type="checkbox"/> |
| Carolyn Allen-Roper | | <input type="checkbox"/> | Janet Johnson | | <input type="checkbox"/> | Lito Reyes | | <input type="checkbox"/> |
| Vicente Alvarez | | <input type="checkbox"/> | Marianne Klingstrand | | <input type="checkbox"/> | Cory Schwartz | | <input type="checkbox"/> |
| Susan Bangasser | | <input type="checkbox"/> | Manuel Loera | | <input type="checkbox"/> | Ed Szumski | | <input type="checkbox"/> |
| Walter Chatfield | | <input type="checkbox"/> | Fernando Martinez | | <input type="checkbox"/> | Chris Tamayo | | <input type="checkbox"/> |
| Karen Deck | | <input type="checkbox"/> | Marie Mestas | | <input type="checkbox"/> | Melissa Thompson | | <input type="checkbox"/> |
| Debra Gallagher | | <input type="checkbox"/> | Sarah Miller | | <input type="checkbox"/> | Alicia Tuvida | | <input type="checkbox"/> |
| | | <input type="checkbox"/> | Tommi Ng | | <input type="checkbox"/> | Andre Wooten | | <input type="checkbox"/> |

| TOPIC | DISCUSSION | FURTHER ACTION |
|--|------------|----------------|
| Review Meeting Minutes - | | |
| Campus Update –Scheduled Maintenance, Signage, Lanscaping, Roof leaks, Door holders, Accident, Moves | | |
| Construction Update - | | |
| Smoking Area Signage - | | |
| AED/First Aid Training – Police, Deans, AED location personnel | | |
| Crisis Prevention – | | |
| Other Items – | | |
| Adjournment | | |

NEXT MEETING – MONDAY, MAY 16, 2011 – 3:00 PM – AD-207

SBVC Facilities & Safety Minutes



Members Present:

05-02-2011
3:00 pm

| | | | |
|-----------------|---|-------------------|---|
| Elaine Akers | X | Janet Johnson | X |
| | | Fernando Martinez | X |
| Vicente Alvarez | X | Marie Mestas | X |
| Susan Bangasser | X | Kathleen Pryor | X |
| Mark Ikeda | X | Alicia Tuvida | X |

Topic:

Discussion:

Meeting Minutes

Approved

Campus Update

Auditorium Asbestos Pipe removal scheduling conflict – May 13th after hours. Will tie into existing water line for Chiller. Contractors do not want to adapt ladder systems, maybe next year we can start from scratch with access stairs. PO submitted for roof leaks. Technicians working in the Tech. Building to create a power line for the Hand Dryers. Hand Dryers are \$1200 each with a 5 year warranty & 1 year parts. ADSS next to receive Hand Dryers. Numerous problems with the sewer line; collapse and pitted. Trash Compactors (2) approved waiting for contractor to do set-up work near the Child Care and Business/Cafeteria. After Trash Compactors will start setting up Recycle area; staff would need to support; Big Belly Recycling.

Construction Update

Next Meeting

AED/First Aid Training

Need to schedule the evening deans

Smoking Area Locations & Signage

Ticket idea; "You are smoking in a non-smoking area, please see locations on map." Goal to move to non-smoking campus

Mental Health Issues/Indicators

Depression #1 Webinar "How to Screen for Suicide" PHQ-4, 7, 9. SBVC vs. National Data PowerPoint Presentation. Impediments to academic success. Stress/work/sleep/anxiety/depression. Encourage faculty and staff to pick-up on student's potential problems. Handbook-Discipline vs. Mental health. Community crisis. Incognito www.kognito.com, <http://dare.lbcc.edu> – possible flex activity? Kathleen will collect more information

Adjourned

4:13 pm

SBVC Facilities & Safety Committee

AGENDA
5/16/2011 @ 3:00 pm
AD-207

| Members: | | P | | | P | | | P |
|----------|-------------|--------------------------|----------|-------------|--------------------------|----------|----------|--------------------------|
| Elaine | Aikers | <input type="checkbox"/> | Mark | Ikeda | <input type="checkbox"/> | Edward | Perez | <input type="checkbox"/> |
| James | Hansen | <input type="checkbox"/> | Mona | Jackson | <input type="checkbox"/> | Kathleen | Pryor | <input type="checkbox"/> |
| Carolyn | Allen-Roper | <input type="checkbox"/> | Janet | Johnson | <input type="checkbox"/> | Lito | Reyes | <input type="checkbox"/> |
| Vicente | Alvarez | <input type="checkbox"/> | Marianne | Klingstrand | <input type="checkbox"/> | Cory | Schwartz | <input type="checkbox"/> |
| Susan | Bangasser | <input type="checkbox"/> | Manuel | Loera | <input type="checkbox"/> | Ed | Szumski | <input type="checkbox"/> |
| Walter | Chatfield | <input type="checkbox"/> | Fernando | Martinez | <input type="checkbox"/> | Chris | Tamayo | <input type="checkbox"/> |
| Karen | Deck | <input type="checkbox"/> | Marie | Mestas | <input type="checkbox"/> | Melissa | Thompson | <input type="checkbox"/> |
| Debra | Gallagher | <input type="checkbox"/> | Sarah | Miller | <input type="checkbox"/> | Alicia | Tuvida | <input type="checkbox"/> |
| | | <input type="checkbox"/> | Tommi | Ng | <input type="checkbox"/> | Andre | Wooten | <input type="checkbox"/> |

| TOPIC | DISCUSSION | FURTHER ACTION |
|--|------------|----------------|
| Review Meeting Minutes - | | |
| Campus Update –Scheduled Maintenance, Signage, Lanscaping, Roof leaks, Door holders, Moves | | |
| Bond Measure – | | |
| Construction Update - | | |
| Smoking Area - | | |
| AED/First Aid Training – | | |
| Crisis Prevention – | | |
| Other Items – | | |
| Adjournment | | |

NEXT MEETING – MONDAY, JUNE 6, 2011 – 3:00 PM – AD-207

SBVC Facilities & Safety Minutes



Members Present:

| | | | |
|----------------------|---|-------------------|---|
| James Hansen | X | Fernando Martinez | X |
| Vicente Alvarez | X | Marie Mestas | X |
| Susan Bangasser | X | Sarah Miller | X |
| Mark Ikeda | X | Kathleen Pryor | X |
| Janet Johnson | X | Lito Reyes | X |
| Marianne Klingstrand | X | Chris Tamayo | X |

05-16-2011
3:00 pm

Topic:

Discussion:

Meeting Minutes

Approved

Campus Update

Auditorium chilled water asbestos pipe abatement occurring. Safety Meetings occurring monthly for M&O. No new roof leaks. Had a 10 year warranty but the project management group did not follow through with warranty and not holding contractor responsible. Hand Dryers are working great replacement in Tech Building. PO approved for section of sewer line. Trash Compactors locations CDC & Business have the power installation in process. M& O move this week.

Bond Measure

Tomorrow President Daniels will be discussing the Bond Measure in LIB 330 Viewing Room. Funding cut approximately 52%.

Construction Update

Furniture delivery for new building occurring. Kitchell continuing to finish PS's Building. Moving forward with HVAC improvements at HLS, CC, ADSS and the Auditorium chiller. August demo of Chemistry, old Physical Science and the remainder of old North Hall sidewalk. Will meet with Kitchell and contractor for fencing and signage for truck traffic.

AED/First Aid Training

Work with Larry to get program managers and deans signed up.

Mental Health Issues/Indicators

Committee working on booklet; Rebecca & Susan said that it was well done and just need to change names etc. and include where to go.

Other Items

Toilet paper bandits; Chris Tamayo said they have not found them yet. HLS female daily. Toilet covers being stuffed into toilets. Labels for Hazardous Material, we can have them made by Jeremy Brown from Environmental Management. Fernando will meet with him on Wednesday. We have 3 generators on campus and probably won't go over capacity threshold. Transportation moving from S.B. Airport to M & O building. M & O moving to grounds and CBO/Administrative Services. Athletic Field being sprayed very soon. Measure P will fund 30% of the sewer line from College through the playing field. We will continue working sessions/meetings on Monday Afternoons of regularly scheduled Facility and Safety Meetings.

Adjourned

3:38 pm



Members Present:

| | | | |
|----------------|---|-------------------|---|
| James Hansen | X | Fernando Martinez | X |
| Whitney Fields | X | Marie Mestas | X |
| Janet Johnson | X | Cory Schwartz | X |
| Tommi Ng | X | Chris Tamayo | X |

06-20-2011
3:00 – 3:33 pm

Topic:

Discussion:

Introductions

Whitney Fields, Environmental Health & Safety Administrator then individual introductions around the table.

Transition

Plans for coordinating with Whitney and laying the groundwork for next steps:

Whitney will be taking this month to meet with campus representatives and to look at priorities for improvements, assessments, programs, protocol. Whitney will be attending the campus safety meetings. Please continue to go through the appropriate chain of command on your campus. Goal to improve the safety culture. Whitney will process any topics that come up at the campus level that need to be addressed at the district level.

Would like to hear individual members and representatives concerns in regards to campus safety.

Internal Role

Make sure up to code on regulatory items and provide relevant information.

Training

Live vs. Online (Safe Colleges) both are good and needed. Cal-OSHA mentioned in their report that training needs to be more site specific. Whitney plans on taking a pro-active role. Schedule will be publicized soon.

Relevancy

Question asked by Jim addressing the group "How can we make our Safety meetings more meaningful?"

Sub-committees
Student Representative

HR Accident Information
Notifications of Campus Maintenance etc.

Take the summer to create a task list for discussion to be able to forge a work plan. Regular meetings will resume mid-August.

Adjourned

3:38 pm