



Facilities & Safety Committee

AGENDA

9/17/2012 @ 3PM

AD/SS 207

Members:

Scott Stark*	Mark Ikeda	Zadock Reid
Parra Memo*	Janet Johnson	Lito Reyes
Whitney Fields	Marianne Klingstrand	Nori Sogomorian*
Elaine Akers	Gloria Kracher	Ed Szumski
Marcia Alfano-Wyatt	Carolyn Lindsey	Chris Tamayo*
Carolyn Allen-Roper	Marie Mestas*	Ashley Tone
Susan Bangasser	Reggie Metu	
Cheryl Burge	Sarah Miller	
Karen Deck	Kathleen Pryor*	

TOPIC	DISCUSSION	ACTION
Review of Minutes		
Scott S.- <i>Campus Update</i> <i>Evacuation Map</i>		
Police- <i>Jon K. Campus Speakers</i>		
Whitney F.- <i>ShakeOut</i> <i>Promotional Items</i> <i>WC Report</i> <i>First Aid Report</i> <i>Keenan</i>		
New Business		
Adjournment		

NEXT MEETING - MONDAY, OCTOBER 1, 2012 - 3:00 PM - ADSS 207

SBVC Facilities & Safety Minutes

09-17-2012
3:05 – 4:20 pm



Members:

Scott Stark*	X	Mark Ikeda	X	Zadock Reid	X
Parra Memo*	X	Janet Johnson	X	Lito Reyes	
Whitney Fields	X	Marianne Klingstrand	X	Nori Sogomorian*	X
Elaine Akers	X	Gloria Kracher	X	Ed Szumski	X
Marcia Alfano-Wyatt	X	Carolyn Lindsey	X	Chris Tamayo*	X
Carolyn Allen-Roper		Marie Mestas*		Ashley Tone	
Susan Bangasser	X	Reggie Metu	X	Jon Kyle	X
Cheryl Burge		Sarah Miller	X	Visitor Math Dept.	X
Karen Deck	X	Kathleen Pryor*	X		

Topic:

Discussion:

Review Minutes

Approved 05/07/12 Minutes.

Scott S.

Campus signage going well, fencing coming down. Currently reviewing individual building signage. ADA pathway project progressing through design and the Division of State Architect’s office. Central Plant trenches are covered and fencing is down Next phase is the connection to buildings; hope to be online in January. Soccer field sink area will not be addressed this season.

Safety plan reviews need to be conducted by management with input from committee as necessary. Scott and Whitney will be reviewing plans; currently reviewing SBVC Hazardous Waste Management Program and SBVC Asbestos Operations & Maintenance Plan.

Next Meeting

Review accomplishments of committee from last year. Began developing list of desired accomplishments for this year with input from the committee. Email Scott and Cc... Janet if you would like to co-chair committee and with topics you would like to see accomplished this year.

Scott and Whitney will determine possible changes for Evacuation map Site 7; too crowded. Disaster preparation needs to occur; specific jobs, what they do, where is the EOC and what are the procedures.

Need to check into funding for lockdown hardware and benches.

Confirm bike racks and AED locations. District Assembly was suggested as appropriate committee to be in-charge of AED Program. Status of Business Building AED, lockdown and adaptive tables and chairs.

Great American ShakeOut. Various video trainings on District website.

Jon Kyle

911 Speakers need to be located inside buildings, need internet access – need to determine cost. Needs a list of staff needing access to create messages. Atlas Sound needs CD/DVD of building plans.

Chris Tamayo

Safety Fair went well with participation from outside agencies. Campuses can request topics for campus events. Website has training videos. Get very few smoking enforcement calls.

Whitney F.

ShakeOut 10:18am on 10/18/12 with Informacast message and Black Board Connect; Information will go out on how to update Black Board information. Workers Comp summary goes to managers to keep informed. Overall the WC Injury Summary Reports looks good. Whitney mentioned the Workers Comp and online and live training completed forms. Need to confirm posting of “Safety in the Classroom” poster.

New Business

Pathway sprinkler overspray safety concern. Desert Landscaping plan. Plans for rooms without phones. Reggie would like to see CPR offered. SBVC Crisis Intervention plan.

Adjourned

4:20 pm



Facility & Safety Committee

AGENDA

10/01/2012 @ 3PM

AD/SS 207

Members:

Scott Stark*	Mark Ikeda	Zadock Reid
Parra Memo*	Janet Johnson	Lito Reyes
Whitney Fields	Marianne Klingstrand	Nori Sogomorian*
Elaine Akers	Gloria Kracher	Ed Szumski
Marcia Alfano-Wyatt	Carolyn Lindsey	Chris Tamayo*
Carolyn Allen-Roper	Marie Mestas*	Ashley Tone
Susan Bangasser	Reggie Metu	
Cheryl Burge	Sarah Miller	
Karen Deck	Kathleen Pryor*	

TOPIC	DISCUSSION	ACTION
Review of Minutes		
Scott S.- <i>Co-Chair</i> <i>Committee name & schedule</i> <i>Handout</i> <i>Purpose/Mission</i> <i>Update on Issues</i> <i>Priorities</i>		
Police-		
Whitney F.- <i>ShakeOut</i> <i>Safety Programs</i> <i>Training</i>		
New Safety Issues-		
Adjournment		

NEXT MEETING - MONDAY, NOVEMBER 5, 2012 - 3:00 PM - ADSS 207

SBVC Facilities & Safety Minutes

10-01-2012
3:05 – 4:40 pm



Members:

Scott Stark*	X	Karen Deck	X	Zadock Reid	
Mark Ikeda	X	Janet Johnson	X	Lito Reyes	
Whitney Fields	X	Marianne Klingstrand	X	Nori Sogomorian*	
Parra Memo*	X	Gloria Kracher	X	Ed Szumski	X
Elaine Akers	X	Carolyn Lindsey		Chris Tamayo*	X
Marcia Alfano-Wyatt	X	Marie Mestas*		Ashley Tone	X
Carolyn Allen-Roper		Reggie Metu	X		
Susan Bangasser		Sarah Miller	X		
Cheryl Burge		Kathleen Pryor*	X		

Topic:

Discussion:

Review Minutes

Approved 9/17/12 Minutes.

Scott S.

Mark Ikeda elected as co-chair. Meetings will occur one time per month. Committee name will continue to be Facilities & Safety Committee; Program Review still request this committees input for priorities - advisory in nature. Elaine mentioned that the scope of responsibilities is too big with both facilities and safety. May need to consider this for the future after verification of requirements to change name, split into two committees. Karen stated how this committee should be the eyes of the campus; locate any potential problems.

On our Goals to Accomplish for FY12-13 we had listed the ICS Position Control and decided this would be a task for the new district-wide emergency position.

Some of the items we can easily complete would be installation of the new AED; review of policies by administrators and those with expertise; The ShakeOut drill – inform campus via emails, flyers and information table, day of InformaCast, bullhorns and Black Board Connect-text only. Building Captain & Alternate training on October 10; an updated evacuation map with added PS’s site, sign will be posted before the October 18; and revised smoking policy with enforcement. Items that have been started are the lockdown project, Ingersoll Rand will send a door-by-door specification for review, Administrative Services will try to locate where the funding for this will come from. Scott will check into the electronic locking program in the PS’s; bike racks; campus wide public address system [included in Business Building remodel]; benches; and inside campus signage.

New AED’s currently in Warehouse will need to be delivered, installed and then checked monthly. EMS will need to be contacted with locations; we will inform our police and then can communicate with EMS. M&O will work with Elaine and Andee to decide on the best locations. Need employees to have ownership, know the location and check for green light daily. Administrative Services will create a tracking system.

Whitney F.

Education of employees of mandatory training and our online Keenan *safe*COLLEGES Training. SBVC is currently doing training assigned to specific employees, specialized training, monthly safety training and OSHA mandated training. Each classification is assigned job specific training.

Chris Tamayo

Will be able to cite smokers in non-designated smoking areas; new decision from state has gone to District Assembly in September and will go to the board in December and will be enforced in January.

Adjourned

4:40pm



Facility & Safety Committee

AGENDA

11/05/2012 @ 3PM

AD/SS 207

Members:

Scott Stark*	Janet Johnson	Lito Reyes
Mark Ikeda	Marianne Klingstrand	Julia Sanchez
Whitney Fields	Gloria Kracher	Nori Sogomorian*
Parra Memo*	Carolyn Lindsey	Ed Szumski
Elaine Akers	Marie Mestas*	Chris Tamayo*
Marcia Alfano-Wyatt	Reggie Metu	
Carolyn Allen-Roper	Sarah Miller	
Susan Bangasser	Kathleen Pryor*	
Karen Deck	Zadock Reid	

TOPIC	DISCUSSION	ACTION
Review of Minutes		
Scott S.- <i>Great Shakeout</i> <i>AED Locations</i> <i>Bike Racks</i> <i>Phenol Testing</i> <i>Hardware Retrofit</i> <i>EOC</i> <i>PS's Locks</i>		
Whitney F.- <i>Safety Programs</i> <i>Workers Comp/First Aid Report</i>		
Future/New Safety Issues- <i>CPR AED Training</i> <i>Crisis Intervention Plan</i>		
Adjournment		

NEXT MEETING - MONDAY, DECEMBER 3, 2012 - 3:00 PM - ADSS 207

Members:

Scott Stark*	X	Janet Johnson	X	Lito Reyes	X
Mark Ikeda	X	Marianne Klingstrand	X	Julia Sanchez	X
Whitney Fields	X	Gloria Kracher	X	Nori Sogomorian*	
Parra Memo*	X	Carolyn Lindsey		Ed Szumski	
Elaine Akers		Marie Mestas*		Chris Tamayo*	X
Marcia Alfano-Wyatt		Reggie Metu	X		
Carolyn Allen-Roper		Sarah Miller			
Susan Bangasser	X	Kathleen Pryor*	X		
Karen Deck	X	Zadock Reid			

Topic:

Discussion:

Review Minutes

Approved 10/01/12 Minutes with corrections on two additional members in attendance.

Scott S.

The ShakeOut drill – improve getting people back into buildings. Train PS occupants on various exits. Encourage Building Captains and Alternates to direct traffic and assign to site areas. InformaCast did not work well. Look at Evacuation Site 8, too close to building. Debrief with captains and alternates after event. Students entered back into buildings before being released. Taped off grass areas made it tight.

Handicap students would like more training and awareness of what to do in the case of an emergency. Meeting to plan a safety meeting for handicap students and club; include Scott, Whitney, Kathy, Chris and Krysten. Scott will investigate handicap restrooms and availability.

Scott, Elaine and Janet walked the campus for AED locations; two outside AEDs one in the patio area of the ART building as a trial. See if the camera in the ART area can view AED area. Might want to reconsider the AED location for HLS more classes on the 1st floor but may be safer on the 2nd floor near the Evac+Chair. SHS will move their AED out to the lobby area so it is more accessible. Still have 4 areas not covered; M&O, KVCR, CDC and TRAN. Administrative Services will communicate with the Deans and secretaries about checking green light flash daily. Administrative Services will confirm signage needed, purchase and install. Scott will add the AED for the Business and Auditorium into the Bond money.

Install in the NH/LA and LIB/Business areas; 2 newer and 2 older bike racks plus a change orders for a bike rack in the Business area. Administrative Services will do Work Requests for AED & bike rack installation.

Waiting for order of magnitude and cost from Ingersoll Rand on hardware retrofit. PS's locks are connected to a software; very cumbersome and no automatic lockdown capability. Looking at Bond allocation and safety issues for the campus; waiting to get price on campus PA system. Scott, Chris, Aaron B., Jeremy S., and James H. met about the EOC. They checked out the generator, communication, shut-off tools etc.; Scott will get a quote on an analog and 2 Data line SAT phones.

Scott will work on campus signage that are building specific; and a utility shut-off campus wide map with Chris T. that has a clear overlay along with the correct shut-off tools.

Susan mentioned bags that were distributed around campus and that we should gather them up and used appropriately.

Scott mentioned the difference between smart and dumb battery chargers for the radios; ours are dumb. We need to send an email or do a manager's training on how to correctly use the radios and keep them in an assessable area.

AED/CPR certification usually happens near November; need to come up with a good time for this year's training, January near the Flex days was suggested.

Scott will investigate benches for HLS and NH; would like something like Financial Aid with or without backs and heavy enough to not walk off. Susan has some money for HLS. Check the fire extinguisher in the HLS that is white and hard to see; make more visible.

With the moving of the TVM we recaptured 4 student parking slots. There are currently more parking spots also for staff near the Construction area.

If you have any leaks in your buildings from rain please let Administrative Services know as soon as possible. Mats needed outside of some offices; the old ones only lasted 1 year.

Whitney F.

Will work at updating 1-2 safety programs per month; will allow a certain amount of time for input.

Phenol testing in the Chemistry lab not HLS; will need a program or plan. CHC has a plan because of working with cadavers. No Phenol used with cats; PO done should be set up this month, will communicate results to Susan and staff.

Other Information

Cancel our meeting on January 7th since classes don't start till the 14th.

Adjourned

4:40pm

SBVC Facilities & Safety Minutes

12-03-2012
3:00 – 4:45 pm



Members:

Scott Stark	X	Janet Johnson	X	Lito Reyes	X
Mark Ikeda	X	Marianne Klingstrand	X	Julia Sanchez	X
Whitney Fields	X	Gloria Kracher		Nori Sogomorian	
Parra Memo	X	Carolyn Lindsey		Ed Szumski	X
Elaine Akers	X	Marie Mestas		Chris Tamayo	
Marcia Alfano-Wyatt	X	Reggie Metu			
Carolyn Allen-Roper	X	Sarah Miller			
Susan Bangasser	X	Kathleen Pryor	X		
Karen Deck	X	Zadock Reid			

Topic:

Discussion:

Review Minutes

Approved 11/05/12 Minutes.

Scott S.

New Goal/Parking Lot/Task Tracking Sheet created for reference. North Hall roofs and walls design defect problem, puddle on 3rd floor near north exterior door. Scott will have the architect out to review persistent problem.

Construction worker perhaps without harness within last 2 weeks. Mat that student tripped on has been removed; Johnny Kates is ordering new replacement mats.

Pause on the PE renovation until more information; must haves, should haves and nice to haves. Tech study completed Board, Chancellors and Presidents will probably make the final decision along with input from employees and student committees.

Meeting to plan a safety meeting for handicap students and New Vision Club; include Scott, Whitney, Kathy, Chris, Krysten and the club. Single stall handicap accessible restrooms will be keyed alike and distributed to DSPS for student to sign out.

Administrative Services will communicate with the Deans and secretaries about checking green light flash daily. Administrative Services will confirm signage needed, purchase and install. Scott added the AED for the Business and Auditorium into the Bond money.

Scott, Memo, Aaron Chris, Aaron B., Jeremy S., and James H. met about the EOC. Investigating cable for phone lines; located in the construction area. Will have TV, antenna, phones, computers and maps. Scott will get a quote on an analog and 2 Data line SAT phones.

AED/CPR certification will be planned for the flex day January 10, 2013. Trainees will be determined by Vice Presidents and Deans and spaced out to best cover all buildings.

Whitney F.

Workers Compensation report should be out by the 5th Whitney will bring to next meeting. Communicate any safety presence concern to Whitney. Whitney hopes to tape workshops and have them online. Chemical inventory occurs in December. FEMA approved our Emergency Preparedness Plan

Adjourned

4:45pm



Facility & Safety Committee

Monday, December 3, 2012, 3:00 pm

President's Conference Room ADSS 207

AGENDA

Members:

<i>Scott Stark</i>	<i>Mark Ikeda</i>	<i>Whitney Fields</i>	<i>Memo Parra</i>	
<i>Elaine Akers</i>	<i>Marcia Alfano-Wyatt</i>	<i>Carolyn Allen-Roper</i>	<i>Susan Bangasser</i>	
<i>Karen Deck</i>	<i>Janet Johnson</i>	<i>Marianne Klingstand</i>	<i>Gloria Kracher</i>	
<i>Carolyn Lindsey</i>	<i>Marie Mestas</i>	<i>Reggie Metu</i>	<i>Sarah Miller</i>	
<i>Kathleen Pryor</i>	<i>Zadock Reid</i>	<i>Lito Reyes</i>	<i>Julia Sanchez</i>	
<i>Nori Sogomorian</i>	<i>Ed Szumski</i>	<i>Chris Tamayo</i>		

- Review & Approve November 2012 Minutes
- New Issues
- Whitney
 - First Aid Report
 - Workshops
- Handicap training & awareness planning meeting with DSPS
- Emergency Shower Inspections
- Updates
 - AED
 - Install
 - Change Orders
 - Signage
 - Bike Racks
 - Change Orders
 - CPR/AED Training
 - EOC
- Hazardous Waste Tags
- Handicap Restrooms
- Renovations of Tech Building and PE issues
- Program Review Facilities Requests Process
- Progress Reporting

Notes:

Members:

Scott Stark	X	Janet Johnson	X	Lito Reyes	X
Mark Ikeda	X	Marianne Klingstrand	X	Julia Sanchez	
Whitney Fields	X	Gloria Kracher	X	Nori Sogomorian	
Parra Memo	X	Carolyn Lindsey		Ed Szumski	X
Elaine Akers	X	Marie Mestas		Chris Tamayo	X
Marcia Alfano-Wyatt	X	Reggie Metu			
Carolyn Allen-Roper		Sarah Miller			
Susan Bangasser	X	Kathleen Pryor			
Karen Deck	X	Zadock Reid			

Topic:

Discussion:

Review Minutes

Approved 12/03/12 Minutes.

Whitney F.

Workers Compensation Reports are looking better due to training and education. The goal is to get them back to work.

April National Emergency Preparedness Month is similar to the ShakeOut. SBVC is exploring the possibility of theatre art's students acting as Zombies for the event while handing out flyers. CHC has done this with great success. We need to remember to not do it on April 9th as that is a flex day and no students will be on campus.

Consider doing brown bag lunch trainings. Earth Quake, Lockdown, Active Shooter, AED/CPR/Evacuation Chairs Safety Equipment Tour. Perhaps on Thursday and just encourage any staff around and available to come learn. Most nursing faculty are here on Mondays; tentatively for April.

Continue to pursue a meeting for the New Vision Club; include Scott, Whitney, Kathy, Chris, Krysten and the club. No one showed up for the first meeting include in the next meeting how to egress.

Scott S.

Uniform unisex bathroom key currently being worked on by Memo, should take 4-6 weeks. Kathy Pryor will need to work on procedures for distribution and knocking before entering.

Scott will get a quote on an analog and 2 Data line SAT phones for the EOC.

AED boxes with the AED's are in place around the campus. Signage is in the process of being ordered. AED/CPR certification will be planned after researching campus equipment i.e. mannequins, etc. and what we need to be able to do our own training. Whitney and Elaine's daughter are certified AHA American Heart Association Instructors. Trainees will be spaced out to best cover all buildings. Building employees would conduct daily light check. Karen Deck is checking into who best could do the twice a month checks. Email out a reminder requesting a yes or no completion of check. Need to still notify EMS with our AED locations, maintenance log and training.

Plan is to proceed as designed with the PE renovation. HMC is in the process of being hired to review scope of work for campus improvements. Evaluation of VoTech – can we deliver a program safely then we can deliver a program – Glen Kuck.

Have the Emergency position check into SBVC being a POD site this would also help Nursing get Headboard in their clinical area.

Adjourned

4:45pm



Facility & Safety Committee

Monday, February 4, 2013, 3:00 pm

President's Conference Room ADSS 207

AGENDA

Members:

<i>Scott Stark</i>	<i>Mark Ikeda</i>	<i>Whitney Fields</i>	<i>Memo Parra</i>	
<i>Elaine Akers</i>	<i>Marcia Alfano-Wyatt</i>	<i>Carolyn Allen-Roper</i>	<i>Susan Bangasser</i>	
<i>Karen Deck</i>	<i>Janet Johnson</i>	<i>Marianne Klingstand</i>	<i>Gloria Kracher</i>	
<i>Carolyn Lindsey</i>	<i>Marie Mestas</i>	<i>Reggie Metu</i>	<i>Sarah Miller</i>	
<i>Kathleen Pryor</i>	<i>Zadock Reid</i>	<i>Lito Reyes</i>	<i>Julia Sanchez</i>	
<i>Nori Sogomorian</i>	<i>Ed Szumski</i>	<i>Chris Tamayo</i>		

- Review & Approve December 2012 Minutes
- New Issues
 - April National Emergency Preparedness Month
- Whitney
 - Workers Compensation Report
 - Workshops
- Handicap training & awareness planning meeting with DSPPS
- Updates
 - AED
 - Signage
 - CPR/AED Training
 - EOC
- Handicap Restrooms – uniform key
- Renovations of Tech Building and/or Gym
- Program Review Facilities Requests Process
- Progress Reporting

Notes:

Members:

Scott Stark	X	Janet Johnson	X	Lito Reyes	X
Mark Ikeda	X	Marianne Klingstrand	X	Julia Sanchez	
Whitney Fields	X	Gloria Kracher	X	Nori Sogomorian	
Parra Memo	X	Carolyn Lindsey		Ed Szumski	
Elaine Akers		Marie Mestas		Chris Tamayo	X
Marcia Alfano-Wyatt		Reggie Metu			
Carolyn Allen-Roper		Sarah Miller			
Susan Bangasser		Kathleen Pryor			
Karen Deck		Zadock Reid			

Topic:

Discussion:

Review Minutes

Approved 2/04/13 Minutes.

Three DSPS students attended the majority of the meeting and wanted to address a few concerns; the restroom/attendant situation, would like staff to be better educated on disabled students with attendants; concerns about evacuation procedures, especially for students with oxygen attached to chairs. Lifting mechanisms were a concern, orange moving straps were mentioned; CBO and Police doors need handicap accessible door openers; bus waiting safe area, after 6pm everything closes down, would like an inside place to wait. Students mentioned that they were addressing the limited 5 minute Omnitrans wait. Need a panic phone outside of police department. Blue phone in Lot 3 not working, Memo will contact Jeremy Sims and proceed to get it repaired. Scott stated he will insure funding is available for this.

Scott S.

Restroom Attendant Keys: Plan is to have DSPS distribute keys to qualifying students with attendants for a semester at a time. This needs to be communicated to all staff along with the need to knock on door before using a key to open. Police, if notified of two students entering a restroom, will investigate and educate the campus as needed. Keys will be issued to DSPS and DSPS will check out keys to students per key control procedures.

Omnitrans Access Bus: A bus station project is underway and is currently at the State Architect's Office. Emergency Evacuation for Disabled Students: Action Plan is situational, determined by the immediate needs of the students involved, threat level to their safety and wellbeing, and viable options.

Blue rocks in ADSS patio area a safety concern, need clear slurry to solidify. Carts in path of visually impaired

After the Vice President of Student Services approval we would like to communicate to students via Craig Petinak about the locations of the bike racks.

Waiting for AED supplies to arrive before setting up training dates.

ADA compliance project has taken a bit longer due to underground electrical lines that weren't indicated on construction plans. Business building is on track for IT and M&O to get in mid-June. Central Plant thermal energy storage tank will be filling in March. Final walk through for the signage project coming very soon, 3D V-Balls to be installed first. Gym renovation is at the State Architect's Office. Architect is working on determining safety needs and costs to resolve these for the Tech building. Auditorium is in the final review with the Architect. HMC Architects is preparing a cost estimate to provide lighting along K street. ASG will be providing funds for lighting and fixture improvement on the campus and Esperanza.

Scott S. cont.

Tree trimming will be occurring on campus throughout Spring break. The Lockdown project (door hardware retrofit) will cost approximately \$215,000 and will be reviewed by the new budget committee. May need to complete in phases after analyzing bond and other possible funding sources. Program Review priority needs will be reviewed by the budget committee.

Whitney F.

Continue to do well with training. Training will be available to students, adjunct faculty, substitutes and other temporary or part-time workers and will be promoted over the next few months. Reviewed Injury and WC statistics.

Emergency Preparedness position will be going back out for recruitment, hopefully to be filled by summer.

April National Emergency Preparedness will test our Black Board Connect and InformaCast. Committee would like to see 3-4 workshops. Students from theatre arts will be acting as zombies and handing out flyers on the approved day.

Adjourned

4:50pm



Facility & Safety Committee

Monday, March 4, 2013, 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

<i>Scott Stark</i>	<i>Mark Ikeda</i>	<i>Whitney Fields</i>	<i>Memo Parra</i>
<i>Elaine Akers</i>	<i>Marcia Alfano-Wyatt</i>	<i>Carolyn Allen-Roper</i>	<i>Susan Bangasser</i>
<i>Karen Deck</i>	<i>Janet Johnson</i>	<i>Marianne Klingstand</i>	<i>Gloria Kracher</i>
<i>Carolyn Lindsey</i>	<i>Marie Mestas</i>	<i>Reggie Metu</i>	<i>Sarah Miller</i>
<i>Kathleen Pryor</i>	<i>Zadock Reid</i>	<i>Lito Reyes</i>	<i>Julia Sanchez</i>
<i>Nori Sogomorian</i>	<i>Ed Szumski</i>	<i>Chris Tamayo</i>	

- Review & Approve February 2012 Minutes
- New Issues
 - PS's annex staff restrooms – men/women assignments
 - Committee Input
- Whitney
 - Workers Compensation Report
 - Workshops
- Progress Reporting
 - April National Emergency Preparedness Month
 - Bike Racks
 - Handicap Restroom – uniform key
 - CPR/AED Training
 - AED Training Supplies
 - EOC – PO processing
 - Renovations
- Program Review Facilities Requests Process

Notes:

Members:

Scott Stark	X	Janet Johnson	X	Lito Reyes	
Mark Ikeda	X	Marianne Klingstrand	X	Julia Sanchez	
Whitney Fields	X	Gloria Kracher	X	Nori Sogomorian	
Parra Memo	X	Carolyn Lindsey		Ed Szumski	X
Elaine Akers	X	Marie Mestas		Chris Tamayo	X
Marcia Alfano-Wyatt	X	Reggie Metu			
Carolyn Allen-Roper		Sarah Miller			
Susan Bangasser	X	Kathleen Pryor			
Karen Deck	X	Zadock Reid			

Topic:

Discussion:

Review Minutes

Approved 4/01/13 Minutes.

Discourage students from sitting on stairs, post signs?

Scott S.

Complaints of hand-dryers – as a campus we are allowing a one year timespan for a cultural change to occur then evaluate.

Need to send out a campus wide email informing faculty and staff about our new universal key for students who require assistance to use the restrooms.

EOC antenna is up and additional emergency radios are in place. Researching HAM Radio. Communicating with the Red Cross but currently no signed contract in place. CDC would like to have quicker internal notification of any safety concerns in their area. Chris mentioned that according to Clery Act, there are two definitions, Timely Warning and Emergency Notification; if the threat is an ongoing, active emergency notification will go out without delay.

Jeremy Sims is waiting for the quote, PR and parts for the blue light phone repair. Not enough bond money for parking structure. Chris mentioned that due to priority safety reasons students have been allowed to park in staff parking after 5pm and they do not cite. Police are conducting an extra presence for safety.

Reviewing "K" street lighting, internal campus lighting, broken concrete Communication speakers, ASG lighting, research of funding for door hardware scope & cost and Swap Meet lighting. Survey of faculty PS unisex changed to men/women restrooms.

MCHS modular purchase is being pursued; nursing would like 2 modular classrooms if available. Thermal Energy Tank at the Commission Phase. Renovation of Auditorium is close to DSA release. Big V-Ball still being created. PE renovation is with the State Architect in Plan Review for 8-10 months, Bid Package 2-3 months, Bid/Award 2-3 months – approximately 2 years of construction and 1½ years until start. We will not lose any space and the new construction will be up before demo of the old occurs. Door access for ASG in the Campus Center was looked at by an architect before change was approved.

Will bring Program Review matrix and information to next meeting.

Whitney F.

Administrative Services will email notification to campus about April National Emergency Preparedness Month. We will test our Black Board Connect and InformaCast. Students from theatre arts will be acting as zombies and handing out flyers on the approved day. Police and M&O will help with evacuation day of event.

Claims are trending down for SBCCD but up for SBVC. Will discuss strategies to reduce claims. Trainings on slips, trips and falls and mandatory training will be reinforced. Training for the Building Captains and Alternates will occur this month. Need to send out an updated list. Consider conducting AED training between July 4 and the next session of classes.

Adjourned

4:23pm



Facility & Safety Committee

Monday, April 1, 2013, 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

<i>Scott Stark</i>	<i>Mark Ikeda</i>	<i>Whitney Fields</i>	<i>Memo Parra</i>
<i>Elaine Akers</i>	<i>Marcia Alfano-Wyatt</i>	<i>Carolyn Allen-Roper</i>	<i>Susan Bangasser</i>
<i>Karen Deck</i>	<i>Janet Johnson</i>	<i>Marianne Klingstand</i>	<i>Gloria Kracher</i>
<i>Carolyn Lindsey</i>	<i>Marie Mestas</i>	<i>Reggie Metu</i>	<i>Sarah Miller</i>
<i>Kathleen Pryor</i>	<i>Zadock Reid</i>	<i>Lito Reyes</i>	<i>Julia Sanchez</i>
<i>Nori Sogomorian</i>	<i>Ed Szumski</i>	<i>Chris Tamayo</i>	

- Review & Approve February 2012 Minutes
- New Issues
 - Committee Input
- Whitney
 - Workers Compensation Report
 - Workshops
 - April National Emergency Preparedness Month
 - CPR/AED
 - AED Signage
 - Training Dates
- Progress Reporting
 - Handicap Restroom – uniform key
 - EOC Status
 - Parking
 - Swap Meet
 - Students allowed in staff lots after 6pm
 - ADA Project
 - PS Restroom signage
 - Renovations

Notes:

Members:

Scott Stark		Janet Johnson	X	Lito Reyes	X
Mark Ikeda	X	Marianne Klingstrand		Julia Sanchez	X
Whitney Fields	X	Gloria Kracher		Nori Sogomorian	
Parra Memo		Carolyn Lindsey		Ed Szumski	
Elaine Akers		Marie Mestas		Chris Tamayo	X
Marcia Alfano-Wyatt		Reggie Metu		<i>John Banola</i>	X
Carolyn Allen-Roper		Sarah Miller		<i>Kristin Hauge</i>	X
Susan Bangasser	X	Kathleen Pryor		<i>Alisha Hare</i>	X
Karen Deck	X	Zadock Reid			

Topic:

Discussion:

Review Minutes Approved 4/06/13 Minutes.

Comments

Alisha Hare a student that came to communicate about the designated smoking areas stated how the sites are supposed to be 20' from buildings which is difficult for convenience sake. The site outside the ADSS and ART is too close to the disabled parking spots. Alisha would like there to be covered/shaded designated spots that a disabled student can get to easily.

Whitney F.

Claims are trending down for SBCCD but up for SBVC. Will discuss strategies to reduce claims. Targeted training via webinars will be planned to address safety issues and repeated offenses. CERT Trainings dates will be planned with 3 sessions at each campus with a maximum of 50 trainees. Need to send out an updated list. Need to conduct CPR/AED training between for police and designated staff.

Need to consider moving of HLS Evacuation Site to the South in front of gym.

Need to request Building Captains/Campus to gather any emergency supplies so we can review and organize.

Program Review Matrix was reviewed and changes/additions suggested. A revised Matrix will be created and sent to the committee members along with the Program Review documents for ranking completion for our next meeting in fiscal year 13-14. Susan wanted to make sure that the Nursing space be remembered, she thought it was an item on the Program Review. Administrative Services will review Program Review documents to verify that all items were listed in Matrix. Would like staff/faculty notified if current items on Matrix will be covered with this Program Review so as not to repeat in next Program Review.

Chris T. asked what Scott's plan for the SBVC/MCHS Crosswalk was.

Adjourned

4:23pm



Facility & Safety Committee

Monday, May 6, 2013, 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

<i>Scott Stark</i>	<i>Mark Ikeda</i>	<i>Whitney Fields</i>	<i>Memo Parra</i>	
<i>Elaine Akers</i>	<i>Marcia Alfano-Wyatt</i>	<i>Carolyn Allen-Roper</i>	<i>Susan Bangasser</i>	
<i>Karen Deck</i>	<i>Janet Johnson</i>	<i>Marianne Klingstand</i>	<i>Gloria Kracher</i>	
<i>Carolyn Lindsey</i>	<i>Marie Mestas</i>	<i>Reggie Metu</i>	<i>Sarah Miller</i>	
<i>Kathleen Pryor</i>	<i>Zadock Reid</i>	<i>Lito Reyes</i>	<i>Julia Sanchez</i>	
<i>Nori Sogomorian</i>	<i>Ed Szumski</i>	<i>Chris Tamayo</i>		

- Review & Approve March 2013 Minutes
- Whitney
 - Workers Compensation Report
 - Workshops
 - Recap of April's National Emergency Preparedness Month
 - CPR/AED
 - Training Dates
- New Issues
 - Committee Input
 - Prioritization of Projects
 - Athletics/PE Input
 - Review/Develop Final Prioritization Matrix
 - Review/Score Projects

Notes: