



## Facility & Safety Committee

Monday, October 7, 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>Jeffrey Demsky</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>Zadock Reid</i>	<i>Lito Reyes</i>	<i>Julia Sanchez</i>	<i>Chris Tamayo</i>	
		<i>Jack Miyamoto</i>	<i>Karol Pasillas</i>	

- Review & Approve May 2013 Minutes
- Whitney
  - Workers Compensation Report
  - Overhaul of Safety Plan
  - The Great California ShakeOut
- New Issues
  - Committee Input on Campus Safety Issues
  - Program Review Ranking & Status – Attachments

Notes:

# SBVC Facilities & Safety Minutes

10-7-2013  
3:00 – 4:25 pm



**Members:**

Scott Stark	X	Janet Johnson	X	Julie Sanchez	X
Mark Ikeda	X	Marianne Klingstrand	X	Chris Tamayo	X
Whitney Fields	X	Gloria Kracher			
Parra Memo		Carolyn Lindsey	X		
Elaine Akers	X	Marie Mestas	X		
Marcia Alfano-Wyatt		Reggie Metu	X	<i>Karol Pasillas</i>	X
Carolyn Allen-Roper	X	Sarah Miller			
Susan Bangasser	X	Zadock Reid			
Jeffrey Demsky	X	Lito Reyes			

**Topic:**

**Discussion:**

**Review Minutes**      Approved 5/06/13 Minutes.

**Comments**              Talked about The Great ShakeOut that will occur on October 17, 2013 at 10:17am; plainly communicate all clear, more evacuation sites, Blackboard messages, handicapped to use elevators and training dates for building captains.

**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. Will be conducting CPR/AED training for police.

Program Review Matrix was reviewed and changes/additions suggested for next year. During the meeting the committee deleted completed items off list, took off other campus items, adjusted expected costs, discussed all other items on list and ranked safety items of highest priority:

- Sunroom Hood Systems - \$150,000
- Middle College Crosswalk - \$30,000
- Diesel Outdoor Covered Lab Area - \$40,000
- Refrigeration Lab Outdoor Awning - \$40,000

**Adjourned**              4:25pm



## Facility & Safety Committee

Monday, November 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>Jeffrey Demsky</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>Zadock Reid</i>	<i>Lito Reyes</i>	<i>Julia Sanchez</i>	<i>Chris Tamayo</i>	

- Review & Approve October 2013 Minutes
- Committee Input on Campus Safety Issues
- Whitney
  - Workers Compensation Claim Summary
  - First Aid Reports
  - GHS Training/Deadline Reminder
  - Employee Wellness Fair
  - Stress Management Resources/Training - KSC
- New Issues
  - Will Continue Prioritization of Facility Needs
  - Program Review Ranking & Status – Attachments

Notes:

# SBVC

## Facilities & Safety Minutes

11-04-2013  
3:08 – 3:47 pm



**Members:**

Scott Stark		Janet Johnson		Julie Sanchez	X
Mark Ikeda	X	Marianne Klingstrand	X	Chris Tamayo	X
Whitney Fields	X	Gloria Kracher			
Parra Memo		Carolyn Lindsey	X		
Elaine Akers	X	Marie Mestas		<i>Karol</i>	<i>Pasillas</i>
Marcia Alfano-Wyatt	X	Reggie Metu			
Carolyn Allen-Roper		Sarah Miller	X		
Susan Bangasser	X	Zadock Reid			
Jeffrey Demsky	X	Lito Reyes	X		

**Topic:**                      **Discussion:**

**Review Minutes**      Approved 10/07/13 Minutes.

**Comments**                      Committee completed the prioritization of facility needs, grouped items of similar priority to allow for flexibility based upon budget availability. Items in red were prioritized at October 7<sup>th</sup> meeting and items in yellow were not prioritized (see comment section for explanation). Ranking was based primarily upon the perceived relationship of facilities items to; safety, current program impact and future program expansion.

**Whitney F.**                      Reported on workers compensation claims, first aid, GHS training and reminder for training deadline, Districts Employee Health Fair and Stress Management Resources/Training by KSC

**Adjourned**                      3:47pm



## Facility & Safety Committee

Monday, December 2, 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>Jeffrey Demsky</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>Zadock Reid</i>	<i>Lito Reyes</i>	<i>Julia Sanchez</i>	<i>Chris Tamayo</i>	
			<i>Karol Pasillas</i>	

- **Review & Approve:** November 2013 Minutes
- **Committee Input on Campus Safety Issues**
  
- **Environmental Health and Safety**
  - Workers Compensation Report
- **Old Business**
  - Program Review Prioritization Results
    - Recommendation to College Council
  - AED devices installed at business building
- **New Business**
  - Review F&S Committee Charge and Membership
  - Communication with Constituency
    - Website
  - Review DRAFT needs funding flow chart
  - Sustainability
    - Purview of F&S Committee?
    - SBVC sustainability subcommittee
- **Bond Construction Update**
- **Round Table Comments**
- **Next Meeting:** February 3, 2014 at 3:00 pm ADSS 207

**Members:**

Scott Stark	X	Janet Johnson		Julie Sanchez	X
Mark Ikeda	X	Marianne Klingstrand	X	Chris Tamayo	X
Whitney Fields		Gloria Kracher			
Parra Memo		Carolyn Lindsey			
Elaine Akers		Marie Mestas		<i>Karol Pasillas</i>	X
Marcia Alfano-Wyatt		Reggie Metu			
Carolyn Allen-Roper		Sarah Miller			
Susan Bangasser	X	Zadock Reid			
Jeffrey Demsky		Lito Reyes			

**Topic:**

**Discussion:**

**Review Minutes**      Approved 11/22/13 Minutes.

**Comments**      Scott will work on getting a general contractor set up for emergency repairs. Committee grouped together Project Prioritizations due to thinking the projects that cost less can be completed first and then move to higher cost projects. If a project is too high to fund – move to next ranked projects.

Two AED Machines were installed in the Business Building. One in Business Building Conference Center and the other one are located between the 1<sup>st</sup> and 2<sup>nd</sup> floor on the stairwell.

Reviewed Facility and Safety Committee Charge and Membership. Suggested to add prioritization of Program Review Facility needs, ID facility projects campus wide and address urgent and emerging and practical safety issues to the charge. Suggested that the membership should be comprised of the Vice President of Administrative Services, Director of Maintenance and Operations, District Police Supervisor or Designee, DSPS representative, Districts Environmental Health & Safety Administrator, two other management positions, five faculty, two classified and two students.

Communication recommendations: Develop webpage to provide key information early to the members, put key/important dates on the master calendar or Marque, have key/important dates/information provided at the Instructional Joint Cabinet Meetings - so Deans can provide the information as needed to the faculty and have senate representatives that are part of the committee report back to the Academic Senate and Classified Senate.

Reviewed draft of Campus needs funding flow chart and suggested adding a feedback loop to each Committee so they will know what was funded and not funded.

Committee did not want to have a SBVC sustainability subcommittee.

Scott gave update on Bond Construction projects.

Suggested to have a tour of the Auditorium on January 27, 2014.

**Adjourned**      4:30pm



## Facility & Safety Committee

Monday, February 3, 2014, 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>Jeffrey Demsky</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>Zadock Reid</i>	<i>Lito Reyes</i>	<i>Julia Sanchez</i>	<i>Chris Tamayo</i>
			<i>Karol Pasillas</i>

- **Review & Approve:** December 2, 2013 Minutes
- **Committee Input on Campus Safety Issues**
- **Environmental Health and Safety**
  - Workers Compensation Report
  - Inspection Results - 2014 Hazardous Materials Inventory – Correction Action Items
- **Old Business**
  - Review F&S Committee Charge and Membership
  - Communication with Constituency
    - Website
  - Sustainability Committee
- **New Business**
  - 13-14 Program Review Facilities Needs Requests
- **Bond Construction Update**
- **Round Table Comments**
- **Next Meeting:** March 3, 2014 at 3:00 pm ADSS 207

**Members:**

Scott Stark	X	Janet Johnson		Julie Sanchez	X
Mark Ikeda	X	Marianne Klingstrand	X	Chris Tamayo	
Whitney Fields	X	Gloria Kracher	X	Laura Whitehead	X
Parra Memo		Carolyn Lindsey			
Elaine Akers	X	Marie Mestas		<i>Karol Pasillas</i>	X
Marcia Alfano-Wyatt	X	Reggie Metu			
Carolyn Allen-Roper		Sarah Miller	X		
Susan Bangasser	X	Zadock Reid			
Jeffrey Demsky	X	Lito Reyes	X		

**Topic:**                      **Discussion:**

**Review Minutes**      Approved 12-2-13 Minutes with amendment

**Comments**                      No urgent safety issues were brought up. Whitney will send out the Workers Compensation Report and the Inspection Results of the 2014 Hazardous Materials Inventory to the committee. He introduced Laura Whitehead – the New Emergency Preparedness Manger. She stated that she will be doing CERT Training and other emergency preparedness trainings and is charge of emergency preparedness district wide and that she reports to the Chief of District Police.

Reviewed Facility and Safety Committee Charge and Membership. Sarah stated that she is the safety representative appointed by CSEA. Talked about who should be on the committee and the charge. Scott Will work on the language for the charge and if there are any suggestions to email Scott.

Committee discussed the possibility of establishing an individual subcommittee for safety and facilities so that focused work can be accomplished in these areas. This idea was generally accepted so will continue the discussion next meeting.

Distributed the new 2013-2014 Project Prioritization List. Committee was instructed to take and rank the new items and determine if any of the new items would trump the 2012-2013 Project Prioritization List.

Scott stated that there might be some extra bond funding and asked the committee if they had any large projects that they thought needed to be done. One was campus wide phones in classrooms and another was a campus wide emergency PA system.

**Adjourned**                      4:30pm





## Facility & Safety Committee

Monday, March 3, 2014, 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>Jeffrey Demsky</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>Zadock Reid</i>	
<i>Lito Reyes</i>	<i>Julia Sanchez</i>	<i>Chris Tamayo</i>	<i>Karol Pasillas</i>	

- **Review & Approve:** February 2, 2013 Minutes
- **Committee Input on Campus Safety Issues**
  
- **Environmental Health and Safety**
  - Emergency Preparedness – CERT Training
  
- **Old Business**
  - Review F&S Committee Charge and Membership
  - 13-14 Program Review Facilities Needs Requests
  - Consideration for separate Facilities and Safety Sub-Committees
  
- **New Business**
  
- **Round Table Comments**
  
- **Next Meeting:** April 7, 2014 at 3:00 pm ADSS 207

# SBVC Facilities & Safety Minutes

3-3-14  
3:00 – 4:35 pm



**Members:**

Scott Stark	X	Achala Chatterjee	X	Lito Reyes	
Mark Ikeda	X	Jeffrey Demsky	X	Julie Sanchez	
Whitney Fields		Marianne Klingstrand	X	Chris Tamayo	X
		Gloria Kracher	X	Laura Whitehead	X
Elaine Akers		Carolyn Lindsey		<i>Karol Pasillas</i>	X
Marcia Alfano-Wyatt		Marie Mestas			
Carolyn Allen-Roper	X	Reggie Metu			
Susan Bangasser	X	Sarah Miller	X		
Colleen Calderon		Zadock Reid			

**Topic:**

**Discussion:**

**Review Minutes**      Approved 2-3-14 Minutes

**Comments**

Urgent safety issues brought up.

1. Technical Building Water Leaks in the Welding Lab due to electrical outlets – the faculty teaching at the time will need to access the safety issue and make sure the plugs are not used. Short term is to patch. Long term is new roof.
2. Welding Lab – Space between Technical Building and Portables – Close off due to storage area has a chain linked fence and when students are working outside welding – sparks fly.

Laura Whitehead talked about CERT Training – 20 hours in June or July and will either be 2 days or 3 days. Was brought up to do the training as part of the Professional Development Needs for faculty to fill their needed 20 hours of training. The training would need to be one week before classes begin in August (August 13, 14 & 15, 2014)

Handed out a rough draft of the Facilities and Safety Committee Charge for members to review.

Consideration for a separate Facilities and Safety Sub-Committee will still need to be addressed.

Distributed the 2013-2014 Project Prioritization List. Committee prioritized the Project Prioritization List.

**Adjourned**                      4:35pm



## Facility & Safety Committee

Monday, April 7, 2014, 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>Jeffrey Demsky</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>Zadock Reid</i>	
<i>Lito Reyes</i>	<i>Julia Sanchez</i>	<i>Chris Tamayo</i>	<i>Karol Pasillas</i>	

- **Review & Approve:** March 3, 2014 Minutes
- **Committee Input on Campus Safety Issues**
- **Old Business**
  - 13-14 Program Review Facilities Needs Requests (document)
    - Update- priorities were submitted to College Council for review April 3<sup>rd</sup>. The council will meet April 16 to deliberate the competing needs. The Budget Committee recommended a one-time expenditure not to exceed \$1M from our fund balance towards the \$2.8M campus-wide requests.
  - F&S Committee Charge and Membership (document)
    - Review and edit – develop charge and membership for the SBVC operational handbook, and the new board AP.
  - Consideration for separate Facilities and Safety Sub-Committees
    - Further discussion on this issue. Include in Charge?
- **New Business**
  - Evacuation Drill April 22 at 11:10
    - Coordination meeting –schedule
    - Training of Building Captains-schedule
    - Vests and hardhats for building captains- (Pasillas)
  - CERT Training June 17,18,19 SBVC
- **Round Table Comments**
- **Next Meeting:** May 5, 2014 at 3:00 pm ADSS 207

**Members:**

Scott Stark		Achala Chatterjee		Lito Reyes	
Mark Ikeda	X	Jeffrey Demsky		Julie Sanchez	
Whitney Fields	X	Marianne Klingstrand	X	Chris Tamayo	X
		Gloria Kracher	X	Laura Whitehead	X
Elaine Akers	X	Carolyn Lindsey		<i>Karol Pasillas</i>	X
Marcia Alfano-Wyatt	X	Marie Mestas			
Carolyn Allen-Roper		Reggie Metu			
Susan Bangasser	X	Sarah Miller	X		
Colleen Calderon		Zadock Reid			

**Topic:**

**Discussion:**

**Review Minutes**      Approved 3-3-14 Minutes

**Comments**              Urgent safety issues brought up.

1. Lighting for the campus outside when time changes. It takes about one week for the light timer to be reprogrammed, but during that time, people are coming into parking lots and building that is dark. Would like to have all the lights come on by 5am.

Laura Whitehead talked about CERT Training – 20 hours will be held in June 17, 18 & 19, 2014. An evacuation drill will be held on April 22, 2014 at 11:10am. Informcast will be used to announce over the phones. There will be two building captain trainings to be held on April 15, 2014, one from 11am to 12pm and the second one from 3pm to 4pm. Bull Horns will be used to start the evacuation. Also, will the evacuation area by the gyms need to be changed once the fencing for the PE construction goes up?

Chris Tamayo talked about how they are working on a new pocket sized emergency chart and that not all of our electronics can work with Black Board like the Code Blue Phones and the Marquee. Police would like everything to be on one platform. It was suggested that there be another building captain meeting after the drill on April 22, 2014, to find out how the drill went and what needs to be fixed. DSPS phone is up and going and that the DSPS students are the ones to say yes to providing their information so it can be entered into the phone.

Talked about vest and hats and if they should be provided to each building caption or put into a centralized area. It was determined to hand them out to the building captains but to also look into getting them a flash light or head lamps to use.

Chris Tamayo said that April is Sexual Assault Awareness Month and that District Police are doing several events to support it, one which is the Clothesline Project. Teal is the color for the month and that SBVC athletic department is wearing teal shoe lances in support of the month.

Provided a rough draft of the Facilities and Safety Committee Charge for members to review. Suggestions were made to take out some of the word "Facilities" in line three of the charge so it is not so repeated. Under membership it was suggested to change the word appointed to elected.

Discussed consideration for a separate Facilities and Safety Sub-Committee and will still need to be addressed next meeting.

Distributed the 2013-2014 Project Prioritized List and the Committee reviewed and approved it.

**Adjourned**              4:35pm



## Facility & Safety Committee

Monday, May 5, 2014, 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>Colleen Calderon</i>	<i>Achala Chatterjee</i>	<i>Jeffrey Demsky</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>Zadock Reid</i>	<i>Lito Reyes</i>	<i>Julia Sanchez</i>
<i>Chris Tamayo</i>	<i>Laura Whitehead</i>		<i>Karol Pasillas</i>

- **Review & Approve:** April 7, 2014 Minutes
- **Committee Input on Campus Safety Issues**
  
- **Old Business**
  - Program Review Facilities Needs Request: approved Projects
  - F&S Committee Charge and Membership Review
  - Consideration for separate Facilities and Safety Sub-Committees
  
- **New Business**
  - Power Outage Evacuation Debrief
  
- **Round Table Comments**
  
- **Next Meeting:**