



## Facility & Safety Committee

Monday, October 6, 2014 - 3:00 pm

President's Conference Room ADSS 207

### AGENDA

*Members:*

<i>Scott Stark - Chair</i>	<i>Jeffrey Demsky - F</i>	<i>Marianne Klingstrand - F</i>	<i>Marty Milligan - M</i>
<i>Elaine Akers - G</i>	<i>Whitney Fields - D</i>	<i>Gloria Kracher - CS</i>	<i>Zadock Reid - F</i>
<i>Susan Bangasser - G</i>	<i>Nathaly Flores - ST</i>	<i>Carolyn Lindsey - F/M</i>	<i>Julia Sanchez - HR</i>
<i>John Banola -F</i>	<i>Rania Hamdy - M</i>	<i>Maria Mestas - F</i>	<i>James Stewart - F</i>
<i>Lorrie Burnham - F</i>	<i>Magdalena Jacobo -F</i>	<i>Reggie, Metu - F</i>	<i>Chris Tamayo - DP</i>
<i>Achala Chatterjee - F</i>	<i>Robert Jenkins - M</i>	<i>Sarah Miller - CSEA</i>	<i>Julie Tilton - F</i>

- **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**
  - Select Co-Chair
  - CTE/GYM Update
  - Facilities Capital Outlay Plan
  - Key Control System/Policy
  - Emergency Preparedness
    - Shake Out Drill – October 16, 2014 at 10:16am
      - Student Feed Back
    - Disaster Supply List
    - Captain Building Training
    - Cert Training
    - Radio Control
  -
- **Round Table Comments**
- **Next Meeting: November 3, 2014**

**Members:**

<b>Scott Stark – Co-Chair</b>	X	<i>Achala Chatterjee - F</i>		<i>Robert Jenkins - M</i>	X	<i>Marty Milligan - M</i>	X	<i>Julie Tilton - F</i>	
<b>Sarah Miller – CSEA/Co-Chair</b>	X	<i>Jeffrey Demsky - F</i>		<i>Marianne Klingstrand - F</i>		<i>Joseph Nguyen - M</i>		<i>Karol Pasillas- SS</i>	
<i>Elaine Akers - G</i>		<i>Whitney Fields - D</i>	X	<i>Gloria Kracher - CS</i>		<i>Zadock Reid - F</i>			
<i>Susan Bangasser - G</i>	X	<i>Nathaly Flores - ST</i>		<i>Carolyn Lindsey - F/M</i>		<i>Julia Sanchez - HR</i>	X		
<i>John Banola -F</i>	X	<i>Rania Hamdy - M</i>		<i>Maria Mestas - F</i>		<i>James Stewart - F</i>	X		
<i>Lorrie Burnham - F</i>	X	<i>Magdalena Jacobo -F</i>		<i>Reggie, Metu - F</i>		<i>Chris Tamayo - DP</i>	X		

**Topic:**

**Discussion:**

**Urgent Safety Item**

1. The homeless are using the HLS building and hallways as restrooms and causing concerns over safety.
  - a. District Police are doing extra patrols - It was determined through lengthy discussion with Officer Tamayo that, during graveyard hours the entire District (4 sites) is patrolled by a single individual by car.
  - b. Custodial Department is checking at night and first thing in the morning. There was discussion of the fact that the day custodians are not present at the time that some biology staff & faculty arrive.
  - c. Installation of a gate that would block the upper areas is another possibility.
2. PS Building Locking Software for the front doors is out dated.
  - a. Robert is going to work with Siemens on getting a cost estimate to update the software or to see if there are other fixes.
3. The gym's swamp coolers are not working correctly and some of their big box fans are broken.
  - a. Robert is going to have the swamp coolers checked out and will look into purchasing additional big box fans.
4. There has been an issue with the humidity in the HLS building.
  - a. Scott is looking into.
5. The Autoclave in HLS 212 is venting into the adjacent office HLS 213 which is Lorrie Burnham's office.
  - a. Robert is going to have this problem check out.
6. There are AC issues in Sarah Miller's areas.
  - a. Robert will be checking out this issue.
7. The glass blowing studio has southern sun exposure making the area very hot. They need a permanently mounted shade shelter to block out the sun.
  - a. Robert will be getting a cost estimate for a permanently mounted shade shelter or one to replace the existing shade shelter.

**Old Business**

1. Scott informed the committee that College Council re-approved to fund the previously approved Program Review Needs Requests from the fund balance.
2. Consideration for a separate F&S Sub-Committee and the F&S Committee charge and membership still needs to be addressed.

**New Business**

1. Whitney stated that the chancellor wants the F&S Committee to come up with measureable goals for each academic year. Scott commented that in the last two years the committee has set goals and achieved them.
2. Whitney introduced the new Safety Loss Control vendor, Citadel, who will be doing safety training and audits, hazardous chemical inventory, safety committees for risk consulting and the safety-training database.
3. A CPR/AED 3 to 4 hour training class is being offered each semester for 18 people.
4. Sarah Miller was voted the Co-Chair for the committee.
5. Scott updated the committee on the CTE/GYM projects and Facilities Capital Outlay Plan.
6. SBVC needs a policy for key control. A task force was appointed to review issues and develop solutions. Scott, Robert, James, Julia and John will be the task force team.
7. Scott talked about the Shake Out Drill that will be on October 16, 2014, the disaster supply list, captain building training, CERT Training and radios.

**Adjourned**

4:30

## Facility & Safety Committee

Monday, November 3, 2014 - 3:00 pm

President's Conference Room ADSS 207

### AGENDA

#### Members:

<b>Scott Stark – Co-Chair</b>	<i>Achala Chatterjee - F</i>	<i>Robert Jenkins - M</i>	<i>Marty Milligan - M</i>	<i>Julie Tilton - F</i>
<b>Sarah Miller – CSEA/Co-Chair</b>	<i>Jeffrey Demsky - F</i>	<i>Marianne Klingstrand - F</i>	<i>Joseph Nguyen - M</i>	<i>Karol Pasillas- SS</i>
<i>Elaine Akers - G</i>	<i>Whitney Fields - D</i>	<i>Gloria Kracher - CS</i>	<i>Zadock Reid - F</i>	
<i>Susan Bangasser - G</i>	<i>Nathaly Flores - ST</i>	<i>Carolyn Lindsey – F/M</i>	<i>Julia Sanchez - HR</i>	
<i>John Banola -F</i>	<i>Rania Hamdy - M</i>	<i>Maria Mestas - F</i>	<i>James Stewart - F</i>	
<i>Lorrie Burnham - F</i>	<i>Magdalena Jacobo -F</i>	<i>Reggie, Metu - F</i>	<i>Chris Tamayo - DP</i>	

- **Review Minutes from 10-3-14**
  
- **Urgent Safety Items**
  
- **Environmental Health and Safety Report**
  
- **Old Business**
  - Address Urgent Safety Items from F&S Meeting on 10-3-14
  - Report on Key Control Committee
  - Robert to report on the Shake Out Drill
  - Whitney to report on CPR/AED Class that was held
  - F&S Committee Charge and Membership Review
  - Consideration for separate Facilities and Safety Sub-Committees
  
- **New Business**
  - CTE Project Update
  - F&S Goals for Academic Year
  - Radio Repairs and Distribution
  - Safety Supplies
  
- **Round Table Comments**
  
- **Next Meeting: November 3, 2014**

**Members:**

<b>Scott Stark – Co-Chair</b>	X	<i>Achala Chatterjee - F</i>	X	<i>Marianne Klingstrand - F</i>	X	<i>Marty Milligan - M</i>	X	<i>Julie Tilton - F</i>	
<b>Sarah Miller – CSEA/Co-Chair</b>	X	<i>Jeffrey Demsky - F</i>	X	<i>Gloria Kracher - CS</i>		<i>Joseph Nguyen - M</i>		<i>Karol Pasillas- SS</i>	X
<i>Elaine Akers - G</i>	X	<i>Whitney Fields - D</i>	X	<i>Carolyn Lindsey – F/M</i>		<i>Zadock Reid - F</i>			
<i>Susan Bangasser - G</i>	X	<i>Rania Hamdy - M</i>		<i>Albert Lopez - ST</i>		<i>Julia Sanchez - HR</i>	X		
<i>John Banola -F</i>		<i>Magdalena Jacobo -F</i>		<i>Maria Mestas - F</i>		<i>James Stewart - F</i>	X		
<i>Lorrie Burnham - F</i>	X	<i>Robert Jenkins - M</i>	X	<i>Reggie, Metu - F</i>		<i>Chris Tamayo - DP</i>	X		

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

**Minutes**                      Approved 10/6/14 Minutes.

- New Urgent Safety Item**
1. Whitney has provided some education on Ebola to SBVC Campus and has trained M&O on Ebola awareness and procedures.
  2. Autoclave in HLS has been down.
    - a. Vendor has been trying to fix it for about three weeks.
    - b. Robert was asked to work with Lorrie and the authorized vendor to make sure that the Autoclave is repaired correctly.
  3. There is some off gassing from dissecting specimens in HLS labs. Sarah is not too concerned but wanted the committee to realize that it is a facilities issue and that it has been on the radar for over 10 years.

- Old Urgent Safety Items**
1. The homeless are using the HLS building and hallways as restrooms and causing concerns over safety.
    - a. Robert is still looking into a gate to block the upper areas.
    - b. Custodial will do a deep cleaning of the upper outside areas to get rid of the stench.
    - c. Are the homeless staying there or just using it for a restroom?
    - d. District Police will try to do more spot checking for this area.
    - e. Would installation of brighter outside lights help?
  2. PS Building Locking Software for the front doors is out dated.
    - a. Miller moved for the BC to recommend an upgrade to the PS Building Locking Software, which will include separation from the KVCR system, a separate server, and software upgrades. Bangasser Second and the motion was unanimously approved.
      - i. Ayes: Stark, Miller, Akers, Bangasser, Burnham, Chatterjee, Demsky, Fields, Jenkins, Klingstrand, Milligan, Sanchez, Stewart, Tamayo
      - ii. Noes: None
  3. The gym’s swamp coolers are not working correctly and some of their big box fans are broken.
    - a. Swamp coolers are in winter mode and Gino is repairing them.
    - b. Robert is to provide Scott with a schedule on repair time.
  4. There has been an issue with the humidity in the HLS building.
    - a. Scott has received humidity readings that passed for occupancy but is not sure if they pass for collections.
    - b. Sarah stated that all Scott has is a photograph in time and that she has witnesses who have seen moisture condensing on the inside of the glass cabinets and that the counters have been wet.
  5. The Autoclave in HLS 212 is still venting into the adjacent office HLS 213 which is Lorrie Burnham’s office.
    - a. Robert is still addressing this issue.
  6. There are AC issues in HLS areas.
    - a. Sarah restated that items 4, 5 & 6 from F&S Minutes 10-6-14 are all concerning the HLS Building not just her areas.
    - b. This issue has been going on for over 10 years and it could cost up to 1.5 million dollars to replace the system.

7. The glass blowing studio has southern sun exposure making the area very hot. They need a permanently mounted shade shelter to block out the sun.
  - a. Robert is still addressing this issue.

**Environmental  
Health & Safety  
Report**

1. Natasha from Citadel introduced herself again and handed out stress balls to committee members.
2. Citadel will be out to take pictures of M&O staff for Safety Training Database.
3. Citadel are doing ergonomic assessments, fire extinguisher training and scheduling a respiratory fit test for Crafton.

**New Business**

1. Scott updated the committee on the CTE/GYM projects and Facilities Capital Outlay Plan.
2. Susan asked that the date and time for the next Shake Out Drill be selected now so faculty and adjunct faculty will be able to work the date into their class schedules.
3. Chris said that it would be good to do the drill at nighttime – Bring back for discussion on next meeting.

**Adjourned**

4:30

## Facility & Safety Committee

Monday, December 1, 2014 - 3:00 pm

President's Conference Room ADSS 207

### AGENDA

#### Members:

<b>Scott Stark – Co-Chair</b>	<i>Achala Chatterjee - F</i>	<i>Marianne Klingstrand - F</i>	<i>Marty Milligan - M</i>	<i>Julie Tilton - F</i>
<b>Sarah Miller – CSEA/Co-Chair</b>	<i>Jeffrey Demsky - F</i>	<i>Gloria Kracher - CS</i>	<i>Joseph Nguyen - M</i>	<i>Karol Pasillas- SS</i>
<i>Elaine Akers - G</i>	<i>Whitney Fields - D</i>	<i>Carolyn Lindsey – F/M</i>	<i>Zadock Reid - F</i>	
<i>Susan Bangasser - G</i>	<i>Rania Hamdy - M</i>	<i>Albert Lopez - ST</i>	<i>Julia Sanchez - HR</i>	
<i>John Banola -F</i>	<i>Magdalena Jacobo -F</i>	<i>Maria Mestas - F</i>	<i>James Stewart - F</i>	
<i>Lorrie Burnham - F</i>	<i>Robert Jenkins - M</i>	<i>Reggie, Metu - F</i>	<i>Chris Tamayo - DP</i>	

- **Review Minutes from 11-3-14**
- **Urgent Safety Items**
- **Environmental Health and Safety Report**
- **Old Business**
  - Address Urgent Safety Items from F&S Meeting on 11-3-14
  - Date for Spring Shake Out Drill and if it should be held in the evening
  - F&S Committee Charge and Membership Review
  - Consideration for separate Facilities and Safety Sub-Committees
- **New Business**
  - F&S Goals for Academic Year
  - Program Review Need Prioritization for 2014
- **Round Table Comments**
- **Next Meeting: January 12, 2014**

**Members:**

<b>Scott Stark – Co-Chair</b>	X	Achala Chatterjee - F	X	Gloria Kracher - CS		Joseph Nguyen - M		Karol Pasillas- SS	X
<b>Sarah Miller – CSEA/Co-Chair</b>	X	Jeffrey Demsky - F		Carolyn Lindsey – F		Zadock Reid - F		Kevin Grishow - G	x
Elaine Akers - G		Whitney Fields - D	X	Albert Lopez - ST		Julia Sanchez - HR	X		
Susan Bangasser - G	X	Magdalena Jacobo -F		Maria Mestas - F		James Stewart - F			
John Banola -F	X	Robert Jenkins - M	X	Reggie, Metu - F		Chris Tamayo - DP	X		
Lorrie Burnham - F	X	Marianne Klingstrand - F	X	Marty Milligan - M	X	Julie Tilton - F			

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

**Minutes**                      Approved 11/3/14 Minutes with corrections.

- New Urgent Safety Item**
1. An AED Machine is missing from the Women’s Gym and offices/employees do not know where AEDs are located.
    - a. The F&S committee is responsible for AED Training.
    - b. Who needs to know where the AEDs are located and where should location of AEDs be placed?
    - c. How do we stop the AEDs from being stolen and how often should they be checked?
    - d. Scott will talk about AEDs and their locations at Adjunct Faculty Orientation.
    - e. Report on status of missing AED at next meeting.

- Old Urgent Safety Items**
1. Items were reviewed.

- Old Business**
1. F&S Committee Charge and Membership was tabled for a future meeting.
  2. Consideration for separate Facilities and Safety Sub-Committee was tabled for next meeting.
    - a. Should the committee meet more frequency to keep up with safety and facilities issues?
  3. The committee approved the next Fire Drill to be on April 15, 2015 at 7pm.
    - a. Scott will send out an email to the campus with the date and time as soon as possible.
    - b. After a Fire Alarm, M&O needs to be more responsive in letting people know they can go back in a building.

- Environmental Health & Safety Report**
1. Citadel is doing the annual hazardous waste inventory in December 2014.
  2. Whitney is working with Robert and Karol on a battery-recycling program.
  3. The SWACC inspection will be conducted in January 2015.
  4. Whitney went over the Workers' Compensation/Claim Report
    - a. The Committee asked if the number of incidents could be presented as a percentage/rate instead of a number.
    - b. Julia explained why certain injuries are categorized as miscellaneous/other.
  5. Citadel is still taking pictures of M&O staff for the Safety Training Database.
  6. A ladder and eyewash station inspection is being done by Citadel.
  7. Fire extinguisher training was done in November for 24 employees.

- New Business**
1. Scott updated the committee on the Program Review Need Prioritization for 2014.
    - a. Karol will send out the Program Review Needs forms and Prioritization Form to the committee to review for the next meeting.
  2. The F&S Committee set four Goals for this Academic Year.
    - A. Re-establish nighttime fire drills.
    - B. Space inventory of SBVC for AC/Heating.
    - C. SOP/training and awareness for hazardous materials.
    - D. Inventory of dark spots on SBVC Campus.
      - a. Where people can wait for rides that is lighted.
      - b. District Police add information to Marque if people want an escort.
      - c. Add Blue Phones to the interior of the campus not just to the parking lots.

**Adjourned**                      4:30

## Facility & Safety Committee

Monday, February 2, 2015 - 3:00 pm

President's Conference Room ADSS 207

### AGENDA

#### Members:

<b>Scott Stark – Co-Chair</b>	<i>Achala Chatterjee - F</i>	<i>Marianne Klingstrand - F</i>	<i>Marty Milligan - M</i>	<i>Julie Tilton - F</i>
<b>Sarah Miller – CSEA/Co-Chair</b>	<i>Jeffrey Demsky - F</i>	<i>Gloria Kracher - CS</i>	<i>Joseph Nguyen - M</i>	<i>Karol Pasillas- SS</i>
<i>Elaine Akers - G</i>	<i>Whitney Fields - D</i>	<i>Carolyn Lindsey – F/M</i>	<i>Zadock Reid - F</i>	
<i>Susan Bangasser - G</i>	<i>Rania Hamdy - M</i>	<i>Albert Lopez - ST</i>	<i>Julia Sanchez - HR</i>	
<i>John Banola -F</i>	<i>Magdalena Jacobo -F</i>	<i>Maria Mestas - F</i>	<i>James Stewart - F</i>	
<i>Lorrie Burnham - F</i>	<i>Robert Jenkins - M</i>	<i>Reggie, Metu - F</i>	<i>Chris Tamayo - DP</i>	

- **Review Minutes from 12-1-14**
- **Comments from The Chair**
- **Urgent Safety Items**
- **Old Business**
  - Urgent Safety Items from F&S Meeting on 12-1-14 – Missing AED Machine
  - F&S Committee Charge and Membership Review
  - Consideration for separate Facilities and Safety Sub-Committees
- **New Business**
  - Program Review Need Prioritization for 2014
- **Round Table Comments**
- **Next Meeting: March 2, 2014**



**Members:**

<b>Scott Stark – Co-Chair</b>	X	<i>Achala Chatterjee - F</i>	X	<i>Gloria Kracher - CS</i>		<i>Joseph Nguyen - M</i>	X	<i>Karol Pasillas- SS</i>	X
<b>Sarah Miller – CSEA/Co-Chair</b>	X	<i>Jeffrey Demsky - F</i>	X	<i>Carolyn Lindsey – F</i>		<i>Zadock Reid - F</i>		<i>Kevin Grishow - G</i>	x
<i>Elaine Akers - G</i>		<i>Whitney Fields - D</i>		<i>Albert Lopez - ST</i>		<i>Julia Sanchez - HR</i>	X		
<i>Susan Bangasser - G</i>	X	<i>Magdalena Jacobo -F</i>	X	<i>Maria Mestas - F</i>		<i>James Stewart - F</i>			
<i>John Banola -F</i>	X	<i>Robert Jenkins - M</i>	X	<i>Reggie, Metu - F</i>		<i>Chris Tamayo - DP</i>	X		
<i>Lorrie Burnham - F</i>	X	<i>Marianne Klingstrand - F</i>	X	<i>Marty Milligan - M</i>	X	<i>Julie Tilton - F</i>			

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

**Minutes**                      Approved 12/1/14 Minutes.

**New Urgent Safety Item**                      1. No new urgent safety items were brought up.

**Old Urgent Safety Items**                      1. The committee reviewed the old urgent safety items. F&S committee voted to remove completed items from the list after being reviewed at one meeting.

**Old Business**                      1. F&S Committee discussed their Charge and Membership no changes are needed.  
2. The F&S committee voted to decide at the first monthly meeting if an additional meeting is necessary.  
3. Kevin asked for better communication between M&O and the faculty and staff on facilities and safety issues.

**New Business**                      1. Sarah reported that at the last CC meeting, Dr. Fisher stated it is the Management/Co-Chairs responsibility to reach out to members who are not attending. If the member does not respond, Management/Co-chairs will need to approach the appointing governing body and ask for someone else to be assigned.  
2. This meeting will be Sarah’s last meeting and the BC will need to elect a new Co-Chair. The Co-Chair is a voting member of CC and should be able to attend the CC meetings.  
3. The committee started to prioritize the Program Review Needs for FY 14. They decided the committee members would do the prioritization on their own and send their prioritization sheets to Karol Pasillas by February 23, 2015.

**Adjourned**                      4:25

## Facility & Safety Committee

Monday, March 2, 2015 - 3:00 pm

President's Conference Room ADSS 207

### AGENDA

#### Members:

<b>Scott Stark - Co-Chair</b>	<i>Achala Chatterjee - F</i>	<i>Marianne Klingstrand - F</i>	<i>Marty Milligan - M</i>	<i>Cassandra Thomas - CSEA</i>	
<b>Vacant - Co-Chair</b>	<i>Jeffrey Demsky - F</i>	<i>Gloria Kracher - CS</i>	<i>Joseph Nguyen - M</i>	<i>Julie Tilton - F</i>	
<i>Elaine Akers - G</i>	<i>Whitney Fields - D</i>	<i>Carolyn Lindsey - F/M</i>	<i>Zadock Reid - F</i>	<i>Karol Pasillas- SS</i>	
<i>Susan Bangasser - G</i>	<i>Rania Hamdy - M</i>	<i>Albert Lopez - ST</i>	<i>Julia Sanchez - HR</i>		
<i>John Banola - F</i>	<i>Magdalena Jacobo - F</i>	<i>Maria Mestas - F</i>	<i>James Stewart - F</i>		
<i>Lorrie Burnham - F</i>	<i>Robert Jenkins - M</i>	<i>Reggie, Metu - F</i>	<i>Chris Tamayo - DP</i>		

- **Review Minutes from 2-2-15**
  
- **Urgent Safety Items**
  
- **Old Business**
  - Program Review Need Prioritization for 2014
  
- **New Business**
  
- **Round Table Comments**
  
- **Next Meeting: April 6, 2015**

# SBVC Facilities & Safety Minutes

3-2-15  
3:00 – 4:30 pm



**Members:**

<b>Scott Stark – Co-Chair</b>	X	Achala Chatterjee - F		Gloria Kracher - CS	X	Joseph Nguyen - M		Julie Tilton - F	
<b>Vacant - Co-Chair</b>		Jeffrey Demsky - F	X	Carolyn Lindsey - F		Zadock Reid - F		Karol Pasillas- SS	X
Elaine Akers - G		Whitney Fields - D		Albert Lopez - ST		Julia Sanchez - HR	X		
Susan Bangasser - G	X	Magdalena Jacobo -F		Maria Mestas - F		James Stewart - F			
John Banola -F	X	Robert Jenkins - M	X	Reggie, Metu - F		Chris Tamayo - DP			
Lorrie Burnham - F	X	Marianne Klingstrand - F	X	Marty Milligan - M	X	Cassandra Thomas - CSEA			

**Topic:**

**Discussion:**

- Minutes**                      Approval of the Minutes for 2-2-15 will be done on 4-6-15 due to not enough members being present.
- New Urgent Safety Item**                      1. Students are lying/sitting on the Auditorium 2<sup>nd</sup> floor wall, near the elevator and there is nothing to prevent them from rolling or falling off the wall.
- Old Business**                      1. The committee continued with the prioritization of the Program Review Needs for FY 14. They will finish the task next meeting.
- New Business**                      1. None
- Adjourned**                      4:30

## Facility & Safety Committee

Monday, April 6, 2015 - 3:00 pm

President's Conference Room ADSS 207

### AGENDA

#### Members:

<b>Scott Stark - Co-Chair</b>	<i>Achala Chatterjee - F</i>	<i>Gloria Kracher - CS</i>	<i>Joseph Nguyen - M</i>	<i>Julie Tilton - F</i>	
<b>Vacant - Co-Chair</b>	<i>Jeffrey Demsky - F</i>	<i>Carolyn Lindsey - F</i>	<i>Zadock Reid - F</i>	<i>Karol Pasillas- SS</i>	
<i>Elaine Akers - G</i>	<i>Whitney Fields - D</i>	<i>Albert Lopez - ST</i>	<i>Julia Sanchez - HR</i>		
<i>Susan Bangasser - G</i>	<i>Magdalena Jacobo -F</i>	<i>Maria Mestas - F</i>	<i>James Stewart - F</i>		
<i>John Banola -F</i>	<i>Robert Jenkins - M</i>	<i>Reggie, Metu - F</i>	<i>Chris Tamayo - DP</i>		
<i>Lorrie Burnham - F</i>	<i>Marianne Klingstrand - F</i>	<i>Marty Milligan - M</i>	<i>Cassandra Thomas - CSEA</i>		

- **Review Minutes from 2-2-15 & 3-2-15**
- **Urgent Safety Items**
- **Old Business**
  - Program Review Need Prioritization for 2014
- **New Business**
- **Round Table Comments**
- **Next Meeting: May 4, 2015**

# SBVC

## Facilities & Safety Minutes

4-6-15  
3:00 – 4:30 pm



**Members:**

<b>Scott Stark – Co-Chair</b>	X	<i>Achala Chatterjee - F</i>	X	<i>Gloria Kracher - CS</i>	X	<i>Joseph Nguyen - M</i>		<i>Julie Tilton - F</i>	
<b>Vacant - Co-Chair</b>		<i>Jeffrey Demsky - F</i>		<i>Carolyn Lindsey - F</i>		<i>Zadock Reid - F</i>		<i>Karol Pasillas- SS</i>	X
<i>Elaine Akers - G</i>	X	<i>Whitney Fields - D</i>	X	<i>Albert Lopez - ST</i>		<i>Julia Sanchez - HR</i>		<i>Hylton, Chris - G</i>	X
<i>Susan Bangasser - G</i>	X	<i>Magdalena Jacobo -F</i>		<i>Maria Mestas - F</i>		<i>James Stewart - F</i>	X		
<i>John Banola -F</i>	X	<i>Robert Jenkins - M</i>	X	<i>Reggie, Metu - F</i>		<i>Chris Tamayo - DP</i>	X		
<i>Lorrie Burnham - F</i>	X	<i>Marianne Klingstrand - F</i>		<i>Marty Milligan - M</i>	X	<i>Cassandra Thomas - CSEA</i>	X		

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

- Minutes**                      Approved the Minutes for 2-2-15 and 3-2-15.
- New Urgent Safety Item**                      1. None
- Old Business**                      1. The committee finished categorizing the needs into areas of general prioritization. The committee will vote individually for prioritization of each item via email. Final document to be reviewed and approved by committee at May 4, 2015 meeting.
- New Business**                      1. None
- Adjourned**                      4:30

## Facility & Safety Committee

Monday, May 4, 2015 - 3:00 pm  
President's Conference Room ADSS 207

### AGENDA

#### Members:

<b>Scott Stark – Co-Chair</b>	<i>Achala Chatterjee - F</i>	<i>Gloria Kracher - CS</i>	<i>Joseph Nguyen - M</i>	<i>Julie Tilton - F</i>	
<b>Vacant - Co-Chair</b>	<i>Jeffrey Demsky - F</i>	<i>Carolyn Lindsey - F</i>	<i>Zadock Reid - F</i>	<i>Karol Pasillas- SS</i>	
<i>Elaine Akers - G</i>	<i>Whitney Fields - D</i>	<i>Albert Lopez - ST</i>	<i>Julia Sanchez - HR</i>		
<i>Susan Bangasser - G</i>	<i>Magdalena Jacobo -F</i>	<i>Maria Mestas - F</i>	<i>James Stewart - F</i>		
<i>John Banola -F</i>	<i>Robert Jenkins - M</i>	<i>Reggie, Metu - F</i>	<i>Chris Tamayo - DP</i>		
<i>Lorrie Burnham - F</i>	<i>Marianne Klingstrand - F</i>	<i>Marty Milligan - M</i>	<i>Cassandra Thomas - CSEA</i>		

- **Review Minutes from 4-6-15**
- **Urgent Safety Items**
- **Old Business**
  - 2014-2015 Program Review Need Prioritization
- **New Business**
- **Round Table Comments**
- **Next Meeting: October 5, 2015**

# SBVC Facilities & Safety Minutes

5-4-15  
3:00 – 4:12 pm



**Members:**

<b>Scott Stark – Co-Chair</b>	X	Achala Chatterjee - F		Gloria Kracher - CS		Joseph Nguyen - M		Julie Tilton - F	
<b>Vacant - Co-Chair</b>		Jeffrey Demsky - F	X	Carolyn Lindsey - F		Zadock Reid - F		Karol Pasillas- SS	
Elaine Akers - G	X	Whitney Fields - D		Albert Lopez - ST		Julia Sanchez - HR		Hylton, Chris - G	X
Susan Bangasser - G	X	Magdalena Jacobo -F		Maria Mestas - F		James Stewart - F	X	Judy Rodriguez- SS	
John Banola -F	X	Robert Jenkins - M	X	Reggie, Metu - F		Chris Tamayo - DP	X		
Lorrie Burnham - F	X	Marianne Klingstrand - F	X	Marty Milligan - M	X	Cassandra Thomas - CSEA	X		

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

**Minutes**                      Approved the Minutes for 4-6-15.

**New Urgent Safety Item**                      1. John student’s told him that there are two blue phones out of order.

**Old Business**                      1. The committee finalized the prioritization list for Facilities Program Review Needs.  
    a. Laura asked if the committee should be prioritizing needs that were approved for funding last year but were over the 10% allowed.  
    b. The committee wanted to know how College Council prioritizes Program Review Needs.  
    c. How can estimated prices for projects be more accurate?

**New Business**                      1. None

**Adjourned**                      4:12pm