

Facility & Safety Committee

Monday, October 5, 2015 - 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

Scott Stark - Co-Chair	Achala Chatterjee - F	Robert Jenkins - M	Maria Mestas - F	Cassandra Thomas - CSEA
Vacant - Co-Chair	Raymand Carlos - M	Marianne Klingstrand - F	Reggie, Metu - F	
Elaine Akers - G	Jeffrey Demsky - F	Gloria Kracher - CS	Marty Milligan - M	
Susan Bangasser - G	Whitney Fields - D	Deneatrice Lewis - HR	Zadock Reid - F	Karol Pasillas- SS
John Banola - F	Chris Hylton - M	Carolyn Lindsey - F	James Stewart - F	
Lorrie Burnham - F	Magdalena Jacobo -F	Belinda Lowry - F	Chris Tamayo - DP	

- **Review Minutes from 5-4-15**
- **Urgent Safety Items**
- **Old Business**
 - **2014 Facilities Program Review Report**
- **New Business**
 - **Nomination of Co-Chair**
 - **Great Shake Out – October 15, 2015 at 10:15am**
 - **Campus Wide Seating and Benches**
 - **Distribution of Hand Held Radios/Building Captain/Supplies**
- **Round Table Comments**
- **Next Meeting: November 2, 2015**

Members:

Scott Stark – Co-Chair	X	Jeffrey Demsky - F	X	Deneatrice Lewis - HR	James Stewart - F	
Lorrie Burnham - Co-Chair	X	Whitney Fields - D		Carolyn Lindsey - F	Chris Tamayo - DP	X
Elaine Akers - G	X	Chris Hylton - M		Belinda Lowry - F	X	Cassandra Thomas - CSEA X
Susan Bangasser - G	X	Magdalena Jacobo -F		Maria Mestas - F		
John Banola - F	X	Robert Jenkins - M	X	Reggie, Metu - F		
Achala Chatterjee - F	X	Marianne Klingstrand - F	X	Marty Milligan - M	X	Karol Pasillas- SS X
Raymand Carlos - M		Gloria Kracher - CS		Zadock Reid - F		

Topic: **Discussion:**

Minutes Approved the Minutes for 5-4-15.

- New Urgent Safety Item**
1. PS 229 – Need to install some type of ceiling hook device to secure swinging pendulum that hangs from the ceiling that could hit the faculty in the face when students are climbing and hanging on it. Susan will send a video of how it works to Scott and Robert for them to review.
 2. Students crossing by SHS is a safety issue due to construction traffic and the trucks not being able to see around the corner. A stop sign needs to be installed and the issue needs to be brought up at the next Gym construction meeting.
 3. The stop sign by Middle College and Applied Technology is starting to be covered by a tree. University of Redlands has a crosswalk that when a student pushes the button to cross, the crosswalk flashes.
 4. Per the Active Shooter Training, all classrooms should have phones, but HLS 132 and 145 do not and other classrooms may not have them. Administrative Services will do an inventory to see what classrooms do or do not have a phone. Everybody should be registered on Blackboard to receive alerts.
 5. AC issues - Applied Technology offices are always cold and have been like this since the summer and a classroom in PS was hot and it took over five weeks to fixed it.

- Old Business**
1. Robert reported on the process of the approved 2014 Facilities Program Review Projects.

- New Business**
1. Lorrie Burnham was nominated as Co-Chair. Demsky motioned, Banola second and the committee voted as follows:
 Ayes: Scott, Akers, Bangasser, Banola, Chatterjee, Demsky, Jenkins, Klingstrand, Lowry, Milligan, Tamayo, Thomas
 Noes: None
 Absent: Carlos, Fields, Hylton, Kracher, Lewis, Lindsey, Mestas, Metu, Reid, Stewart
 Abstentions: None
 2. Robert presented information about the Great Shake Out happening on October 15, 2015. Need to have the date of the evacuation drill for April 2016 by the next Facilities and Safety meeting.
 3. Robert will be contacting deans to review where benches can be placed in each building.
 4. Deans will be receiving their hand held radio's back.
 5. Robert will check to is if there is a dedicated generator for the radio repeater that is located in the Auditorium.
 6. The committee discussed what responsibilities building captains have.
 - a. Building captains prime task is to make sure their assigned building/floor is evacuated in case of an emergency and report to the central station if their

- assigned building/floor is cleared, if anybody needs help getting out and if anyone would not evacuate.
- b. Building captains ought to stand out. They could be assigned a bright ball cap and vest, flash light, and glow sticks. Could use a hard hat in a real emergency due to clearing out buildings.
 - c. Where should building captain items be stored? Building captains could be in other building at the time of the evacuation or they could be off that day.
 - d. Should there even be building captains or would it be best to train all faculty, adjunct, classified staff and managers on what to do in case of an emergency?
 - e. Would it be best for M&O to be in charge of evacuations since they could have the items they need in their carts?
 - f. Should there be a team for each building/floor?
 - g. Additional CERT training and drills are needed. The training for faculty and adjunct could be done during service or flex days. The training cannot be mandatory or last more than an hour, or else the faculty will need to be paid for their time.
 - h. A current map of gas and water shut offs and tools to shut them off is needed for each building.
 - i. How do other colleges handle evacuations?
 - j. Take stock of campus resources and who has qualifications or skills that will be useful during an emergency. Need to come up a list of topics to survey employees on.
 - i. A building block party to meet each other and to find out who is skilled at what.
 - k. Need to restock EOC containers.
 - l. How do we communicate to the campus an unknown emergency?
 - i. Speakers
 - ii. Phones
 - iii. Blackboard Announcements
 - m. Whitney has scheduled a First Aid Class which has already filled up. Do we need to add more classes?

Adjourned

4:30pm

Facility & Safety Committee

Monday, November 2, 2015 - 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

Scott Stark - Co-Chair	X	Jeffrey Demsky - F	X	Deneatrice Lewis - HR	James Stewart - F	
Lorrie Burnham - Co-Chair	X	Whitney Fields - D		Carolyn Lindsey - F	Chris Tamayo - DP	X
Elaine Akers - G	X	Chris Hylton - M		Belinda Lowry - F	X	Cassandra Thomas - CSEA X
Susan Bangasser - G	X	Magdalena Jacobo -F		Maria Mestas - F		
John Banola - F	X	Robert Jenkins - M	X	Reggie, Metu - F		
Achala Chatterjee - F	X	Marianne Klingstrand - F	X	Marty Milligan - M	X	Karol Pasillas- SS X
Raymand Carlos - M		Gloria Kracher - CS		Zadock Reid - F		

- Review Minutes from 10-5-15
- Urgent Safety Items
- Old Business
 - Progress Report on Building Benches
 - Class Telephone Inventory
 - SHS construction traffic safety
 - Crosswalk to middle college high school
 - Great Shake out report
 - Handheld radios to deans
 - April Evacuation Drill Date
 - Dedicated generator for radio repeater in auditorium
 - Building Captain/Supplies
- New Business
 - Definition of emergency that warrants notification
 - Goals for the year
 - Review of Program Review Facilities Request Form
- Round Table Comments
- Next Meeting: December 7, 2015

Members:

Scott Stark - Co-Chair	X	Jeffrey Demsky - F	X	Deneatrice Lewis - HR	James Stewart - F	X
Lorrie Burnham - Co-Chair	X	Whitney Fields - D		Carolyn Lindsey - F	Chris Tamayo - DP	X
Elaine Akers - G		Chris Hylton - M		Belinda Lowry - F	Cassandra Thomas - CSEA	
Susan Bangasser - G	X	Magdalena Jacobo -F		Maria Mestas - F		
John Banola - F	X	Robert Jenkins - M	X	Reggie, Metu - F		
Achala Chatterjee - F		Marianne Klingstrand - F	X	Marty Milligan - M	X	Karol Pasillas- SS
Raymond Carlos - M		Gloria Kracher - CS		Zadock Reid - F	Natalie - Citadel	X

Topic: **Discussion:**

Minutes Approved the Minutes for 10-5-15.

- New Urgent Safety Item**
1. Lockdown is needed for classrooms from the inside.
 2. There are no stop signs at any corner of Eureka Ave and College Drive.

- Old Business**
1. Scott and Robert informed the committee on the progress of:
 - a. Building benches
 - b. The Great Shake Out held on October 15, 2015
 - c. Dedicated generator for radio repeater in Auditorium
 - d. Handheld radios to deans
 - e. SHS construction traffic safety
 - f. Cross walk to Middle College High School
 2. Discussion of building captains and supplies will occur in another meeting.
 - a. Will have hats and vest by next drill.

- New Business**
1. Chris explained what warrants an emergency notification.
 - a. Blackboard Connect is used for safety related concerns and emergency notifications which includes immediate threats and timely warnings/notifications. Students and staff are also notified about campus shut downs and drills.
 - b. Robert will take this discussion to the next District Safety Meeting.
 2. Next drill will be April 13, 2016 or April 20, 2016 and in the evening around 7pm. Robert will have the confirmed date by the next meeting.
 - a. The committee recommended to do an active shooter scenario.
 - b. Chris indicated that faculty should discuss with their students where the emergency evacuation sites are located, what to do in emergencies, and to show them the emergency flip chart.
 - c. Discussed when and with whom information should be given to.
 3. Chris will do an Active Shooter Training for the committee and there is online training to review.
 4. The lockdown project is underway.
 - a. All faculty and staff will be receiving a hex key for handicapped door bars.
 - b. All doors that do not have a handicapped door bar will be receiving a thumb lock.
 5. Key control will be discussed another meeting.
 6. The committee set new goals for fiscal year 16.
 7. Reviewed the Program Review Facilities Needs Assessment Application form and agreed to update the form to include the same questions from the Equipment Needs Assessment Application form. Will bring a sample of the new form to the next meeting.
 8. Natasha Stratton from Citadel updated the committee on training, annual chemical inventory, and Confined Space audit.

Adjourned 4:30pm

Facility & Safety Committee

Monday, December 7, 2015 - 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

Scott Stark - Co-Chair	Jeffrey Demsky - F	Deneatrice Lewis - HR	James Stewart - F
Lorrie Burnham - Co-Chair	Whitney Fields - D	Carolyn Lindsey - F	Chris Tamayo - DP
Elaine Akers - G	Chris Hylton - M	Belinda Lowry - F	Cassandra Thomas - CSEA
Susan Bangasser - G	Magdalena Jacobo -F	Maria Mestas - F	
John Banola - F	Robert Jenkins - M	Reggie, Metu - F	
Achala Chatterjee - F	Marianne Klingstrand - F	Marty Milligan - M	Karol Pasillas- SS
Raymond Carlos - M	Gloria Kracher - CS	Zadock Reid - F	

- Review Minutes from 11-2-15
- Urgent Safety Items
- Old Business
 - Facilities and Safety Updates
- New Business
 - Active Shooter Training
- Next Meeting: February 1, 2015

SBVC Facilities & Safety Minutes

12-7-15
3:00 – 4:30 pm



San Bernardino
Valley College

Members:

Scott Stark – Co-Chair	X	Jeffrey Demsky - F		Gloria Kracher - CS	X	Zadock Reid - F	
Lorrie Burnham - Co-Chair	X	Kim Dubois-Eastman - F	X	Deneatrice Lewis - HR		James Stewart - F	X
Elaine Akers - G	X	Whitney Fields - D	X	Carolyn Lindsey - F		Chris Tamayo - DP	X
Susan Bangasser - G	X X	Chris Hylton - M		Belinda Lowry - F	X	Cassandra Thomas - CSEA	
John Banola - F	X	Magdalena Jacobo -F	X	Maria Mestas - F			
Achala Chatterjee - F	X	Robert Jenkins - M	X	Reggie, Metu - F		Karol Pasillas- SS	
Raymond Carlos - M		Marianne Klingstrand - F	X	Marty Milligan - M		Citadel	X

Topic:

Discussion:

Minutes

Approved the Minutes for 11-2-15, Cassandra Abstained.

New Urgent Safety Item

1. Communication in an Active Shooter Event
2. Auditorium doors set off the alarms
3. Parking Lot 7 - Timing for Lights
4. HLS 145 Door not closing right, will not latch unless you pull it.

Old Business

1. Scott and Robert informed the committee on the progress of:
 - a. Facilities and Safety updates
 - b. Hex Keys
 - c. Lockdown project kickoff meeting and schedule
 - d. Stop Sign

New Business

1. Chris presented Active Shooter Training.
 - a. FEMA – Active Shooter Training – the link can be found on the District Police web site.
 - b. Active Shooter Training will also be done during In-Service Orientation.

Adjourned

4:30pm

Facility & Safety Committee

Monday, February 1, 2016 - 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

Scott Stark - Co-Chair	Jeffrey Demsky - F	Gloria Kracher - CS	Zadock Reid - F
Lorrie Burnham - Co-Chair	Kim Dubois-Eastman - F	Deneatrice Lewis - HR	James Stewart - F
Elaine Akers - G	Whitney Fields - D	Carolyn Lindsey - F	Chris Tamayo - DP
Susan Bangasser - G	Chris Hylton - M	Belinda Lowry - F	Cassandra Thomas - CSEA
John Banola - F	Magdalena Jacobo -F	Maria Mestas - F	
Achala Chatterjee - F	Robert Jenkins - M	Reggie, Metu - F	Karol Pasillas- SS
Raymond Carlos - M	Marianne Klingstrand - F	Marty Milligan - M	Citadel

- Review Minutes from 12-7-15
- Urgent Safety Items
- Old Business
 - Facilities and Safety Updates
- New Business
 - Hover Boards - Policy
 - Electrical Outlet Covers for the Outside of Buildings
 - Emergency Campus Closure – Students without Transportation
 - 1st Review of Program Review Facilities Requests
- Next Meeting: March 7, 2015

SBVC Facilities & Safety Minutes

2-1-2016
3:00 – 4:30 pm



Members:

Scott Stark - Co-Chair	X	Jeffrey Demsky - F	X	Deneatrice Lewis - HR	X	James Stewart - F	X
Lorrie Burnham - Co-Chair	X	Kim Dubois-Eastman - F	X	Carolyn Lindsey - F		Chris Tamayo - DP	X
Elaine Akers - G		Whitney Fields - D	X	Belinda Lowry - F	X	Cassandra Thomas - CSEA	X
Susan Bangasser - G	X	Magdalena Jacobo - F		Maria Mestas - F			
John Banola - F	X	Robert Jenkins - M	X	Reggie, Metu - F		Tatiana Vasquez - Guest	X
Achala Chatterjee - F		Marianne Klingstrand - F	X	Marty Milligan - M	X	Karol Pasillas- SS	X
Raymond Carlos - M		Gloria Kracher - CS		Zadock Reid - F		Citadel	X

Topic: **Discussion:**

Minutes Approved the Minutes for 12-7-15 with amendment.

- New Urgent Safety Item**
1. Email from Achala Chatterjee
 - a. Transgender restrooms - tabled for next meeting. Will invite the VP of Student Services, Ricky Shabazz, to attend the meeting.

- Old Business**
1. Scott and Robert informed the committee on the progress of:
 - a. Facilities and Safety updates
 - b. Lockdown project on schedule – Hex keys given to division deans to handout.
 - c. HLS lab lighting is with district and will be going to the February Board Meeting.

- New Business**
1. Additional charging stations
 - a. Limit charging stations to inside of buildings and
 - b. Lock down outside electrical outlets if possible.
 - c. There is a push to install more outlets and USB ports for students.
 2. Hover Boards
 - a. Let District Police handle issues with Hover Boards on campus.
 3. Emergency campus closures
 - a. Depending on the type of campus closure/emergency, students who need to wait for rides could use the Campus Center Cafeteria area.
 - b. Should students be responsible enough to have an alternate plan for being picked up?
 - c. Should there be an inside lighted area for students to wait for rides during regular school days until around 9 or 10pm?
 - d. District police is always available to escort anybody to their cars or pickup point.
 4. Committee to review the 25 Program Review Facilities Request items before the next meeting.
 - a. Robert to find out the feasibility for each request and make sure the pricing is estimated correctly.
 5. Whitney reviewed the district comp reports and the district safety training requirements.

Adjourned 4:14pm

Facility & Safety Committee

Monday, March 7, 2016 - 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

Scott Stark - Co-Chair	Jeffrey Demsky - F	Deneatrice Lewis - HR	James Stewart - F
Lorrie Burnham - Co-Chair	Kim Dubois-Eastman - F	Carolyn Lindsey - F	Chris Tamayo - DP
Elaine Akers - G	Whitney Fields - D	Belinda Lowry - F	Cassandra Thomas - CSEA
Susan Bangasser - G	Magdalena Jacobo -F	Maria Mestas - F	
John Banola - F	Robert Jenkins - M	Reggie, Metu - F	
Achala Chatterjee - F	Marianne Klingstrand - F	Marty Milligan - M	Karol Pasillas- SS
Raymond Carlos - M	Gloria Kracher - CS	Zadock Reid - F	Citadel

- Review Minutes from 2-1-16
- Urgent Safety Items
- Old Business
 - Charging Stations – Rick Hrdlicka
- New Business
 - Transgender Restrooms
 - Program Review Facilities Requests - Prioritize
- Next Meeting: April 4, 2016

Members:

Scott Stark - Co-Chair	X	Jeffrey Demsky - F	X	Deneatrice Lewis - HR	James Stewart - F	
Lorrie Burnham - Co-Chair		Kim Dubois-Eastman - F	X	Carolyn Lindsey - F	Chris Tamayo - DP	X
Elaine Akers - G		Whitney Fields - D	X	Belinda Lowry - F	Cassandra Thomas - CSEA	X
Susan Bangasser - G	X	Magdalena Jacobo -F	X	Maria Mestas - F		
John Banola - F		Robert Jenkins - M	X	Reggie, Metu - F		
Achala Chatterjee - F		Marianne Klingstrand - F	X	Marty Milligan - M	Karol Pasillas- SS	X
Raymond Carlos - M	X	Gloria Kracher - CS		Zadock Reid - F	Citadel	X

Topic: **Discussion:**

Minutes Did not have quorum - will review and approve the minutes for 2-1-16 on 4-4-16.

New Urgent Safety Item None

- Old Business**
1. Discussed Transgender Restrooms issues.
 - a. Sent out the information that was provided by Raymond Carlos to the committee.
 - b. SBVC has a map showing where Transgender Restrooms are located.
 - c. Should SBVC keep locked single stalled staff restrooms?
 - d. Should the labeling on the unisex restrooms be changed to just a picture of a men and women?
 - e. The term is now considered All Gender instead of Transgender.
 - f. Almost all buildings on SBVC campus have a unisex restroom.
 - g. Magdalena suggests that if a SBVC building does not have an open unisex restroom but does have a locked staff restroom, that at least one locked staff restroom on each floor be converted to an open unisex restroom.
 - h. Some DSPS students have assigned keys to staff locked single stalled restrooms.
 - i. If a building has only multi-stall restrooms, the committee does not want to convert them.
 - j. If a building only has single stall restrooms, the committee agreed that they should both be converted into two unisex restrooms.
 - k. Scott will bring more information back to the committee next meeting.

- New Business**
1. Whitney reviewed the district comp reports and the district safety training requirements.
 - a. Introduced Maria Ramirez, Risk Management Coordinator and stated that Chris Grant, Emergency Coordinator will be starting next week.
 2. The committee selected whether the feasible Program Review Items were Urgent, Important or Minor under the categories of Safety, Deterioration, Program Impact or Nice to Have.

Adjourned 4:14pm

Facility & Safety Committee

Monday, April 4, 2016 - 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

Scott Stark - Co-Chair	Jeffrey Demsky - F	Deneatrice Lewis - HR	James Stewart - F
Lorrie Burnham - Co-Chair	Kim Dubois-Eastman - F	Carolyn Lindsey - F	Chris Tamayo - DP
Elaine Akers - G	Whitney Fields - D	Belinda Lowry - F	Cassandra Thomas - CSEA
Susan Bangasser - G	Magdalena Jacobo -F	Maria Mestas - F	
John Banola - F	Robert Jenkins - M	Reggie, Metu - F	
Achala Chatterjee - F	Marianne Klingstrand - F	Marty Milligan - M	Karol Pasillas- SS
Raymond Carlos - M	Gloria Kracher - CS	Zadock Reid - F	Citadel

- Review Minutes from 2-1-16 and 3-7-16
- Urgent Safety Items
- Environmental Health and Safety - Whitney
- Old Business
 - Program Review Facilities Requests - Prioritize
 - Transgender Restrooms Update – Information on Buildings with no Unisex Restrooms
- New Business
- Next Meeting: May 2, 2016

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

Members:

Scott Stark – Co-Chair	X	Jeffrey Demsky - F		Deneatrice Lewis - HR		James Stewart - F	X
Lorrie Burnham - Co-Chair		Kim Dubois-Eastman - F	X	Carolyn Lindsey - F		Chris Tamayo - DP	X
Elaine Akers - G		Whitney Fields - D	X	Belinda Lowry - F	X	Cassandra Thomas - CSEA	X
Susan Bangasser - G	X	Magdalena Jacobo -F	X	Maria Mestas - F		Chris Grant – Guest	X
John Banola - F	X	Robert Jenkins - M	X	Reggie, Metu - F		Maria Ramirez – Guest	X
Achala Chatterjee - F		Marianne Klingstrand - F		Marty Milligan - M		Karol Pasillas/Robyn Bender- SS	X
Raymond Carlos - M		Gloria Kracher - CS		Zadock Reid - F		Citadel	X

Topic: **Discussion:**

Minutes Reviewed and approved minutes from 2-1-16 and minutes from 3-7-16 with amendment.

New Urgent Safety Item None

- Old Business**
1. The committee finalized the prioritization of the Program Review Facilities Requests. Dubois-Eastman motioned and Banola second. The committee voted as follows:
 - a. Ayes: Scott, Bangasser, Banola, Dubois-Eastman, Fields, Jacobo, Jenkins, Lowry, Stewart, Tamayo, Thomas
 - b. Noes: None
 - c. Absent: Burnham, Akers, Chatterjee, Carlos, Demsky, Klingstrand, Kracher, Lewis, Lindsey, Mestas, Metu, Milligan, Reid
 2. Discussed Transgender Restrooms.
 - a. Labeling for Unisex/All Gender restrooms will be discussed at another meeting.
 - b. NH and LA have no transgender restrooms
 - c. Discussed converting some staff single locked restrooms in North Hall to unlocked and locked All Gender Restrooms.
 - d. Any passed motion will go to College Council for their recommendation and the will go to the College President for final review.

- New Business**
1. Whitney reviewed the district comp reports.
 - a. The emergency flip charts and the building captain, ECO and positions handbooks are all being updated.
 - b. The ECO and containers were cleaned.
 - c. An evacuation drill will be held on 4-19-16 at 7 pm.
 2. April is safety awareness month.
 - a. Clothesline Project is coming up.

Adjourned 4:13pm

Facility & Safety Committee

Monday, May 2, 2016 - 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

Scott Stark - Co-Chair	Jeffrey Demsky - F	Deneatrice Lewis - HR	James Stewart - F
Lorrie Burnham - Co-Chair	Kim Dubois-Eastman - F	Carolyn Lindsey - F	Chris Tamayo - DP
Elaine Akers - G	Whitney Fields - D	Belinda Lowry - F	Cassandra Thomas - CSEA
Susan Bangasser - G	Magdalena Jacobo -F	Maria Mestas - F	
John Banola - F	Robert Jenkins - M	Reggie, Metu - F	
Achala Chatterjee - F	Marianne Klingstrand - F	Marty Milligan - M	Karol Pasillas- SS
Raymond Carlos - M	Gloria Kracher - CS	Zadock Reid - F	Citadel

- Review Minutes from 4-4-16
- Urgent Safety Items
- Environmental Health and Safety - Whitney
- Old Business
 - Program Review Facilities Needs Final - Scott
 - Benches purchase and installation - Robert
- New Business
 - April Disaster Preparedness Drill - After Action Report - Chris/Robert
 - Summer Facilities Projects - Robert
 - Developmental Budget Update - Scott
- Next Meeting: October 3, 2016

SBVC Facilities & Safety Minutes

5-2-2016
3:00 – 4:30 pm



Members:

Scott Stark - Co-Chair	X	Jeffrey Demsky - F	X	Deneatrice Lewis - HR	James Stewart - F	
Lorrie Burnham - Co-Chair	X	Kim Dubois-Eastman - F	X	Carolyn Lindsey - F	Chris Tamayo - DP	
Elaine Akers - G		Whitney Fields - D	X	Belinda Lowry - F	Cassandra Thomas - CSEA	
Susan Bangasser - G	X	Magdalena Jacobo -F		Maria Mestas - F		
John Banola - F	X	Robert Jenkins - M	X	Reggie, Metu - F		
Achala Chatterjee - F		Marianne Klingstrand - F	X	Marty Milligan - M	X	Karol Pasillas- SS
Raymond Carlos - M		Gloria Kracher - CS	X	Zadock Reid - F	Citadel	

Topic: **Discussion:**

Minutes Did not have a quorum - Will review and approve the minutes for 4-4-16 at next meeting. It was suggested that a rule be made, that if a member has never shown up or has not attended a certain number of meetings, should not be considered as part of the quorum for voting.

New Urgent Safety Item None

- Health and Safety**
- Whitney reviewed the district comp reports and the district safety training requirements
 - New Safety Assignments have gone out to all employees except faculty and adjunct.

- Old Business**
- Will send out the Program Review Facilities Needs Final Draft to the committee.
 - No funds available for any needs.
 - Purchasing benches from the campus wide funds and they will be installed this summer.

- New Business**
- Chris Grant went over the Spring Evacuation Drill – After Action Report.
 - Notifications were not given out on the Marquee, Facebook or Twitter – Public Information Officer.
 - Need to clean up the notification list.
 - Chris to send information to Scot about it being a state mandate for all faculty to comply with drill evacuations.
 - Create a number system for the buildings at SBVC.
 - Move from Building Captains to Evacuation Site Coordinators.
 - The Great Shake Out will be on October 20, 2016 at 10:20am.
 - Robert reviewed the summer map of facilities projects.
 - Need to make sure that there is no path of travel issues.
 - Scott highlighted what SBVC will be facing for Fiscal Year 2017 Budget.

Adjourned 4:20pm