

Facility & Safety Committee

Monday, September 11, 2017 - 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

Scott Stark - Co-Chair	Michael Huang - ASG	James Stewart - F		
Lorrie Burnham - M	Robert Jenkins - M	Chris Tamayo - DP		
John Banola - F	Marianne Klingstrand - F	Cassandra Thomas - CSEA		
Raymond Carlos - M	Gloria Kracher - CS	Tatiana Vasquez - F		
Jeffrey Demsky - F	Dirkson Lee - F			
Kim Dubois-Eastman - F	Keith Lee - F			
Maria Gates - D-M	Marty Milligan - M		Karol Pasillas - SS	

- Review Minutes from 5/1/2017

- New Urgent Safety Items
 - Carts
 - Curb at Business Building
 - Auditorium Wall
 - Recent Fire Alarm Performance

- New Business
 - Select Co-Chair
 - Membership and Quorum
 - Goals
 - Great Shake Out – Robert
 - Emergency Prep Update

- Next Meeting: October 2, 2017

Members:

Scott Stark – Co-Chair	X	<i>Michael Huang - ASG</i>		<i>Mike Powell - F</i>	X	<i>Bob Miller - DP-G</i>	x
<i>Lorrie Burnham - M</i>	X	<i>Robert Jenkins - M</i>	X	<i>James Stewart - F</i>			
<i>John Banola - F</i>		<i>Marianne Klingstrand - F</i>	X	<i>Chris Tamayo - DP</i>	X		
<i>Raymond Carlos - M</i>		<i>Gloria Kracher - CS</i>	X	<i>Cassandra Thomas - CSEA</i>	X		
<i>Jeffrey Demsky - F</i>	X	<i>Dirkson Lee - F</i>	X	<i>Tatiana Vasquez - F</i>	X		
<i>Kim Dubois-Eastman - F</i>	X	<i>Keith Lee - F</i>	X			<i>Karol Pasillas- SS</i>	X
<i>Maria Gates – D-M</i>	X	<i>Marty Milligan - M</i>	X				

Topic: **Discussion:**

Minutes Approved the minutes for 5-1-17.

- New Urgent Safety Item**
- Students sitting on the wall by the Auditorium back stairs – Signs to be made and installed that say “For Your Safety, Please Do Not Sit on the Wall”.
 - Scott will send out to all employees who are on the drivers list to remind them the key safety points of the Cart Policy and install numbers on carts to help identify what department they belong too.
 - North Hall had an unscheduled fire alarm and the evacuation and re-entry went well.
 - Curbs by Business Building along the landscaping area could have someone stepping off the curb and being injured. SBVC has conditions like this all around the campus. Committee voted not to painting the curbs.
 - HLS overpass by the nursing office has a water stain by a light.
 - PS Third floor is having issues with bird feces. Robert is getting a quote to control this issue.
 - There may be mold in a corner of PS 199. Robert to look into this issue.

- Health and Safety**
- Maria reviewed the district comp report and positions for the District Health and Safety and whom they will report to.

- New Business**
- Cassandra Thomas and Tatiana Vasquez were both interested in the being the Co-Chair. Cassandra Thomas was selected as the new Co-Chair.
 - Reviewed Membership and Quorum – Need to change the Dean of Student Development to Director of Student Life and to decide what is considered a quorum. Tabled for next meeting – Tatiana to take this to the Academic Senate.
 - The committee set new goals for fiscal year 18.
 - Marty to investigate what additional doors DSPS students would like to have ADA push buttons.
 - Robert informed the committee about the Great Shake Out Drill that will be on October 19, 2017 at 10:19.
 - Have an electronic survey done and sent out to the campus to see how the drill went.
 - Take inventory of what classrooms need phones to see if it is possible and the cost.
 - Have a different kind of alert notification – Robert J, Chris T, Chris G, Rick H and Jeremy S to meet on notification alerts.
 - Scott updated the committee on emergency supplies and equipment.

4:30pm

Adjourned

OUR MISSION: 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.

Facility & Safety Committee

Monday, October 2, 2017 - 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

Scott Stark - Co-Chair	Michael Huang - ASG	Mike Powell - F		
Lorrie Burnham - M	Robert Jenkins - M	James Stewart - F		
John Banola - F	Marianne Klingstrand - F	Chris Tamayo - DP		
Raymond Carlos - M	Gloria Kracher - CS	Cassandra Thomas - CSEA		
Jeffrey Demsky - F	Dirkson Lee - F	Tatiana Vasquez - F		
Kim Dubois-Eastman - F	Keith Lee - F	Sarah Yearyeon - C		
Maria Gates - D-M	Marty Milligan - M		Judy Rodriguez - SS	

- Review Minutes from 9-11-17

- New Urgent Safety Items

- Old Business
 - Progress on previous safety issues

- New Business
 - Membership and Quorum
 - Emergency Prep Update
 - Great Shake Out – Robert

- Next Meeting: November 6, 2017

Members:

<i>Scott Stark – Co-Chair</i>	X	<i>Maria Gates – D-M</i>	X	<i>Marty Milligan - M</i>	X	<i>David Rubio - G</i>	X
<i>Cassandra Thomas – CSEA – Co-Chair</i>	X	<i>Michael Huang - ASG</i>		<i>Mike Powell - F</i>	X		
<i>Lorrie Burnham - M</i>	X	<i>Robert Jenkins - M</i>	X	<i>James Stewart - F</i>	X		
<i>John Banola - F</i>		<i>Marianne Klingstrand - F</i>	X	<i>Chris Tamayo - DP</i>	X		
<i>Raymond Carlos - M</i>	X	<i>Gloria Kracher - CS</i>		<i>Tatiana Vasquez - F</i>	X		
<i>Jeffrey Demsky - F</i>	X	<i>Dirkson Lee - F</i>	X	<i>Sarah Yearyean – C</i>	X	<i>Judy Rodriguez- SS</i>	X
<i>Kim Dubois-Eastman - F</i>	X	<i>Keith Lee - F</i>					

Topic: **Discussion:**

Minutes Approved the minutes for 9-11-17.

- New Urgent Safety Item**
- Gravel area next to visitor side of stadium and soccer field is inaccessible for wheel chairs and carts especially when wet. Requesting concrete pathway by parking lot 8. Robert to meet with coaches.
 - Mosquito infestation in Art Department by where tools are collected, trash and open studios behind Art. Robert to investigate the issue.

- Old Business**
- Auditorium walls signs being made and to be installed.
 - HLS water stain issue on one of the overpass lights next to the nursing office will be addressed by maintenance.
 - PS Third floor bird feces issues to be handled by the new custodian supervisor. Robert still in the process of getting a quote.
 - The mildew from a water leak in PS 199 is in the process of being removed. Leak to be repaired.
 - Signs will be installed in the pond area.

- New Business**
- Membership and Quorum – Tabled for next meeting
 - Robert updated the committee on the Great Shakeout Drill for October 19, 2017 at 10:19.
 - Develop electronic survey to send out after drill.
 - Message will go out through all social outlets, email, text, phones.
 - Emergencies containers unlocked by CSO and designated station coordinator to put on hat and vest and use radio. If you want to volunteer contact Robert.
 - A map will show what emergency container goes with each evacuation site.
 - Scott updated the committee on emergency prep.
 - Scott will conduct training on emergency items as an ongoing agenda item.
 - Map of utility shut offs is in process. Large maps to be located in different offices and smaller maps to be in each evacuation bag.
 - Showed the committee photographs of typical utility shutoffs around the campus and described the procedure for turning them off if directed to do so in an emergency.
 - Described the emergency containers and contents.
 - Containers will contain one evacuation bag per a site.
 - Distribute list of evacuation bag(s) supplies to committee.
 - The containers and emergency bags will be incorporated into the upcoming shakeout exercise.
 - Scott conducted training on the use the ration kits, tourniquets, clotting gauze and chest seals.

4:26pm

Adjourned

OUR MISSION: 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.

Facility & Safety Committee

Monday, November 6, 2017 - 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

Scott Stark - Co-Chair	<i>Maria Gates - D-M</i>	<i>Marty Milligan - M</i>		
Cassandra Thomas - CSEA - Co-Chair	<i>Michael Huang - ASG</i>	<i>Mike Powell - F</i>		
<i>Lorrie Burnham - M</i>	<i>Robert Jenkins - M</i>	<i>James Stewart - F</i>		
<i>John Banola - F</i>	<i>Marianne Klingstrand - F</i>	<i>Chris Tamayo - DP</i>		
<i>Raymond Carlos - M</i>	<i>Gloria Kracher - CS</i>	<i>Tatiana Vasquez - F</i>		
<i>Jeffrey Demsky - F</i>	<i>Dirkson Lee - F</i>	<i>Paul Walker - D-M</i>		
<i>Kim Dubois-Eastman - F</i>	<i>Keith Lee - F</i>	<i>Sarah Yearyeen - C</i>	<i>Karol Pasillas - SS</i>	

- Review Minutes from 10-2-17

- New Urgent Safety Items

- Safety and Risk Management Report

- Old Business
 - Progress on previous safety issues
 - Shake Out Review

- New Business
 - Membership and Quorum
 - Goals Review and Plan

- Next Meeting: December 4, 2017

Members:

<i>Scott Stark – Co-Chair</i>		<i>Maria Gates – D-M</i>		<i>Marty Milligan - M</i>	X		
<i>Cassandra Thomas – CSEA – Co-Chair</i>	X	<i>Michael Huang - ASG</i>		<i>Mike Powell - F</i>	X		
<i>Lorrie Burnham - M</i>		<i>Robert Jenkins - M</i>	X	<i>James Stewart - F</i>	X		
<i>John Banola - F</i>		<i>Marianne Klingstrand - F</i>	X	<i>Chris Tamayo - DP</i>	X		
<i>Raymond Carlos - M</i>		<i>Gloria Kracher - CS</i>	X	<i>Tatiana Vasquez - F</i>			
<i>Jeffrey Demsky - F</i>		<i>Dirkson Lee - F</i>	X	<i>Paul Walker – D-M</i>	X	<i>Karol Pasillas- SS</i>	X
<i>Kim Dubois-Eastman - F</i>	X	<i>Keith Lee - F</i>	X	<i>Sarah Yearyear – C</i>	X		

Topic: **Discussion:**

Minutes Approved the minutes for 10-2-17.

New Urgent Safety Item

- Students are concerned about no cross walk at Mt. Vernon and Esperanza Street. Robert has already meet with the city and no cross walks will be done until a light is installed. A suggestion was made to add flashing lights to the existing crosswalks, but the SBVC and the city do not have funding for this project. The committee recommended that the new Grant Director look into getting a grant to fund this project.
- A pipe is leaking water in the student men’s restroom on the second floor of the LA Building.
- DSPS students Garrett Baeza, Marco Blanco, Eddie McCreight, Patricia Suarez, and student Cynthia Sanchez came as guests to meeting to voice their safety concerns:
 - Evacuation Chairs:
 - They do not feel safe using them.
 - When is training done?
 - Employees do not know where they are located or how to use.
 - How often are they inspected?
 - Are they safe due to non-use and exposure to the weather?
 - Need signs in buildings directing where the chairs are located and above the chairs.
 - Other students and employees not stopping to help them.
 - Paul stated that it is best to stay in “Areas of Safe Refuge” such as stairwells, balconies, exterior walls of buildings until help comes if they cannot get down. These areas are considered emergency pathways.
 - Would slides like on air planes work better the then the chairs?
 - Can evacuation chairs be located on each stair well instead of one per a building?
 - Per Chris, need to set up a meeting(s) with Scott, Robert, Marty, Chris and Paul to discuss training and issues.
 - Elevators not closing and going to a safe floor when the fire alarm goes off:
 - PS elevator stilled worked when a fire alarm went off.
 - BB elevator not responding and the emergency phone going to the wrong elevator vendor and no body responding.
 - Elevator doors closing too fast for wheel chairs to get in and out.
 - To put an emergency phone next to the blue bus shelter in parking lot 10.
 - ADA buttons not working, doors not staying open long enough or not responding quickly. Could motion sensors be installed instead of ADA buttons?
 - Students in wheel chairs have a difficult time with classroom doors and would like to see if there is a way for them to open easier.

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Facility & Safety Committee

Monday, February 5, 2018 - 3:00pm
President's Conference Room ADSS 207

AGENDA

Members:

Scott Stark – Co-Chair	<i>Maria Gates – D-M</i>	<i>Marty Milligan - M</i>		
Cassandra Thomas – CSEA – Co-Chair	<i>Michael Huang - ASG</i>	<i>Mike Powell - F</i>		
<i>Lorrie Burnham - M</i>	<i>Robert Jenkins - M</i>	<i>James Stewart - F</i>		
<i>John Banola - F</i>	<i>Marianne Klingstrand - F</i>	<i>Chris Tamayo - DP</i>		
<i>Raymond Carlos - M</i>	<i>Gloria Kracher - CS</i>	<i>Tatiana Vasquez - F</i>		
<i>Jeffrey Demsky - F</i>	<i>Dirkson Lee - F</i>	<i>Paul Walker – D-M</i>		
<i>Kim Dubois-Eastman - F</i>	<i>Keith Lee - F</i>	<i>Sarah Yearyeen - C</i>	<i>Karol Pasillas - SS</i>	

- Review Minutes from 12-4-17

- New Urgent Safety Items – 10 Minutes

- Safety and Risk Management Report – 5 Minutes

- New Business – 75 Minutes
 - Goals Progress Review

 - Community Interpretive Landscape

 - April evacuation and emergency training drill

- Next Meeting: February 5, 2017

Members:

<i>Scott Stark – Co-Chair</i>	X	<i>Maria Gates – D-M</i>	X	<i>Marty Milligan - M</i>	X		
<i>Cassandra Thomas – CSEA – Co-Chair</i>	X	<i>Michael Huang - ASG</i>		<i>Mike Powell - F</i>	X		
<i>Lorrie Burnham - M</i>		<i>Robert Jenkins - M</i>	X	<i>James Stewart - F</i>			
<i>John Banola - F</i>	X	<i>Marianne Klingstrand - F</i>		<i>Chris Tamayo - DP</i>	X		
<i>Raymond Carlos - M</i>		<i>Gloria Kracher - CS</i>		<i>Tatiana Vasquez - F</i>	X		
<i>Jeffrey Demsky - F</i>	X	<i>Dirkson Lee - F</i>		<i>Paul Walker – D-M</i>		<i>Karol Pasillas- SS</i>	X
<i>Kim Dubois-Eastman - F</i>	X	<i>Keith Lee - F</i>		<i>Sarah Yearyearn – C</i>	X		

Topic: **Discussion:**

Minutes Approved the minutes for 11-6-17.

- New Urgent Safety Item**
- Railing is damaged on NH stair well near classroom 153.
 - The gravel/rocks under the home and visitor bleachers/stands are getting on the track, which could cause an accident.
 - There could be an issue with not enough athletic trainers for games – Out of compliance with state regulations. Cabinet is addressing this issue.
 - Lighting in the prep room between HLS 226 and 230 is inadequate.

Old Business • None

Safety/Risk Management Report • One new injury for SBVC.

- New Business**
- The committee finalized the prioritization of the 2017 Program Review Facility’s Needs Applications.
 - Charge, Membership and Quorum – Started the discussion of what to revise.
 - Deleting “Other Interested administrators, faculty, staff and students” from the membership charge.
 - Deleting “Management (2)” from the membership charge.
 - Add CTA representative to the membership charge.
 - Quorum is 51% of assigned memberships.
 - Missing two committee meetings in a row will result in their vote not counting towards quorum.
 - Need to communicate with CTA and found out how faculty and their assignments to committees work and what can be done for faculty that never show up for a meeting.

Adjourned 4:30pm

Facility & Safety Committee

Monday, February 5, 2018 - 3:00pm
President's Conference Room ADSS 207

AGENDA

Members:

Scott Stark – Co-Chair	<i>Maria Gates – D-M</i>	<i>Marty Milligan - M</i>		
Cassandra Thomas – CSEA – Co-Chair	<i>Michael Huang - ASG</i>	<i>Mike Powell - F</i>		
<i>Lorrie Burnham - M</i>	<i>Robert Jenkins - M</i>	<i>James Stewart - F</i>		
<i>John Banola - F</i>	<i>Marianne Klingstrand - F</i>	<i>Chris Tamayo - DP</i>		
<i>Raymond Carlos - M</i>	<i>Gloria Kracher - CS</i>	<i>Tatiana Vasquez - F</i>		
<i>Jeffrey Demsky - F</i>	<i>Dirkson Lee - F</i>	<i>Paul Walker – D-M</i>		
<i>Kim Dubois-Eastman - F</i>	<i>Keith Lee - F</i>	<i>Sarah Yearyeen - C</i>	<i>Karol Pasillas - SS</i>	

- Review Minutes from 12-4-17

- New Urgent Safety Items – 10 Minutes

- Safety and Risk Management Report – 5 Minutes

- New Business – 75 Minutes
 - Goals Progress Review

 - Community Interpretive Landscape

- Next Meeting: March 5, 2018

Members:

<i>Scott Stark – Co-Chair</i>		<i>Maria Gates – D-M</i>		<i>Marty Milligan - M</i>	X		
<i>Cassandra Thomas – CSEA – Co-Chair</i>	X	<i>Michael Huang - ASG</i>		<i>Mike Powell - F</i>			
<i>Lorrie Burnham - M</i>	X	<i>Robert Jenkins - M</i>	X	<i>James Stewart - F</i>	X		
<i>John Banola - F</i>	X	<i>Marianne Klingstrand - F</i>	X	<i>Chris Tamayo - DP</i>	X		
<i>Raymond Carlos - M</i>	X	<i>Gloria Kracher - CS</i>		<i>Tatiana Vasquez - F</i>	X		
<i>Jeffrey Demsky - F</i>	X	<i>Dirkson Lee - F</i>	X	<i>Paul Walker – D-M</i>		<i>Karol Pasillas- SS</i>	X
<i>Kim Dubois-Eastman - F</i>	X	<i>Keith Lee - F</i>		<i>Sarah Yearyearn – C</i>			

Topic: **Discussion:**

Minutes Approved the minutes for 12-4-17 with changes.

- New Urgent Safety Item**
- Need additional lighting in the gravel parking behind HLS due to the back area being dark.
 - It is dark near the green house and hallway on the second floor of HLS. Where Tatiana’s office is.
 - Need signs for outside of HLS building directing people to the different departments more efficiently.
 - Custodian subs need to be notified and trained on what and how to clean counter tops in HLS and PS labs. A guide is being prepared that will be installed in each custodial closet in HLS and PS directing them on what and how to clean these areas.
 - Who is in charge of safety complaints and training for district – Hussain Agah and Ernie Loera.
 - Rodent issue in Financial Aid. Already addressed by M&O.

Old Business • None

Safety/Risk Management Report • None

- New Business**
- Reviewed the progress of the committee’s goals.
 - Community base landscape. Tatiana brought different examples of what could be done and will be bring additional information to the next meeting.
 - Interpretive Signs, Maps, or Banners for light poles
 - Longevity of the signs
 - Can the project be done in phases and where to put the signs
 - Could student equity funds be used?
 - Emergency Preparedness and April’s drill – tabled for next meeting.
 - Completed prioritization of Facilities Program Review.

Adjourned 4:00pm

Facility & Safety Committee

Monday, March 5, 2018 - 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

Scott Stark – Co-Chair	<i>Maria Gates – D-M</i>	<i>Marty Milligan - M</i>		
Cassandra Thomas – CSEA – Co-Chair	<i>Michael Huang - ASG</i>	<i>Mike Powell - F</i>		
<i>Lorrie Burnham - M</i>	<i>Robert Jenkins - M</i>	<i>James Stewart - F</i>		
<i>John Banola - F</i>	<i>Marianne Klingstrand - F</i>	<i>Chris Tamayo - DP</i>		
<i>Raymond Carlos - M</i>	<i>Gloria Kracher - CS</i>	<i>Tatiana Vasquez - F</i>		
<i>Jeffrey Demsky - F</i>	<i>Dirkson Lee - F</i>	<i>Paul Walker – D-M</i>		
<i>Kim Dubois-Eastman - F</i>	<i>Keith Lee - F</i>	<i>Sarah Yearyeen - C</i>	<i>Karol Pasillas - SS</i>	

- Review Minutes from 2-5-18

- New Urgent Safety Items – 10 Minutes

- Safety and Risk Management Report – 5 Minutes

- New Business – 75 Minutes
 - Facilities Program Review Funded items

 - Community Interpretive Landscape

 - April Evacuation and Emergency Response Exercise

- Next Meeting: April 2, 2018

SBVC Facilities and Safety Committee Meeting Minutes – 3-5-18

Members:

Scott Stark – Co-Chair	X	Maria Gates – D-M	X	Marty Milligan - M	X		
Cassandra Thomas – CSEA – Co-Chair	X	Michael Huang - ASG	X	Mike Powell - F			
Lorrie Burnham - M	X	Robert Jenkins - M	X	James Stewart - F			
John Banola - F	X	Marianne Klingstrand - F	X	Chris Tamayo - DP	X		
Raymond Carlos - M		Gloria Kracher - CS		Tatiana Vasquez - F	X		
Jeffrey Demsky - F	X	Dirkson Lee - F	X	Paul Walker – D-M	X	Karol Pasillas- SS	X
Kim Dubois-Eastman - F	X	Keith Lee - F	X	Sarah Yearyeen – C	X		

Review Minutes:

- Approved the minutes for 2-5-18

New Urgent Safety Item:

- PS first floor - one all gender's restroom faucet not working.
- LA building is cold.
- DSPS Student Garrett Baeza stated that students who use the Access Drop/Pick up area would like there to be just one area instead of the planned multiply areas.

Old Business: None

Safety/Risk Management Report:

- No new injuries as of January 2018

New Business:

- Distributed the Facilities Program Review Funded Sheet.
- Tatiana presented a slide show of different types of interpretive signs.
 - A Sub-Committee is being set up to working on this project – Scott, John and Tatiana have volunteered.
- Emergency Preparedness and April's drill
 - Best to have on a Tuesday or Thursday.
 - Scott presented a map of SBVC's Emergency Shut Offs.
 - Three scenarios will be performed during the drill and Scott has asked for volunteers to train.
 - Evac Chairs – Rescue Randy Dummies will be used
 - Shut Offs
 - Victims with stretchers
 - Students and faculty not involved in the drill will be able to go back before the scenarios are completed.
 - Training for faculty could be done on Flex Days and during Division or Faculty Meetings.

Adjourned: 4:30 p.m.

Facility & Safety Committee

Monday, April 2, 2018 - 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

Scott Stark – Co-Chair	<i>Michael Huang - ASG</i>	<i>Michael Nguyen – D-M</i>		
Cassandra Thomas – CSEA – Co-Chair	<i>Robert Jenkins - M</i>	<i>Mike Powell - F</i>		
<i>Lorrie Burnham - M</i>	<i>Marianne Klingstrand - F</i>	<i>James Stewart - F</i>		
<i>John Banola - F</i>	<i>Gloria Kracher - CS</i>	<i>Chris Tamayo - DP</i>		
<i>Raymond Carlos - M</i>	<i>Dirkson Lee - F</i>	<i>Tatiana Vasquez - F</i>		
<i>Jeffrey Demsky - F</i>	<i>Keith Lee - F</i>	<i>Paul Walker – D-M</i>		
<i>Kim Dubois-Eastman - F</i>	<i>Marty Milligan - M</i>	<i>Sarah Yearyearn - C</i>	<i>Karol Pasillas - SS</i>	

- Review Minutes from 3-5-18

- New Urgent Safety Items – 10 Minutes

- Safety and Risk Management Report – 5 Minutes

- New Business – 75 Minutes
 - April Evacuation and Emergency Response Exercises

- Next Meeting: May 7, 2018

SBVC Facilities and Safety Committee Meeting Minutes – 4-2-18

Members:

Scott Stark – Co-Chair	X	Maria Gates – D-M		Marty Milligan - M	X	Sarah Yearyean – C	X
Cassandra Thomas – CSEA – Co-Chair	X	Michael Huang - ASG		Michael Nguyen – D-M	X		
Lorrie Burnham - M		Robert Jenkins - M	X	Mike Powell - F			
John Banola - F	X	Marianne Klingstrand - F		James Stewart - F	X	Cynthia Sanchez – G	X
Raymond Carlos - M		Gloria Kracher - CS	X	Chris Tamayo - DP	X	Erik Morden – G	X
Jeffrey Demsky - F		Dirkson Lee - F		Tatiana Vasquez - F	X	Karol Pasillas- SS	X
Kim Dubois-Eastman - F	X	Keith Lee - F	X	Paul Walker – D-M	X		

Review Minutes:

- Approved the minutes for 3-5-18 with correction.

New Urgent Safety Item:

- None

Old Business: None

Safety/Risk Management Report:

- None

New Business:

- April Evacuation and Emergency Response Exercise
 - Hands on training was done for the three scenarios that will be performed during the April 26, 2018 drill.
 - Evacuation Chairs
 - Utility Shut Offs
 - Victims with stretchers

Adjourned: 4:30 p.m.

Facility & Safety Committee

Monday, May 7, 2018 - 3:00 pm
President's Conference Room ADSS 207

AGENDA

Members:

Scott Stark – Co-Chair	<i>Michael Huang - ASG</i>	<i>Mike Powell - F</i>		
Cassandra Thomas – CSEA – Co-Chair	<i>Robert Jenkins - M</i>	<i>James Stewart - F</i>		
<i>Lorrie Burnham - M</i>	<i>Marianne Klingstrand - F</i>	<i>Chris Tamayo - DP</i>		
<i>John Banola - F</i>	<i>Gloria Kracher - CS</i>	<i>Tatiana Vasquez - F</i>		
<i>Raymond Carlos - M</i>	<i>Dirkson Lee - F</i>	<i>Paul Walker – D-M</i>		
<i>Jeffrey Demsky - F</i>	<i>Keith Lee - F</i>	<i>Sarah Yearyearn - C</i>		
<i>Kim Dubois-Eastman - F</i>	<i>Marty Milligan - M</i>			<i>Karol Pasillas - SS</i>

- Review Minutes from 4-2-18

- New Urgent Safety Items – 10 Minutes

- Safety and Risk Management Report – 5 Minutes

- New Business – 75 Minutes
 - Review of April Evacuation and Emergency Response Exercises
 - Review of Goals
 - Meeting in September 2018 – Second Monday Instead of First Monday

- Next Meeting: September 10, 2018 Or October 8, 2018

SBVC Facilities and Safety Committee Meeting Minutes – May 7, 2018

Members:

Scott Stark – Co-Chair	X	Michael Huang - ASG		Michael Nguyen – D-M			
Cassandra Thomas – CSEA – Co-Chair	X	Robert Jenkins - M	X	Mike Powell - F			
Lorrie Burnham - M		Marianne Klingstrand - F	X	James Stewart - F			
John Banola - F	X	Gloria Kracher - CS	X	Chris Tamayo - DP			
Raymond Carlos - M		Dirkson Lee - F	X	Tatiana Vasquez - F			
Jeffrey Demsky - F		Keith Lee - F		Paul Walker – D-M		Karol Pasillas- SS	X
Kim Dubois-Eastman - F	X	Marty Milligan - M	X	Sarah Yearyear – C	X		

Review Minutes:

- Approved the minutes for 4-2-18.

New Urgent Safety Item:

- Roaches in HLS Office Area – Work order done to have Dewey spray.
- A request came from an employee in A&R to install mirrors in hallway by elevators and inside to see in before you enter - The committee agreed that this was not needed.
- Students using E cigarettes are vaping near buildings – Should not be doing and is part of campus no smoking policy.

Old Business:

- None

Safety/Risk Management Report:

- None

New Business:

- **Review of April’s Evacuation and Emergency Response Exercise and Maps:**
 - Drill and training exercise went well.
 - Evacuation Chairs
 - Victims with stretchers
 - Next drill will be on October 18, 2018 at 10:18 – Increase training exercise.
 - April 16, 2019 drill will be at 6:30pm with an evening drill and training exercise.
 - Scott to send out drill dates to campus.
- **Review of Committee Goals:**
 - Completed three goals and one goal is in progress.
- **Moved September’s Meeting From the First Monday to the Second Monday – September 10, 2018**

Adjourned: 4:30 p.m.

- Faculty not accommodating DSPS requests – Marty said this is a DSPS issue and for them to see him.
- Students still using parking lot 10-bus shelter as a smoking area even after signs were installed and that this is a safety issue to most of them due to health issues. Bigger signs are on order.
- SHS only open until 4pm Monday through Thursday and 2pm on Friday.
- Parking lot 10 bus shelter not being clean.
- Need an area for students to feel safe if the campus is shut down and wait for their rides.
- Could the college hire additional staff to help DSPS students?

Old Business

- Shake Out Review:
 - Phone notifications went out late.
 - Is there a better way to notify classrooms/offices – PA systems and a way to control fire the alarm panel are being looked into.
 - Evacuate to any site and the updated Evacuation Site map on SBVC web page.
 - More discussion needed, tabled due to time constraints.
- Robert updated the committee on previous safety issues:
 - Auditorium wall signs are installed.
 - HLS water stain issue on one of the overpass lights next to the nursing office will be addressed by maintenance.
 - PS Third floor bird feces issues to be handled by the custodian supervisor. Robert still in the process of getting a quote. District police have used in old owl with high frequency bird sound and it is working in keeping their cars and cart clean.
 - The mildew from a water leak in PS 199 has been removed. Leak being repaired.
 - Gravel area next to visitor side of stadium and soccer field is inaccessible for wheel chairs and carts especially when wet. Requesting concrete pathway by parking lot 8. Robert to meet with Mike and DSPS students in wheel chairs to see if the ramp they want to install will work.
 - Mosquito infestation in Art Department by where tools are collected, trash and open studios behind Art. Robert meet with Jim and maintenance will put some lids on the grates and traps and the Art Department is working on keeping them cleaner.
 - Signs will be installed in the pond area.

New Business

- Introduction of Paul Walker the new Emergency Manager.
- Membership and Quorum – Tabled for next meeting
- Goals Review and Plan – Tabled for next meeting

Adjourned

4:31pm

OUR MISSION: 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.