

SBVC Facilities & Safety Minutes

09-17-2012
3:05 – 4:20 pm



Members:

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

Topic:

Discussion:

Review Minutes

Approved 05/07/12 Minutes.

Scott S.

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

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

Next Meeting

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

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

Need to check into funding for lockdown hardware and benches.

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

Great American ShakeOut. Various video trainings on District website.

Jon Kyle

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

Chris Tamayo

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

Whitney F.

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

New Business

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

Adjourned

4:20 pm

SBVC Facilities & Safety Minutes

10-01-2012
3:05 – 4:40 pm



Members:

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

Topic:

Discussion:

Review Minutes

Approved 9/17/12 Minutes.

Scott S.

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

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

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

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

Whitney F.

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

Chris Tamayo

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

Adjourned

4:40pm

SBVC Facilities & Safety Minutes

12-03-2012
3:00 – 4:45 pm



Members:

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

Topic:

Discussion:

Review Minutes

Approved 11/05/12 Minutes.

Scott S.

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

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

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

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

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

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

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

Whitney F.

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

Adjourned

4:45pm

Members:

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

Topic:

Discussion:

Review Minutes

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

Scott S.

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

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

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

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

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

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

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

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

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

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

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

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

Whitney F.

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

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

Other Information

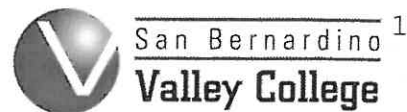
Cancel our meeting on January 7th since classes don't start till the 14th.

Adjourned

4:40pm

SBVC Facilities & Safety Minutes

2-04-2013
3:08 - 4:45 pm



Members:

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

Topic:

Discussion:

Review Minutes

Approved 12/03/12 Minutes.

Whitney F.

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

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

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

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

Scott S.

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

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

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

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

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

Adjourned

4:45pm



Facility & Safety Committee

Monday, 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

10-7-2013
3:00 – 4:25 pm



San Bernardino
Valley College

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

Project Prioritization:

HIGH PRIORITY

1 2 3 4 5 20 21 22 23

LOW PRIORITY

Program Review	Description	Department	Approx. Amount	Safety			Deterioration			Program Impact			Nice To Have	Ranking	Comments
				Urgent	Important	Minor	Urgent	Minor	Urgent	Minor					
Check all Boxes That Apply															
1-23															
1	Sunroom Hood System	CTE	\$ 150,000		X									1	Prioritized to #1
2	Middle College Crosswalk		\$ 30,000		X									2	Prioritized to #2
3	Outdoor Covered Lab area - Diesel	CTE	\$ 40,000		X									3	Prioritized to #3
4	Awning outside Refrigeration lab	CTE	\$ 40,000		X									4	Prioritized to #4
5	PS 148 swinging 1/2 door	Science	\$ 200												
6	Service Window PS 148	Science	\$ 500												
7	Additional valve stations in T101	Science	\$ 6,600												
8	Interactive valve stations in T101	Science	\$ 600												
9	Weather Station on PSS	Science	\$1500 - TBD												
10	North Hall Kitchen Repairs	CTE	TBD												
11	White Boards PS 310,312,315,316,318	Science	\$ 17,500												
12	Corkboard & Mail slot PS 139	Science	\$ 500												
13	HLS shared window wall 232 & 230	Science	\$ 2,000												
14	Microbiology Lab Ceiling	Science	\$ 5,000												
15	Pond - Biology 100,201,202,270	Science	\$ 5,000												
16	Additional lighting Art 107 & 114	Art	\$ 500												
17	Room Darkening Shades Art 107 & 114	Art	\$ 300												
18	Diesel Classrooms	CTE	\$ 40,000												
19	Lighting & Ceiling Acoustics Diesel Classrooms	CTE	\$ 30,000												
20	HLS air handling units	Science	\$100000-?												Maintenance doing some repairs, wait to see what happens with repairs
21	HLS lighting, window treatment & ventilation	Science	\$6000 - ?												Really three different project - Ventilation to be to be done by M&O this fiscal year.
22	HLS Microbiology Fume Hoods & Biosafety Cabinets	Science	\$ 50,000												Expansion of program

**Facilities
NEEDS ASSESSMENT APPLICATION**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale to help the Facilities Committee evaluate your request. List the approximate cost of your request.

Name of Person Submitting Request:	Stacy Meyer
Program or Service Area:	Culinary Arts
Division:	Applied Transportation and Culinary Arts
When was the last Program Efficacy document completed?	2011
What rating was given?	Continue

1. Renovation Request #1

The hood system in the Sunroom area does not work efficiently. It has not worked correctly since the building was accepted. The situation has been assessed and it has been decided that the unit is too small for the job it has to handle. We need a bigger hood system which will cost around \$ 1 million dollars to retrofit or buy new a hood system to replace the old. In the meantime there is little to no air flow on the line areas. Temperatures can reach upward to 120 + degrees on the hot days, students have to sit down due to the heat and some are getting sick to their stomachs. I am requesting on behalf of the students in the program that the hood system and exhaust system be reviewed again and at least come up with some sort of solution if we can't fix the problem right away.

Approximate Cost: \$300,000.00

2. Renovation Request #31

Paint for the dining room area in ccl69 and ccl70- The area is in great need of white paint.

Approximate Cost: I don't think it would run more than \$60.00 the school should have white paint in the warehouse area that can be used for this project.

3. Renovation Request #10

North Hall kitchen needs some minor repairs in order for classes to be held in this space. The building has been under the schools control for two years now and the repairs have not been completed. The repairs were builder errors however nothing has yet been corrected. The counter tops have to be lifted to 36 inches except for one station that needs to remain at the ADA 32 inches, the trash compactors need to be placed into the holes in the cabinet areas, locks must be placed on all cabinets, the room is full of black widow spiders (we have sprayed multiple times

Needs Assessment Applications due to Committee by 10/15/10

3, 18, 19

**Facilities
NEEDS ASSESSMENT APPLICATION**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale, **using data to support your request**, in order to help the Facilities Committee with their evaluation. List the approximate cost of your request.

Name of Person Submitting Request:	Richard Jaramillo/Achala Chatterjee
Program or Service Area:	Diesel Technology
Division:	Applied Technology Transportation and Culinary Arts
Date of Last Program Efficacy:	2010
What rating was given?	Continuation
Strategic Initiatives Addressed:	6.1.1 and 6.1.3 and 5.2.1

1. Renovation Request # 18

In 2011, the Diesel Program was moved from the San Bernardino Airport to the old SBVC Maintenance Building on Grant Street. This move saved the college \$70,000 in rent. When the move was made, no modification or upgrades were done to the old maintenance building. Thus, the employee break room and the conference room were turned into two classrooms for the program. This was accomplished by changing the furniture and slapping on two small whiteboards in the rooms. The Fire Marshall has determined that each room can hold a total of 21 people. That is 20 students and one teacher. This is not adequate. The rooms need to be combined by tearing down a wall because a typical Diesel class has 25-30 students. This request supports the campus wide strategic initiatives of student success and institutional effectiveness. It also supports the campus wide strategic initiatives of campus culture and climate. During the last year the FTEF dropped and number of FTES also decreased as sections were cut. The WSCH/FTEF has improved from 352 to 405. However this number will go down, since the enrollment in each class is limited to what is legally required per fire codes. Inland empire is the warehouse capital of this region. There is a high demand for Diesel Technicians. The Center of Excellence study on Bus and Truck Technology done in March 2012, projected 90 openings each year from 2011 to 2016 for the Bus and Truck Diesel Engine Specialist. The only other school offering such a program in the inland empire is a private college names UTI that charges around \$35,000 for the certificate program.

Approximate Cost: \$5,000 or cost of material if campus resources are utilized efficiently

2. Renovation Request # 19

The two classrooms described in item 1 have terrible acoustics because the ceilings are high. The voices echo badly and students and instructor cannot communicate. As a result learning and teaching are adversely affected. Since new lighting was not installed, it is impossible to read the whiteboard at night unless one has 20-20 vision. The classroom needs to be of similar quality

#4

**Facilities
NEEDS ASSESSMENT APPLICATION**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale, **using data to support your request**, in order to help the Facilities Committee with their evaluation. List the approximate cost of your request.

Name of Person Submitting Request:	Ed Szumski
Program or Service Area:	Heating, Ventilation, Air Conditioning/Refrigeration
Division:	Applied Technology, Transportation, and Culinary Arts
Date of Last Program Efficacy:	Spring 2011
What rating was given?	Continuation
Strategic Initiatives Addressed:	Student Success, Technological Advances

1. Renovation Request #4

This request is #2 on the Facilities Priorities from the Tech Division

Hard cover/awning to be placed over the outside area of the refrigeration laboratory in the Technical building. The walled/gated area is currently open to the weather and the equipment inside needs to be covered. Electrical equipment needs are supplied out there (220 volts) and when more of this air conditioning equipment is moved into the outside gated areas the area will need to be covered for student and instructor safety. Equipment theft protection is also a factor. When the Refrigeration Program was originally moved from the old North Hall building, there was supposed to be a hard covering installed over that bricked-in open area, it was then down-graded to an awning covering, but nothing was even installed over that open area.

Approximate Cost: \$13,000

5,6 \$ 24

**Facilities
NEEDS ASSESSMENT APPLICATION**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale, **using data to support your request**, in order to help the Facilities Committee with their evaluation. List the approximate cost of your request.

Name of Person Submitting Request:	Susan Bangasser
Program or Service Area:	Science Division/ Physical Science Building
Division:	Science Division
Date of Last Program Efficacy:	NA
What rating was given?	NA
Strategic Initiatives Addressed:	Campus Culture and Climate

1. Renovation Request #5

Swinging half-door entrance from reception area to offices in PS 148: Since there is no structural design suggesting a barrier, if a student worker or secretary is not stationed at the entrance, students walk past the reception area and continue to the Dean's office or the work room. WE added a bell for visitors to ring but this is frequently overlooked and they walk past to the work room or offices. This work room has faculty mailboxes and may have quizzes or exams. The swinging door will separate the reception area from the staff rooms. The Science Division served 4730 students according to census enrollment in spring, 2012. We also have math students stop by the office since math classrooms and faculty are in this building. Others students come into the office who are looking for the Success Center. This is only Division office in the PS building and it is located adjacent to the main entrance.

This item is on the original "punch list" from the first walk through the new PS building and we were told the problem would be addressed after the building warranty expired.

Approximate Cost: \$200 estimate

2. Renovation Request #6

Service Window – the wrong glass window was installed in the new office, PS 148, and we were told after we were in the building for a year the warranty would expire. Then the service window would replace the solid window. Students would access and submit forms, ask questions, etc. at the service window. The Science Division served 4730 students according to census enrollment in spring, 2012. We also have math students stop by the office since math classrooms and faculty are in this building. Others students come into the office who are looking for the Success Center. This is only Division office in the PS building and it is located adjacent to the main entrance.

This item is on the original "punch list" from the first walk through the new PS building and we were told the problem would be addressed after the building warranty expired.

738

**Facilities
NEEDS ASSESSMENT APPLICATION**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale, **using data to support your request**, in order to help the Facilities Committee with their evaluation. List the approximate cost of your request.

Name of Person Submitting Request:	Todd Heibel
Program or Service Area:	Water Supply Technology (WST)
Division:	Science – The Science Division left Facilities requests unranked
Date of Last Program Efficacy:	Fall 2011
What rating was given?	Continuation
Strategic Initiatives Addressed:	Access, Institutional Effectiveness, and Student Success

1. Renovation Request # 7

At present, the WST Department does not have a college-supported budget. The entire budget is funded through outside granting agencies. Without a stable, college-funded budget, the WST Department is at the mercy of off-campus funding sources, as well as only one full-time faculty who has little additional time to write and manage future and existing grants. Specifically, the WST Department needs to purchase copper pipe and sheet metal trays for four additional valve stations within the T 101 backflow-cross-connection laboratory. Currently, only six valve stations are available for hands-on student use. This means that up to four students must share each station. This diminishes the otherwise excellent learning opportunity provided within this laboratory environment. The copper pipe and sheet metal tray installation would allow for ten valve stations to be deployed and used within the T 101 laboratory. With this number of stations, only two to three students would need to share each valve setup, thereby improving student contact, comprehension, and learning.

From the Efficacy Report (p. 17): The department does not have a budget provided by the college. It depends on grant money to provide support services for the students. Without a budget, it is difficult for the department to sustain the growth and the quality of the program simultaneously. We will continue to seek grant funding to close the budget gap. We will also seek a budget from the college.

Very few community colleges offer courses in Water Technology, and Mount San Antonio and Citrus College shut down their water programs as a result of budget cuts. Students enrolled in the program commute from as far away as Palm Springs, Whittier, and Victorville (Efficacy Report, p. 8).

Approximate Cost: \$6,000, including parts and labor.

Needs Assessment Applications due to Committee by midnight on 9/28/12. Late requests not accepted.

**Facilities
NEEDS ASSESSMENT APPLICATION**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale, **using data to support your request**, in order to help the Facilities Committee with their evaluation. List the approximate cost of your request.

Name of Person Submitting Request:	Vanessa Engstrom
Program or Service Area:	Geography
Division:	Science Division – Facilities requests were not ranked.
Date of Last Program Efficacy:	Fall 2011
What rating was given?	Continuation
Strategic Initiatives Addressed:	Access, Campus Culture & Climate, Partnerships, Student Success, Institutional Effectiveness & Resource Management, and Technology

1. Renovation Request **#9**

Install Weather Station on Physical Science Building:
 The department of Geography and GIS has a weather station capable of collecting weather data. In order for us to utilize this resource, it needs to be installed on the Physical Science Building roof. As part of the installation process, the station needs to be connected to a computer in PS 221. As stated in our Efficacy Report (page 6), the department of Geography wants to expand our field-based courses. Having students utilize real field data collected on campus, will help them to better understand concepts of weather and climate. The data collected by this weather station can also be posted on the San Bernardino Valley College website. This would help our department expand our recruitment for geography majors through outreach efforts with local schools (Efficacy Report, page 12). Additionally, this data once posted on the SBVC website, would provide a valuable service to the community and can be used as a teaching tool within local schools and as a resource to community citizens. San Bernardino Valley College is committed to an educational environment that utilizes state of the art technology. Having our own weather station broadcasting the data collect helps the geography department to implement this strategic initiative. Other departments across campus could also use this weather station, including Biology, Chemistry, Mathematics, and Physics and Astronomy. This sharing of campus resources furthers the strategic initiatives of campus culture and climate, as well as institutional effectiveness.

Approximate Cost:

While the SBVC Maintenance and Operations staff can install this weather station, supplies and labor are estimated to cost \$1,500. However, costs could increase as a result of wireless or hard-wired connection between the weather station and computer (to receive downloaded weather data). In this case, the Campus Technology Services must also be consulted.

11 312

**Facilities
NEEDS ASSESSMENT APPLICATION**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale, **using data to support your request**, in order to help the Facilities Committee with their evaluation. List the approximate cost of your request.

Name of Person Submitting Request:	John Stanskas
Program or Service Area:	Chemistry
Division:	Science
Date of Last Program Efficacy:	2011
What rating was given?	Continuation
Strategic Initiatives Addressed:	Student Success

1. Renovation Request # 11

The current Chemistry laboratories (PS310, 312, 315, 316, 318) have limited white-board space (6 feet) which is insufficient for complex problem solving and illustrations of the atomic realm. There are several possible renovations that would make the laboratory white-board space more conducive to student learning. The white-boards could be stackable (up-and-down) so that when one board is full it can slide up revealing additional white-board space to continue the problem or illustration. Another possibility is to have the white-boards slide sideways (left-to-right) to continue a problem. The current white-board space is also the area to project an overhead or PowerPoint slide. The campus encourages faculty to utilize technology to aid instruction and student learning, but the current laboratories are not conducive to this. Additional space on either side would permit some problem solving to be visible while the projected image is also available – a necessary requirement to explain some concepts. An example can be seen at <http://www.3dproducts.co.nz/whiteboards-sliding-hinged.php>

Approximate Cost: approximately \$3500 for each room.

2. Renovation Request # 12

The offices in the new Physical Sciences building all have a corkboard and mail slot outside of the offices except PS193. Despite repeated attempts by the department and the dean to request remedy, there remains no corkboard or mail slot. The lack of such impedes asynchronous communication between the instructor and students.

Approximate Cost: approximately \$500

3. Renovation Request

Needs Assessment Applications due to Committee by midnight on 9/28/12. Late requests not accepted.

13, 14 & 15

**Facilities
NEEDS ASSESSMENT APPLICATION**

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Name of Person Submitting Request:	Mark Ikeda
Program or Service Area:	Biology
Division:	Science
Date of Last Program Efficacy:	Spring 2009
What rating was given?	Expansion
Strategic Initiatives Addressed:	Student Success

1. Renovation Request #13

Lecture room improvement

The lecture space of HLS 232 was designed with a window wall in common with the adjacent computer lab, HLS 230. Classes concurrently occupy these adjacent lecture spaces at many times throughout the week. In their current configuration the visual and auditory distraction of activities in these adjacent spaces degrades the quality of teaching.

The installation of some opaque, acoustically muffling curtains along the common wall of these two lecture rooms would significantly improve the teaching environments for both rooms

Approximate Cost: \$2,000

2. Renovation Request #14

Microbiology lab drop ceiling

The microbiology lab was designed with an open ceiling that resulted in exposed piping and ductwork. The problem that resulted is that dust that accumulates on the exposed plumbing falls onto the lab decks below and produces a continuous source of contamination that interferes with the student work associated with studying microbial cultures.

Approximate Cost: \$5,000

3. Renovation Request #15

Pond

**Facilities
NEEDS ASSESSMENT APPLICATION**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale, **using data to support your request**, in order to help the Facilities Committee with their evaluation. List the approximate cost of your request.

Name of Person Submitting Request:	Mandi Batalo
Program or Service Area:	Art Department
Division:	Arts and Humanities
Date of Last Program Efficacy:	Spring 2011
What rating was given?	Continuation
Strategic Initiatives Addressed:	Student Success: <i>We are committed to helping students succeed in their educational and career goals.</i>

1. Renovation Request # 16

Additional fluorescent lighting in the drawing (Art 107) and painting (Art 114) rooms. There is inadequate light in both rooms for drawing and painting classes, especially near the north walls of the rooms. The inadequate lighting may affect task performance, visual comfort, and aesthetic judgment for the students.

Approximate Cost: \$500.

2. Renovation Request # 17

Room darkening window shades in the drawing (Art 107) and painting (Art 114) rooms to provide an acceptable image from the LCD projectors. Currently the images are so light it is difficult for the students to view the projected materials.

Approximate Cost: \$300.

3. Renovation Request

Approximate Cost:

**dFacilities
NEEDS ASSESSMENT APPLICATION**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale, **using data to support your request**, in order to help the Facilities Committee with their evaluation. List the approximate cost of your request.

Name of Person Submitting Request:	Mark Ikeda
Program or Service Area:	Biology
Division:	Science
Date of Last Program Efficacy:	Spring 2009
What rating was given?	Expansion
Strategic Initiatives Addressed:	Campus Climate and Culture, Student Success

I. Renovation Request #20

Reconfiguration of air handling units servicing teaching lab spaces in the second floor of HLS

The inadequacy of the ventilation in meeting requirements for ventilation of lab spaces where volatile chemicals are used in the processes of dissection and microbiological labs has been unaddressed since our initial occupation of these spaces during the spring semester of 2005.

Reduction of some volatile chemicals has been achieved through judicious purchasing of preserved materials with reduced volatiles, however, because of the nature of lab work, it is impossible to adequately manage potential hazardous exposure without a substantial reconfiguration of the air handling units in HLS 213, 218, 222, 230 involving increasing the mixing of room air with fresh air.

The remedial fix has been to increase the rate of air exchanges per unit time to compensate for the inadequate room air/fresh air exchanges. This has resulted in running the air handling units at high rates which has degraded the acoustical environment of these teaching spaces. Such acoustical degradation in teaching environments has been correlated with selective impairment of cognitive functions in many studies (for example see Evans, Gary W., Staffan Hygge, and Monika Bullinger, "Chronic Noise and Psychological Stress," Psychological Sciences, Volume 6, November 1995).

Together these rooms service classes with total caps in excess of 630 students

This item was prioritized by the Biology Department in the 2010 needs assessment as number 1. This item was identified by the College as a priority one item in a proposed outlay of Measure M funds.

25, 26, 327

**Facilities
NEEDS ASSESSMENT APPLICATION**

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Name of Person Submitting Request:	John Banola
Program or Service Area:	Physical Education/Health
Division:	Social Sciences, Human Development, & Physical Education
Date of Last Program Efficacy:	4/27/12
What rating was given?	Continuation
Strategic Initiatives Addressed:	Access, Student Success, Institutional Effectiveness, Planning, Campus Climate

1. Renovation Request # 25

Repair Athletic Fields: leveling, replace sprinklers, install same grass throughout, eliminate weed problem, fix seams on football surface.

Rationale: Our athletic fields are used by a lot of students, both athletes and non-athletes. The students and/or teams participate in courses, practices, and intercollegiate games throughout the week and the wear and tear from consistent use has been an issue. The athletic field where soccer, softball, and field events take place has some serious issues that need to be addressed. The field is not level, there is no consistency in the playing surface (due to various types of grass throughout), weeds continually reappear, and the sprinkler system is inadequate. Additionally, the softball diamond overlaps the soccer field creating a berm that has caused injuries to students. There are also a number of other issues that we have documented as well. The synthetic athletic field where football and soccer courses, practice, games (football), as well as commencement take place has been deteriorating. The seams are starting to come apart which is a risk for student injuries, as well as injuries to athletes competing on the surface.

Approximate Cost: TBD

2. Renovation Request # 26

Relocate Existing Athletic Fields: Relocate softball field to proposed new location (construction zone west of baseball field. Relocate track/field throw pit to proposed new location (southeast section of athletic field.

Rationale: Currently, the softball field overlaps the soccer field creating a berm where the infield dirt ends and the grass begins. This berm has been a factor in injuries acquired by students. In addition, the amount of usable space is compacted when courses, practices, etc. are being held simultaneously. There is not enough room for everyone to participate safely, especially when you consider the airborne objects (soccer balls, softballs) being used.

Approximate Cost: TBD

Needs Assessment Applications due to Committee by midnight on 9/28/12. Late requests not accepted.

**Facilities
NEEDS ASSESSMENT APPLICATION**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale, **using data to support your request**, in order to help the Facilities Committee with their evaluation. List the approximate cost of your request.

Name of Person Submitting Request:	Kevin Kammer	
Program or Service Area:	Technical Building / Aeronautics Dept	
Division:	Applied Technology, Transportation & Culinary Arts	
Date of Last Program Efficacy:	2011	
What rating was given?	Continuation	
Strategic Initiatives Addressed:	Technological Advancement	

1. Renovation Request # 28

There is one operating Air Compressor for the entire technical division which includes the Automotive Mechanical Department, Automotive Collision Repair Department, Electronics / Electricity, Refrigeration, Aeronautics, Welding, Water Treatment, and the Tool Room. If this compressor suffers a failure the entire division will be without a pneumatic source which is a necessary component for student learning in all of the department's laboratory courses. The current compressor is very tired and is reaching or has exceeded its service life and is in need of replacement. From a safety standpoint compressors are regularly inspected for tank wall integrity. This is a process that will measure wall thickness with ultra sound techniques and will determine if the unit is safe for operation. If this compressor fails then the division has no pneumatic source.

This is the number one request for the division for facilities.

Approximate Cost: \$40,000

2. Renovation Request

[Empty rectangular box for request details]

Approximate Cost:

3. Renovation Request

[Empty rectangular box for request details]

**Facilities
NEEDS ASSESSMENT APPLICATION**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale, **using data to support your request**, in order to help the Facilities Committee with their evaluation. List the approximate cost of your request.

Name of Person Submitting Request:	Achala D. Chatterjee
Program or Service Area:	Welding
Division:	Applied Technology, Transportation and Culinary Arts
Date of Last Program Efficacy:	Spring 2011
What rating was given?	Continuation
Strategic Initiatives Addressed:	6.1.1 and 6.1.3

1. Renovation Request # 28

The Welding and other Applied Technology Departments request a centrally located and installed air compressor. The attic of the Technical Building houses a central, stationary, air compressor that is over 25 years old. It has been breaking down periodically. This compressor is connected to Auto repair, Auto Collision, Electrical/Robotics, Machine Technology, Welding Lab in T121, and Aeronautics department labs. The newly moved HVAC/Refrigeration lab should also be connected to the central compressor. These departments could not operate their equipment without the use of the compressor. It is continuously on when students are in the labs. It is more economical to replace it with two new, more energy efficient compressors than to continue to fix it. By buying two, somewhat smaller compressors, reliability and efficiency will increase. Even if one compressor breaks down, we will have at least one operational. One compressor will be operational when only one or two departments are using it and another one will activate when all departments simultaneously need to use the compressors. A dryer needs to be connected to the compressor so that the pressurized air from the compressor does not emit droplets of water when used. This request supports the campus wide strategic initiatives of student success and institutional effectiveness.

Approximate Cost: \$40,000 for installation and purchase of two air compressors including air dryer

2. Renovation Request # 29

The Welding Department requests that the existing stand-alone air compressor be replaced by connection to a new, centrally located air compressor. A fixed compressor is located inside the laboratory within the Technical Building, room number T112. This compressor is used for cutting steel. It is extremely noisy when in use and probably exceeds the noise level allowed indoors by Cal OSHA. It creates an unsafe learning environment. This lab is on the corner or

**Facilities
NEEDS ASSESSMENT APPLICATION**

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Name of Person Submitting Request:	Mark Williams
Program or Service Area:	Automotive Collision Repair & Refinishing
Division:	Applied Technology Transportation and Culinary Arts
Date of Last Program Efficacy:	2009
What rating was given?	Continuation
Strategic Initiatives Addressed:	6.1.1, 6.1.3, and 2.1.1

Renovation Request **# 28**

The Auto Collision Repair & Refinishing Department and other Applied Technology Departments request a centrally located and installed air compressor. The attic of the Technical Building houses a central, stationary, air compressor that is over 25 years old. It has been breaking down periodically. This compressor is connected to Auto repair, Auto Collision, Electrical/Robotics, Machine Technology, Welding Lab in T121, and Aeronautics department labs. The newly moved HVAC/Refrigeration lab should also be connected to the central compressor. These departments could not operate their equipment without the use of the compressor. It is continuously on when students are in the labs. It is more economical to replace it with two new, more energy efficient compressors than to continue to fix it. By buying two, somewhat smaller compressors, reliability and efficiency will increase. Even if one compressor breaks down, we will have at least one operational. One compressor will be operational when only one or two departments are using it and another one will activate when all departments simultaneously need to use the compressors. A dryer needs to be connected to the compressor so that the pressurized air from the compressor does not emit droplets of water when used. This request supports the campus wide strategic initiatives of student success and institutional effectiveness.

Approximate Cost: \$40,000 for installation and purchase of two air compressors including air dryer

2. Renovation Request **# 32**

For most of the school year the Auto Collision lab temperature runs about 95 degrees and in some cases over a 105 degrees. The Collision T-118B area needs to have Air Conditioning or ventilation system installed in the lab areas to help bring down the temperature so the students may complete their lab task. The Technical Building is the oldest standing instructional building in the campus that has not had any renovation or upgrade done. This is long outstanding problem

that affects student learning and morale. This request supports strategic initiative of campus culture and climate.

**Facilities
NEEDS ASSESSMENT APPLICATION**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale, **using data to support your request**, in order to help the Facilities Committee with their evaluation. List the approximate cost of your request.

Name of Person Submitting Request:	Richard Jaramillo
Program or Service Area:	Automotive Technology
Division:	Applied Technology Transportation and Culinary Arts
Date of Last Program Efficacy:	2008
What rating was given?	Continuation
Strategic Initiatives Addressed:	6.1.1, 6.1.3, and 2.1.1

1. Renovation Request # 28

The Auto and other Applied Technology Departments request a centrally located and installed air compressor. The attic of the Technical Building houses a central, stationary, air compressor that is over 25 years old. It has been breaking down periodically. This compressor is connected to Auto repair, Auto Collision, Electrical/Robotics, Machine Technology, Welding Lab in T121, and Aeronautics department labs. The newly moved HVAC/Refrigeration lab should also be connected to the central compressor. These departments could not operate their equipment without the use of the compressor. It is continuously on when students are in the labs. It is more economical to replace it with two new, more energy efficient compressors than to continue to fix it. By buying two, somewhat smaller compressors, reliability and efficiency will increase. Even if one compressor breaks down, we will have at least one operational. One compressor will be operational when only one or two departments are using it and another one will activate when all departments simultaneously need to use the compressors. A dryer needs to be connected to the compressor so that the pressurized air from the compressor does not emit droplets of water when used. This request supports the campus wide strategic initiatives of student success and institutional effectiveness.

Approximate Cost: \$40,000 for installation and purchase of two air compressors including air dryer

2. Renovation Request # 32

For most of the school year the Automotive lab temperature runs about 95 degrees and in some cases over a 100 degrees. The Auto shop areas need to have Air Conditioning or ventilation system installed in the lab areas to help bring down the temperature so the students may complete their lab task. The Technical Building is the oldest standing instructional building in the campus that has not had any renovation or upgrade done. This is long outstanding problem

**Facilities
NEEDS ASSESSMENT APPLICATION**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale, **using data to support your request**, in order to help the Facilities Committee with their evaluation. List the approximate cost of your request.

Name of Person Submitting Request:	Teri Strong
Program or Service Area:	Mathematics
Division:	Mathematics, Business and Computer Information
Date of Last Program Efficacy:	2010
What rating was given?	Continuation
Strategic Initiatives Addressed:	Student Success & Access

1. Renovation Request **# 30**

This is a request for additional space.
 Student success and access are central themes upon which most of the activities on campus are inspired. Student success is a direct result of access to support resources in addition to other variables.
 Available data from the Spring 2013 semester details the increase in number of unduplicated students served in the Student Success Center located in the Physical Science Building along with the number of contact hours spent by students in the Success Center.

Month	Unduplicated Students Served	Student Contact Hours
January	665	2281
February	882	4044
March	827	4176
April	880	6485

The increase in the number of unduplicated students served and student contact hours may be attributed to several variables. Four are considered here.

- (1) Many students find both Math and Science coursework difficult and often seek help for these subjects. The Success Center proves to be a dependable place for students to go throughout the week to find the help they need.
- (2) The Success Center is providing a valuable service to students so students are spending a greater number of hours there.
- (3) Through STEM Pass Go grant funding, we are not constrained as we once were in the number of tutors and facilitators we can hire; the Success Center utilizes the services of 75 tutors

**Facilities
NEEDS ASSESSMENT APPLICATION**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale, **using data to support your request**, in order to help the Facilities Committee with their evaluation. List the approximate cost of your request.

Name of Person Submitting Request:	John Stanskas
Program or Service Area:	Chemistry
Division:	Science
Date of Last Program Efficacy:	2011
What rating was given?	Continuation
Strategic Initiatives Addressed:	Student Success & Access

1. Renovation Request # 30

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33, 34, 35, 36, 37

**Facilities
NEEDS ASSESSMENT APPLICATION**

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Name of Person Submitting Request:	David Rubio
Program or Service Area:	Athletics
Division:	Athletics
Date of Last Program Efficacy:	4/27/12
What rating was given?	Continuation
Strategic Initiatives Addressed:	Access, Student Success, Institutional Effectiveness, Planning, Campus Climate

1. Renovation Request # 33

Strip, grade, reseed Soccer field and replace sprinkler system. Our soccer field is also used as a softball field, a throw field for track, a jogging area for cross country and a practice field for football. The college has been negligent in the upkeep of this facility. It is dangerous when you have a student running at full speed on an uneven surface or one that may have gopher holes or sprinkler head areas that are in disrepair.

Approximate Cost: \$100,000.00

2. Renovation Request # 34

Relocate Softball field. Our Softball field is on our Soccer field so, our Softball team as well as our Men's and Women's Soccer teams have no dedicated field (the only one of its kind in California Community College's). This puts our teams at a disadvantage when it comes to practice, competition and recruitment. There may also be a liability issue when you have more than one sport trying to practice at the same time. Also, because the field is in constant use fall, spring and some of summer, there is no down time to properly repair the field.

Approximate Cost: \$350,000.00

3. Renovation Request # 35, 36, 37

Strip, grade, reseed Baseball outfield. Renovate Baseball dugouts. Renovate bullpens. Our Baseball outfield is just as bad if not worse than our Soccer/Softball field. It has an uneven

Members:

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

Topic:

Discussion:

Review Minutes

Approved 4/01/13 Minutes.

Discourage students from sitting on stairs, post signs?

Scott S.

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

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

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

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

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

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

Will bring Program Review matrix and information to next meeting.

Whitney F.

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

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

Adjourned

4:23pm

Members:

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

Topic:

Discussion:

Review Minutes Approved 4/06/13 Minutes.

Comments

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

Whitney F.

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

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

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

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

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

Adjourned

4:23pm