



Facilities Advisory Committee (FAC)  
**Meeting Minutes – May 11, 2022 9:00 a.m.**  
Via Zoom

**I. Welcome & Confirmation of Quorum**

Farrah called the meeting to order at 9:05 am. A quorum was not established. We continued with current topics. Farrah asked those in attendance to review the minutes and to let Erika Menge know if there are any comments, since our next meeting will be September.

Guests in attendance: Krystal Trussell

**II. Approval of Minutes**

Minutes could not be approved, due to lack of quorum.

**III. Current Topics**

**A. Student Injury Report**

Melissa Nano introduced the Student Injury Form and shared the vision for having this be a districtwide progress. Dave Stevenson spoke on this since he has been involved in developing this form for years. Currently, if a student with injuries or obtaining care from Health Services are not tracked. Illness and injuries are only currently tracked for employees. Therefore, it is difficult to know the exact number of student injuries and what prevention measures can be put in place. Having this district-wide form will allow the site safety committees to view the injury and determine if there is a safety issue that requires attention. This would allow full accountability for students and staff. The form can be found here: <https://www.craftonhills.edu/faculty-and-staff/student-injury-form.php>.

The completed form will be sent to the District Environmental Health & Safety Administrator and the Campus Safety Committees. Brandi suggested that for Faculty we cut down on the information we ask for upfront, to encourage the form to be completed. Dave encouraged the Valley Safety committee to adopt this form. Melissa shared that she agreed that this should be discussed at the Valley Safety committee.

The intent would be to review the forms and take preventative action. Prior to this form, there was a gap of non-employee injuries being reported. Yash mentioned the need for training for faculty and staff in addition for the form. Currently, the form is only in place at CHC. Staff training will take place before Fall Semester. Dave shared with Tenille that he would be happy to come to the Valley Safety Committee and share about the current form.

Farrah, mentioned that she would check and see if contractors need to complete this form as well.

**B. Health and Safety Update**

- District Training Plan

*Erika Menge, Recorder*

Melissa provided a high-level summary of the safety trainings and their completion rates. These trainings prevent accidents, injury and illnesses, and are required by OSHA. We have approximately 62% completion rate districtwide. Melissa asked for feedback on how we could encourage these trainings to be completed and what barriers can we identify that prevent individuals from completing the training?

One suggestion was to build time to complete the trainings in the in-service days. There are three in-service days at the beginning of Fall, two at the beginning of Spring and one midway through Spring and April.

Dave wanted to know what groups have not been completing training, so solutions can be targeted. For example, a large group of Classified employees do not have access to a computer.

Souts suggested Classified Professionals week as a great opportunity to push completion. This is a once a year event at the end of Spring.

Melissa also stated that she could provide specific lists to Mike Strong and Tenille Norris so that they can directly address deficits.

Melissa noted, that the adjunct faculty are not slotted for any job specific safety trainings. How do we make sure that everyone is receiving the mandatory training?

HR is the one that assigns the trainings to employees.

Brandi shared that not every employee is expected to monitor email and she asked what other methods of communication can be used to communicate training? Melissa shared that right now; all communication is done through email. Dave shared that the M&O, Custodial and CDC staff do not regularly check email, but trainings are regularly discussed in meetings, his concern is that there is not enough time for them to complete them in regular day. This training is supposed to be completed during regular work days. It will need to be scheduled by managers to ensure that it is completed.

Sarah asked if there is a training that she thinks should be provided to another group, can she submit that to Melissa. Melissa encouraged Sarah to send her suggestions.

- Job Hazard Assessments

A Job Hazard Assessment (JHA) is an assessment that provides a system for easily assessing hazards within a job. The assessment helps to identify existing hazards, potential hazards, prioritize corrective actions, prevent, reduce, control or eliminate hazards. Benefits of completing JHA, include: improved safety performance, increased productivity, improved morale, and assists in Cal/OSHA compliance.

Melissa shared a table that shows which positions have had a recent JHA completed. She asked, if there are any additional positions that should be included.

Dave would like all of the Science positions to have a JHA completed.

One of goals in completing the JHA is to create a personal protective equipment and training matrix for all positions.

Dave shared that he will be available all summer, and he has a lot of information that he can contribute. He shared that many of the faculty in many of the areas, would want to contribute to this. Dave is available to provide any help and support.

Jennifer would like regular earthquake safety training.

#### **IV. Future Topics**

Suggested Topics for committee discussion next year:

- Dave would like to continue to the safety discussion in September. Dave shared that may need to have a longer meeting in September to cover everything and how things have changed with employees returning to the workplace.
- Jennifer would like to hear about the bond measure, sustainability and earthquakes.

#### **V. Adjournment**

Farrah adjourned the meeting at 9:59 am.

Reminder, the committee will be dark for the months of June, July and August. Our next meeting will be September 14<sup>th</sup> at 9:00.



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**QUORUM:** Definition of Quorum is established by Chancellor’s Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

*no* 1) 50% + one of appointed voting members (not 50% of members plus vacancies).

*yes* 2) Two persons from each site (CHC, SBVC, DSO)

*yes* 3) Three of four constituent groups represented (faculty, classified, student, management)

	Representation	Member Name or Vacant	Site	Rep	Present or Absent?
1	Director Facilities Planning, Emergency Management & Construction, Chair	Farrah Farzaneh	DSO	MAN	<i>Present</i>
2	Associate Director of Energy, Sustainability & Safety Administration, Co-Chair	Yash Patel	DSO	MAN	<i>Present</i>
3	VP, Admin Services, CHC	Mike Strong	CHC	MAN	<i>Absent</i>
4	VP, Admin Services, SBVC	Tenille Norris	SBVC	MAN	<i>Present</i>
5	Facilities Director, CHC	Larry Cook	CHC	MAN	<i>Absent</i>
6	Facilities Director, SBVC	Bob Jenkins	SBVC	MAN	<i>Absent</i>
7	Measure CC Campus Project Manager	Leilani Nunez	DSO	MAN	<i>Absent</i>
8	Measure CC Campus Project Manager	Vacant	DSO	MAN	<i>n/a</i>
9	Environmental Health & Safety Administrator	Melissa Naro	DSO	MAN	<i>Present</i>
10	Facilities Project Manager	Hassan Mirza	DSO	MAN	<i>Absent</i>
11	Emergency Manager	Paul Walker	DSO	MAN	<i>Absent</i>
12	Police Department Representative	Kenneth Owens	DSO	MAN	<i>Absent</i>
13	Faculty Representative, CHC	Brandi Bailes	CHC	FAC	<i>Absent</i>
14	Faculty Representative, SBVC	Jennifer Bjerke	SBVC	FAC	<i>Present</i>
15	CSEA Representative	Dave Stevenson	CHC	CLA	<i>Present</i>
16	Classified Representative, SBVC	Sarah Yearyearn	SBVC	CLA	<i>Present</i>
17	Associated Student Government President or Designee, CHC	Amr Bahjri	CHC	STU	<i>Absent</i>
18	KVCR Representative	Cheryl Alexander	DSO	MAN	<i>Present</i>
19	Print Shop Representative	Deborah Castro	DSO	CLA	<i>Present</i>
20	EDCT Representative	Tim Vasquez	DSO	MAN	<i>Absent</i>
21	Asian Pacific Islander Association Representative	Souts Xayaphanthong	CHC	FAC	<i>Present</i>
22	Black Faculty & Staff Representative	Mary Bradley	SBVC	CLA	<i>Absent</i>
23	Latino Faculty & Staff Representative	Ernest Guillen	SBVC	FAC	<i>Absent</i>
24	TESS Representative	Vacant			<i>n/a</i>
25	CTA Representative	Vacant			<i>n/a</i>
26	Classified Representative, CHC	Vacant			<i>n/a</i>
27	Classified Representative, DSO	Vacant			<i>n/a</i>
28	Associated Student Government President or Designee, SBVC	Vacant			<i>n/a</i>