



Facilities Advisory Committee (FAC)  
**Meeting Minutes – September 14, 2022 9:00 a.m.**  
Via Zoom

**I. Welcome & Confirmation of Quorum**

Farrah called the meeting to order at 9:04. The meeting began with introductions. We did not meet quorum.

Guests in attendance: Ashley Smith, District Energy & Sustainability Intern, Tatiana Vasquez.

Mike Strong requested that the committee go over the definition for quorum. He also suggested that it be changed to just 50% plus one and eliminate the other requirements. Erika will send an email and start some dialogue.

**II. Approval of Minutes**

Due to there being no quorum we were not able to vote on approval of minutes.

**III. Annual Review of Charge and Committee Organization**

**IV. Current Topics**

**A. Student Injury Report Update**

Melissa Nano shared the Student Injury report was recently distributed out to the campus. It will also be shared at a topic at the Valley Safety Committee. Dave shared that there needs to be a mechanism to record student injuries that is districtwide. The form is currently being utilized at Crafton, the goal is for this to be a districtwide form. Mike Strong shared that he thinks this is needed to support the campus Safety Committee Charges. Without this form, they will not be able to review student injuries and make recommendations for improvements. Mike recommends that this be a districtwide form for all three sites. Sarah Yearyea shared that she was not aware of any forms that were utilized at Valley, but the student health and campus police are notified depending on the severity. However, that information is not shared with the Safety Committees. The only reported injuries are workers comp injuries. This form would ensure that the committee receive the necessary information. Yash asked what are we doing to ensure that students and faculties are aware of this form? Dave shared that the form is geared towards being filled out by the faculty and staff. The ownness will be put on the staff if you see something report it. It will be included in yearly training, it will be a notification that it exists and provide the link. CHC Faculty Handbook is including the written process for Student Injuries.

**B. Job Hazard Assessment Progress Report**

Job Hazard Assessments (JHAs) are the initial tools to identify the risks associated with different job descriptions. They identify PPE and needed training. Additional JHAs that have been conducted are Lab Technicians – Anatomy, Biology, Chemistry, Microbiology, and Physics. The draft reports are under leadership review, next they will be shared with the departments, for final feedback. The safe practices and controls will be implemented in trainings.

Deborah asked if this would include the Print Shop. A JHA for the print shop has already

been completed. A list of all JHAs that have already been completed will be included in the meeting minutes.

**C. Safety Training Progress Report**

This review included the mandatory safety trainings that are provided through Keenan. Roughly we are at a 61% completion rate. Melissa shared that she has recently met with Mike and Tenille and provided them with the report of completed training and there was a discussion about providing live training on flex and in-service days. Tenille will share the reports with her campus facilities team. Mike shared that there is always room for improvement. There will be continued discussion with CHC management. Yash suggested we increase the frequency of notifications for past-due training. Melissa shared that she will be bringing this information back to Mike and Tenille and they will have continued discussions with their managers. Tatiana shared that the list is very overwhelming. She shared that there needs to be consistency, employees need to know the importance and see that Environmental Health & Safety (EH&S) presence on the campus. She also suggested that we possibly pick the top three to tackle, and then move on from there. What does consistency actually look like for a standard procedure for the entire district? Dave shared that the presence on campus is a big thing, there were times when these numbers were lower but also, they were much higher. He shared that having EH&S presence on campus as well as having in-person training greatly improved our numbers. There was discussion about providing in-person CPR training as we already have several qualified people on staff. OSHA 10, and OSHA 30 training utilize the resources we have to provide more training for less.

Yash shared that his previous employer has the training aligned, so all trainings were due in January. The enforcement was easier because everyone had the same due date, and it was a monthly effort rather than an ongoing continuous effort. Tim Vasquez shared that there are three trainers, PE, CPR, OSHA 10, and OSHA 30. EDCT was also mentioned as a resource. Deborah shared that she likes Yash's idea of having one month of training. She recommended aligning trainings with things that are happening, i.e. June is National Safety Month.

Dave shared that we need to have a deep dive into the scope of trainings that are provided, in order to ensure that our training is relevant. We need to make sure our trainings are site and scope specific. If we are providing trainings in person we need to make sure the presenters are qualified. We need to make sure that we are providing trainings, not just discussing things that our staff do every day.

**D. Virtual Suggestion Form**

Yash shared a virtual suggestion form. It is an anonymous form, where you can share any future topics, thoughts, or suggestions that you would like to see discussed in future meetings. Suggested topics should be in alignment with our committee's charge. Tatiana mentioned construction and the unclear process of engaging users. She would like to see a detailed process, regarding going from the Five-Year Construction Plan to action. Tatiana will put it on the list and Farrah will discuss it with the VPAs and it will be included in a future meeting.

**V. Adjournment**

Farrah adjourned the meeting at 9:54 am.  
The next meeting will be on October, 12<sup>th</sup> at 9:00 am.



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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.

- yes 1) 50% + one of appointed voting members (not 50% of members plus vacancies).
- no 2) One faculty member from each campus
- yes 3) Two persons from each site (CHC, SBVC, DSO)
- no 4) 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>Present</i>
4	VP, Admin Services, SBVC	Tenille Norris	SBVC	MAN	<i>Present</i>
5	Facilities Director	Larry Cook	CHC	MAN	<i>Present</i>
6	Facilities Director	Bob Jenkins	SBVC	MAN	<i>Present</i>
7	Associate Director, Bond Program Planning & Construction	Abel Favela	DSO	MAN	<i>Present</i>
8	Environmental, Health & Safety Administrator	Melissa Nano	DSO	MAN	<i>Present</i>
9	Facilities Project Manager	Hassan Mirza	DSO	MAN	<i>Present</i>
10	Emergency Manager	Paul Walker	DSO	MAN	<i>Present</i>
11	Faculty, CHC (1 of 2) (appointed by Academic Senate President)	Brandi Bailes	CHC	FAC	<i>Absent</i>
12	Faculty, CHC (2 of 2) (appointed by Academic Senate President)	<b>Vacant</b>	CHC	FAC	<i>n/a</i>
13	Faculty, SBVC (1 of 2) (appointed by Academic Senate President)	Jennifer Bjerke	SBVC	FAC	<i>Absent</i>
14	Faculty, SBVC (2 of 2) (appointed by Academic Senate President)	<b>Tatiana Vasquez</b>	SBVC	FAC	
15	Classified, CHC (appointed by Classified Senate President)	Christina Sweeting	CHC	CLA	<i>Present</i>
16	Classified, SBVC (appointed by Classified Senate President)	Sarah Yearyeon	SBVC	CLA	<i>Present</i>
17	ASG President or designee, CHC	Dakota Erwin	CHC	STU	<i>Present</i>
18	ASG President or designee, SBVC	Chassady Arias	SBVC	STU	<i>Absent</i>
19	Black Faculty & Staff Association	<b>Vacant</b>			<i>n/a</i>
20	Latino Faculty, Staff, & Administrators Association	<b>Vacant</b>			<i>n/a</i>
21	CTA (appointed by CTA)	Alicia Hallex	SBVC	FAC	<i>Present</i>
22	CSEA Treasurer (appointed by CSEA)	Dave Stevenson		CLA	<i>Present</i>
23	Classified, DSO (appointed by CSEA)	<b>Vacant</b>		CLA	<i>n/a</i>
24	Confidential Group	Stacey Nikac	DSO	CON	<i>Present</i>
25	Police Officer’s Association	<b>Vacant</b>			<i>n/a</i>
26	EEO Representative	<b>Vacant</b>			<i>n/a</i>
27	KVCR Representative	Cheryl Alexander	DSO	MAN	<i>Present</i>
28	EDCT Representative	Tim Vasquez	DSO	MAN	<i>Present</i>
29	Print Shop Representative	Deborah Castro	CHC	CLA	<i>Present</i>
30	Asian Pacific Islanders Association	Souts Xayaphanthong	CHC	MAN	<i>Present</i>

# Facilities Advisory Committee (FAC) Meeting

Via Zoom: <https://cccconfer.zoom.us/j/94289042512>

Or Dial-In: 669-900-6833      Meeting ID: 942 8904 2512

September 14, 2022

# Call to Order....

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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.
  - ❑ 50% + one of appointed\* voting members
  - ❑ Two persons from each site (CHC, SBVC, DSO)
  - ❑ At least one faculty member from CHC
  - ❑ At least one faculty member from SBVC
  - ❑ Three of four constituent groups represented (faculty, classified, student, management)

*\*50% +1 will be calculated using 50% of total appointed members (not 50% of appointed members plus vacancies).*



# Introductions



# Vote to Approve Minutes for April 13<sup>th</sup> & May 11<sup>th</sup> Meeting



Meeting  
Minutes

# Annual Review of Charge and Committee Membership



- 1. Sharing information related to the planning, design, and construction of districtwide facilities**
- 2. Providing updates on the progress of bond projects**
- 3. Reviewing, making recommendations for, and implementing District Safety**
- 4. Reviewing, making recommendations for, and implementing Security Plans**
- 5. Advancing actions that promote safe, adequate, and well-maintained facilities**
- 6. Reviewing and, making recommendations for a Zero Net Energy Plan and Sustainability Plan**
- 7. Providing a Sustainability Progress Report**



# Annual Review of Charge and Committee Membership



- Director, Facilities Planning, Emergency Planning & Construction, Chair
- Associate Director of Environmental Health, Emergency Planning & Safety Administration, Co-Chair
- VP of Admin Services from CHC & SBVC
- Facilities Director from CHC & SBVC
- Measure CC Project Manager from CHC & CHC
- Environmental Health & Safety Administrator
- Emergency Manager
- CTA Representative
- CSEA Representative
- Classified Representative from CHC & SBVC
- Associated Student Government President or designee from CHC & SBVC
- Police, KVCR, EDCT, TESS & Print Shop Representative
- Black Faculty & Staff Representative
- Latino Faculty & Staff Representative
- Asian Pacific Islander Association Representative
- Confidential Group Representative

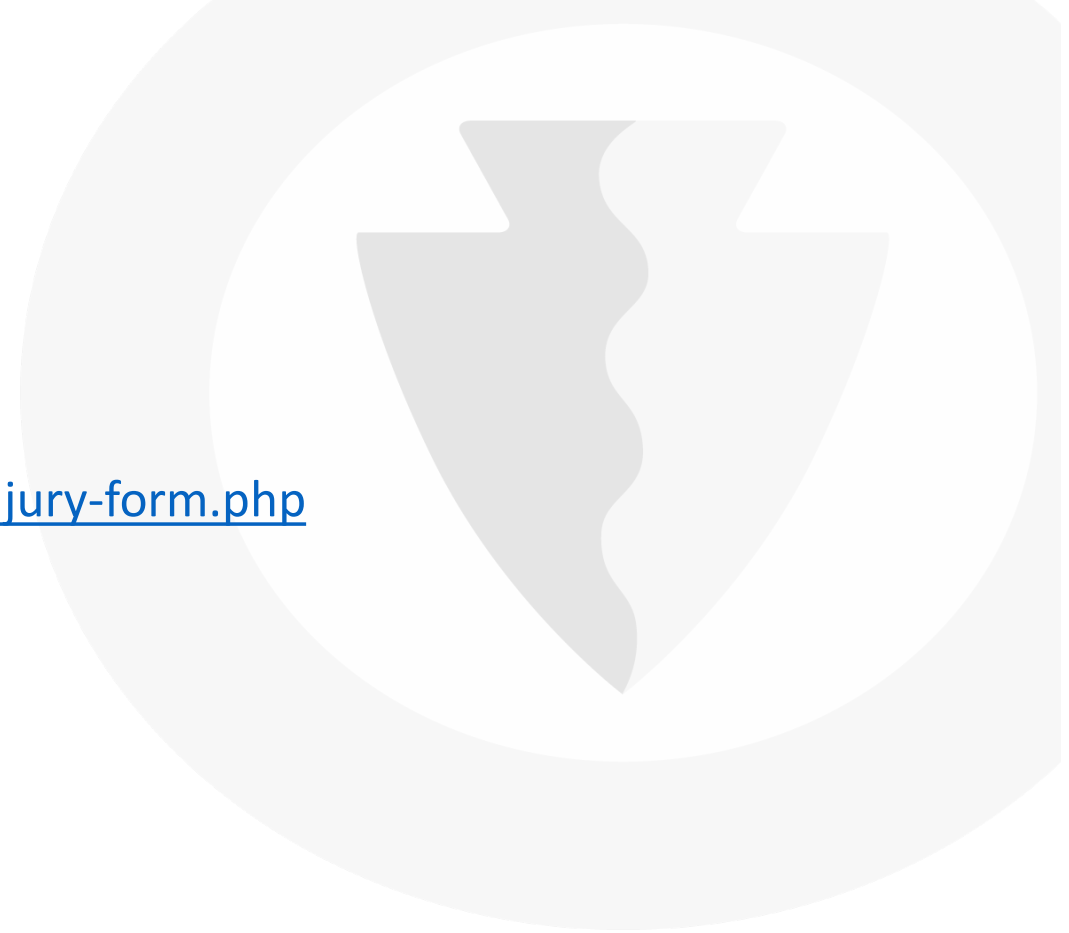


# Student Injury Reporting Update

# Student Injury Reporting

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- Crafton Hills College – Student Injury Form:  
<https://www.craftonhills.edu/faculty-and-staff/student-injury-form.php>





# Job Hazard Assessment Progress Report



# Current Job Hazard Assessment Status

The following JHA's were conducted since the last Facilities Advisory Committee meeting:

1. Lab Technician – Anatomy

6. Faculty – Transportation

2. Lab Technician – Biology

7. Faculty - HVAC

3. Lab Technician – Chemistry

8. Faculty - Electronics

4. Lab Technician - Microbiology

9. Faculty – Water Supply Tech

5. Lab Technician – Physics

# Current Job Hazard Assessment Status

## Next Steps:

1. Currently, the assessment reports are under leadership review.
2. They will be provided to Departments for Department and employee review for final feedback.
3. Include and incorporate the safe practices and controls into the Safety Plans, and trainings to ensure procedures are implemented.



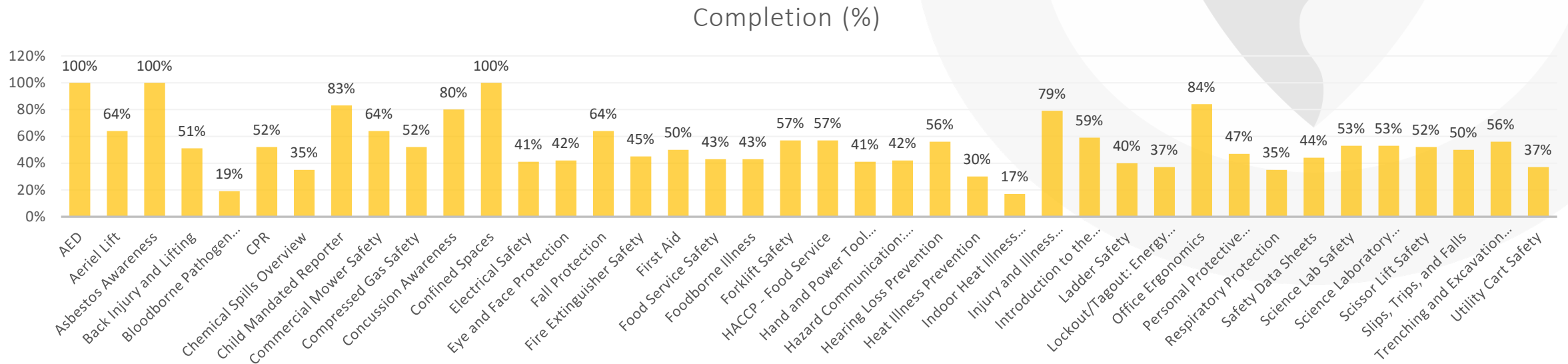


# District Safety Training Progress Report



# District-Wide Completion Summary by Course

(Keenan Courses)

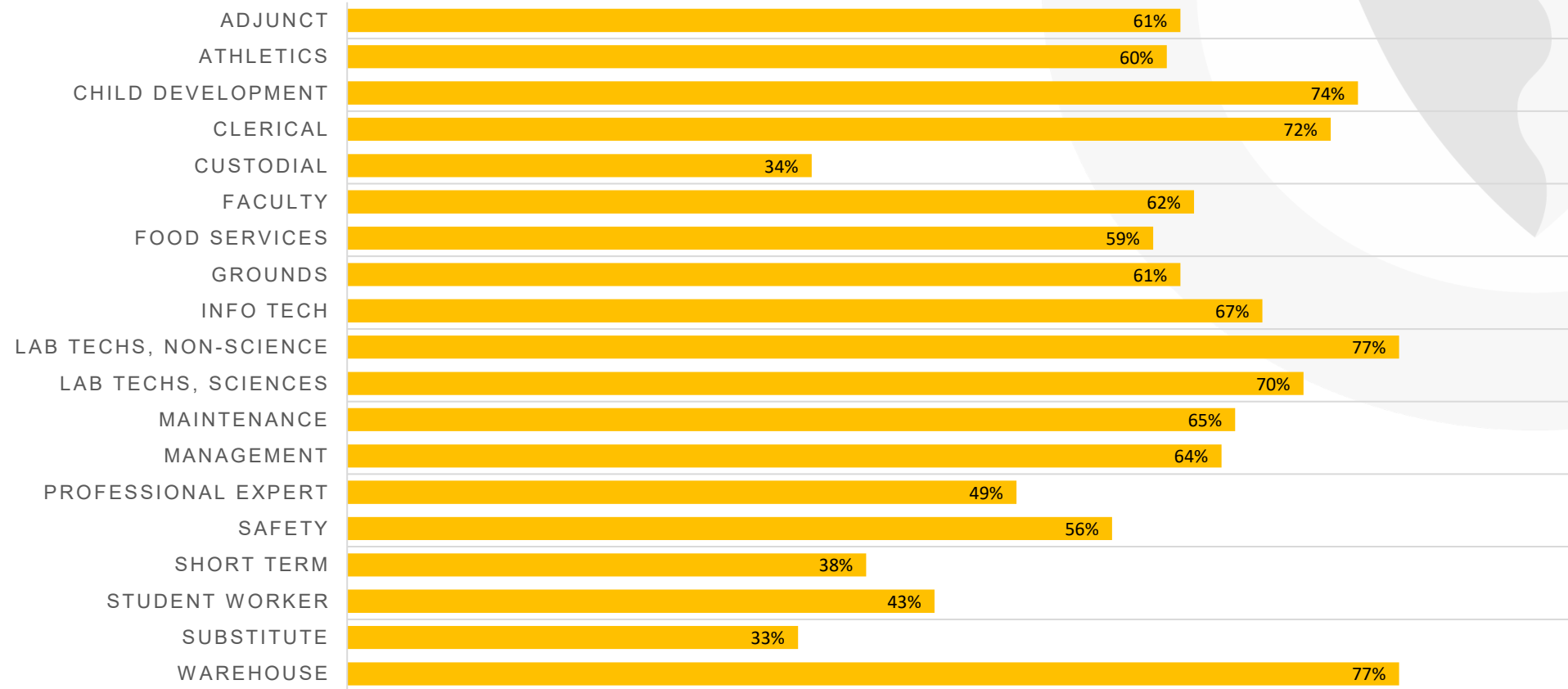




# District-Wide Completion by Position Category

(Keenan Courses)

## COMPLETION (%)





# Virtual Suggestions Form



Click on the link provided in the chat

# Thank You

- Next Meeting is October 12, 2022

September 14, 2022