



Facilities Advisory Committee (FAC)  
Meeting Minutes – December 13, 2023, 9:00 a.m.  
Via Zoom

**I. Welcome & Confirmation of Quorum**

Farrah Farzaneh called the meeting to order at 9:06 a.m.

Guests in attendance: Zoraida Gutierrez, Ashley Smith, Mirriam Abunaja, Tiffany Guevara, Cassandra Thomas.

**II. Approval of Minutes**

Mike Strong motioned to approve the minutes from November 8, 2023. Robert McAttee seconded the motion.

There was no discussion. Dave Stevenson, Brooke Quinones (proxy for Heather Ford) and Souts Xayaphanthong abstained. All other members in attendance voted to approve.

**III. Current Topics**

**A. Follow-Up on Campus Communication**

Abel Favela shared the revised Construction Updates which include the percentages of completion of projects as suggested by the committee at the last meeting. This Construction Update will go out quarterly. The Construction Update format was well received.

**B. Safety Update by Dave Stevenson**

Dave Stevenson shared a safety update including Safety Plan Updates, Employee Injury Report, and The Great ShakeOut 2023. There was a question about biosafety plans, Dave will follow up directly with Sarah Yearyeen.

The Emergency Operations Plan is going to the January board for approval.

All safety plans can be found on the district website at <https://sbccd.edu/district-services/safety-risk-management/index.php>.

The slides of his presentation will be shared with the committee as part of the minutes.

**IV. Future Topics**

**A. Review of Facilities Masterplan Timeline**

We are currently waiting for a proposal from the Architect, we hope to share the timeline at the next meeting. Mike shared that user group meetings need to start no later than March.

**V. Adjournment**

Farrah adjourned the meeting at 9:34 am

The next Meeting will be on February 14<sup>th</sup> at 9:00 a.m.



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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).
- 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>Present</i>
4	VP, Admin Services, SBVC	Steve Sutorus	SBVC	MAN	<i>Present</i>
5	Facilities Director, CHC/Management Association	Larry Cook	CHC	MAN	<i>Present</i>
6	Facilities Director, SBVC	Bob Jenkins	SBVC	MAN	<i>Present</i>
7	Associate Director, Bond Program Planning & Construction	Abel Favela	DSO	MAN	<i>Absent</i>
8	Measure CC Campus Project Manager	Tony Cong	DSO	MAN	<i>Present</i>
9	Environmental Health & Safety Administrator	Vacant	DSO	MAN	
10	Facilities Project Manager	Hassan Mirza	DSO	MAN	<i>Present</i>
11	Academic Senate, CHC	Meridyth McLaren	CHC	FAC	<i>Absent</i>
12	Academic Senate, SBVC	Jennifer Bjerke	SBVC	FAC	<i>Absent</i>
13	Classified Senate, CHC/DSO Representative	Karen Peterson	CHC	CLA	<i>Present</i>
14	Classified Senate, SBVC	Sarah Yearyean	SBVC	CLA	<i>Present</i>
15	Student Body Association, CHC	Enggie Ocampo	CHC	STU	<i>Present</i>
16	Student Body Association, SBVC	Nelva Ruiz-Martinez	SBVC	STU	<i>Absent</i>
17	Black Faculty & Staff Association	April Dale	SBVC	MAN	<i>Present</i>
18	Latino Faculty, Staff, & Administrators Association	Ernest Guillen	SBVC	CLA	<i>Absent</i>
19	CTA (appointed by CTA)	Robert McAttee	CHC	FAC	<i>Present</i>
20	CSEA (appointed by CSEA President)	CaseyThomas	CHC	CLA	<i>Present</i>
21	Confidential Group	Heather Ford	DSO	CON	<i>Absent</i>
22	Police Officer’s Association	James Quigley (proxy: Angelica Arechavaleta)	DSO	MAN	<i>Present</i>
23	Asian Pacific Islanders Association	Souts Xayaphanthong	CHC	MAN	<i>Present</i>
24	TESS Representative	Roger Robles	DSO	MAN	<i>Present</i>
25	EDCT Representative	Tim Vasquez	DSO	MAN	<i>Absent</i>
26	KVCR Representative	Cheryl Alexander	SBVC	MAN	<i>Present</i>
27	Print Shop Representative	Deborah Castro	CHC	CLA	<i>Present</i>

# FAC Committee Updates

## December 2023

Presented by: Dave Stevenson  
Interim Environmental Health & Safety Administrator

# Discussion Topics

 Safety plans recently updated

 Safety plans pending updates

 Employee Injury Report

 The Great ShakeOut 2023 Debrief

 EOP Update

 IIPP – Safety Committee

# Safety Plans Recently Updated



**Injury and Illness Prevention Plan (IIPP)**



**Heat Illness Prevention Program (HIPP)**



**Respiratory Protection Program (RPP)**



**Communicable Disease Plan**

# Updates to The IIPP



**Last updated in 2019.**



**Compliance language updated to be more clear.**



**Updated website links.**



**Added language regarding “Tailgate” Safety Talks.**



**Updated Site-Specific Contact info.**

# Updates to the HIPPP



**Last updated in Oct 2016.**



**Minor grammatical issues updated to be more clear.**



**Updated website links.**



**Updated Site-Specific Contact info.**

# Updates to The RPP



**Last updated in Dec 2019.**



**Updated Medical Eval procedures to reflect current process.**



**Updated website links.**



**Updated Site-Specific Contact info.**



**Updated Site-Specific respirator info.**



**Updated fit test procedures to reflect current process.**



# Updates to the CDP



**Last updated in Aug 2019.**



**Minor grammatical issues updated to be more clear.**



**Added COVID-19 reporting process**



**Updated website links.**



**Updated Site-Specific Contact info.**



**Updated Responsibilities and Reporting Structure.**

# Safety Plans Pending Updates

- Chemical Hygiene Plan
  - Updated annually
  - Last updated 2022
- Fume Hood Plan
  - New
  - Taking info from CHP, adding necessary details.
- Blood Borne Pathogen Exposure Control Program
  - Updated annually
  - Last updated Oct 2016



# Employee Injury Report

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Safety Committee Update  
(Period 7/1/23 – 10/27/23)

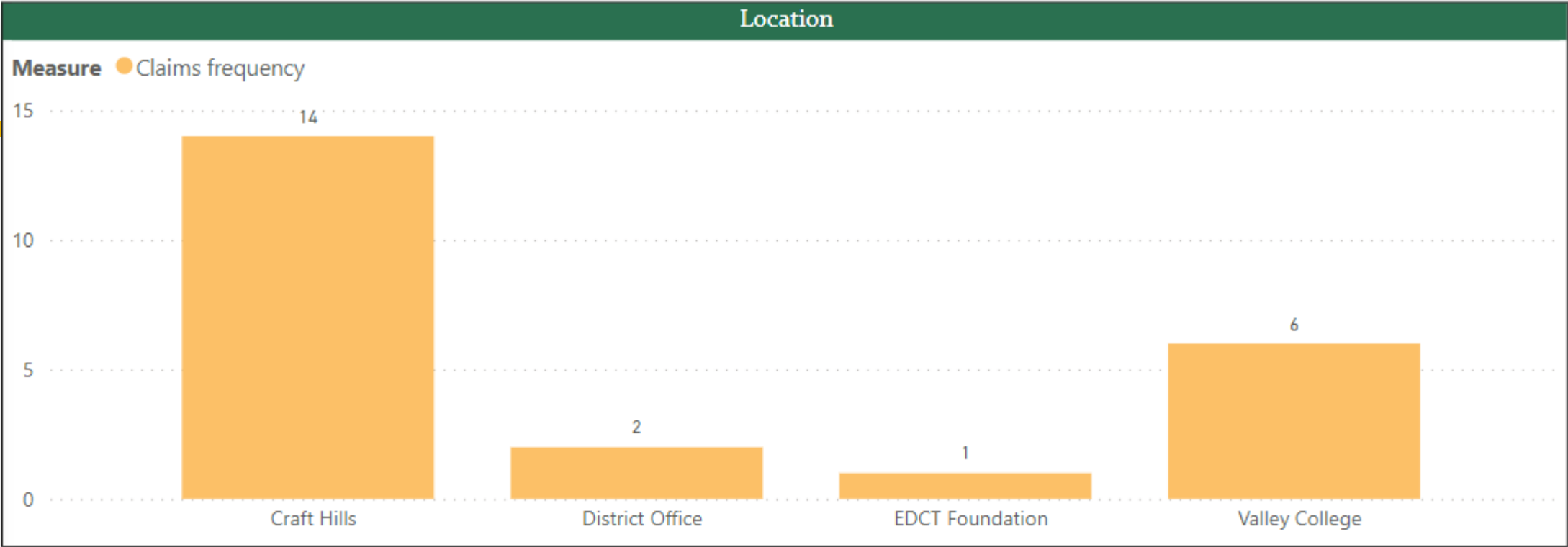
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All Data in this Report  
valued as of 10/27/2023

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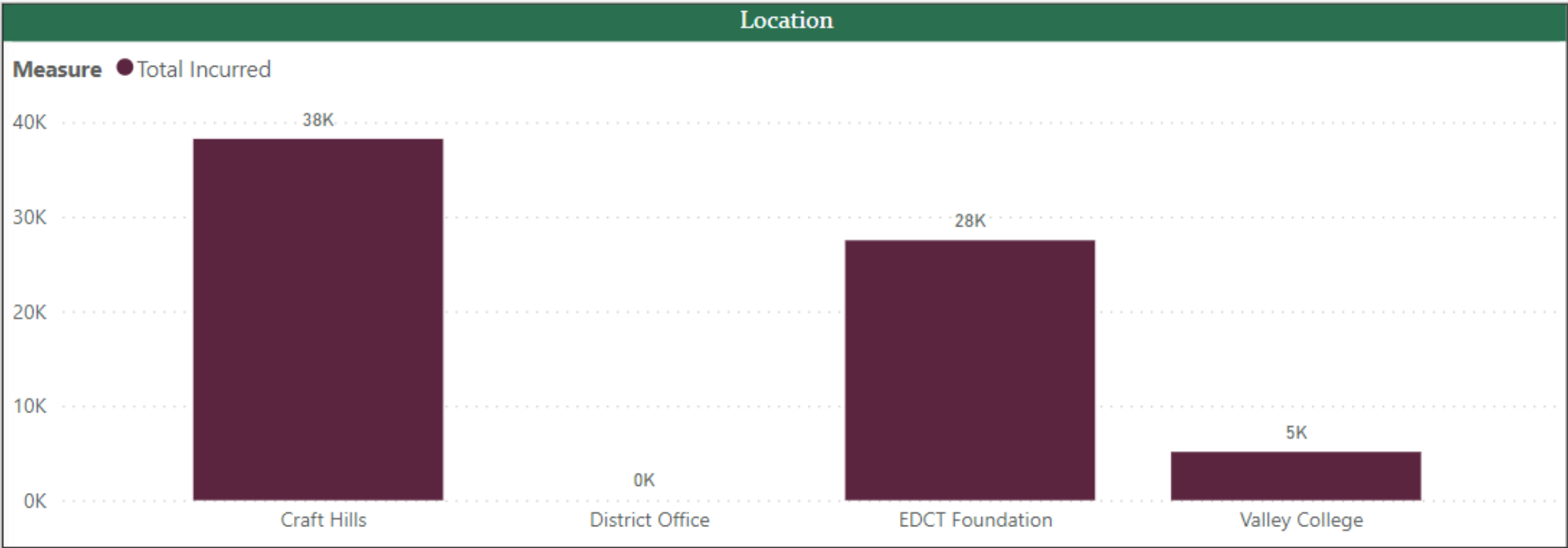
Prepared by: Paul Keller,  
ARM, CSRM, SIP

# Claim Frequency by Location (7/1/23 through 10/27/23)



Account Name	Location Description	Claims frequency
San Bernardino Community College District	Craft Hills	14
	District Office	2
	EDCT Foundation	1
	Valley College	6
<b>Total</b>	<b>Total</b>	<b>23</b>

# Claim Severity By Location (7/1/23 through 10/27/23)



Account Name	Location Description	Total Incurred
San Bernardino Community College District	Craft Hills	38,234
	District Office	0
	EDCT Foundation	27,500
	Valley College	5,113
<b>Total</b>	<b>Total</b>	<b>70,847</b>

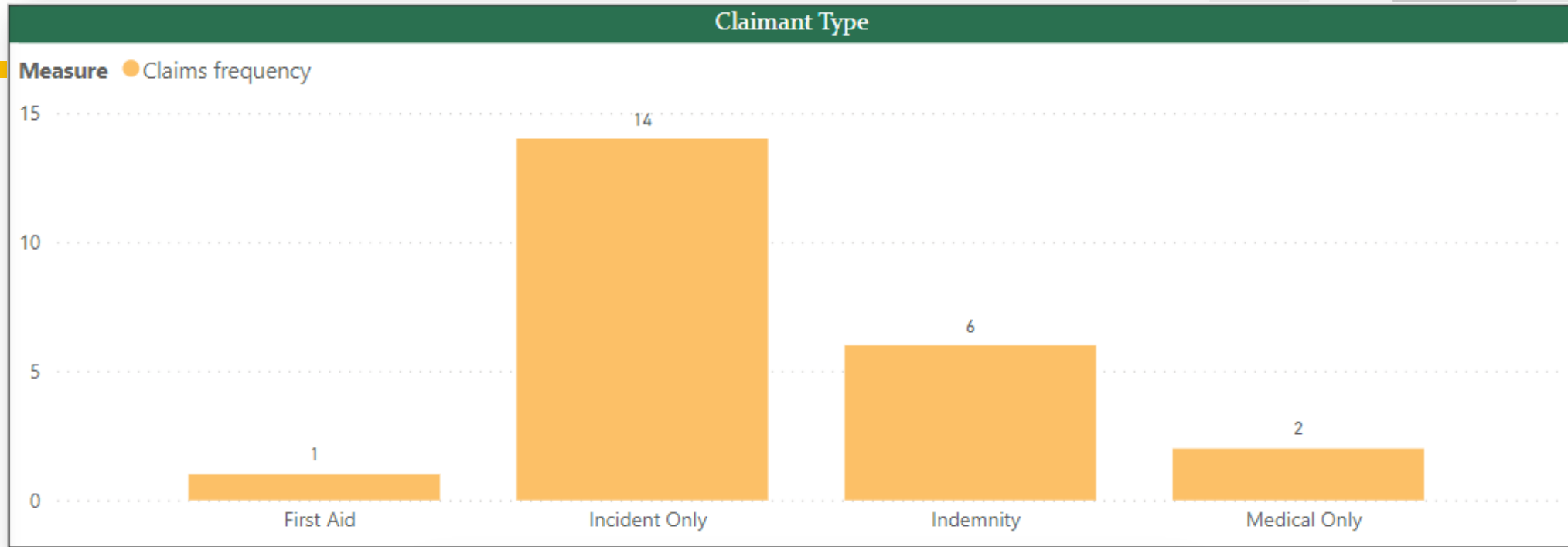
# Location – Frequency & Severity (7/1/23 through 10/27/23)

Fiscal Year	23-24		Total	
Location Description	Frequency	Severity	Frequency	Severity
Craft Hills	14	\$38,234	14	\$38,234
Valley College	6	\$5,113	6	\$5,113
District Office	2	\$0	2	\$0
EDCT Foundation	1	\$27,500	1	\$27,500
<b>Total</b>	<b>23</b>	<b>\$70,847</b>	<b>23</b>	<b>\$70,847</b>

# SBCCCD – District Wide Comparison – Average Cost Per Claim/ Frequency/Severity/ Total Paid (7/1/23 through 10/27/23)

Account Name	Location Description	Avg Cost Per Claim	Claims frequency	Total Incurred	Total Paid
San Bernardino Community College District	Craft Hills	2,731	14	38,234	767
	District Office	0	2	0	0
	EDCT Foundation	27,500	1	27,500	147
	Valley College	852	6	5,113	1,443
	<b>Total</b>	<b>3,080</b>	<b>23</b>	<b>70,847</b>	<b>2,357</b>
<b>Total</b>		<b>3,080</b>	<b>23</b>	<b>70,847</b>	<b>2,357</b>

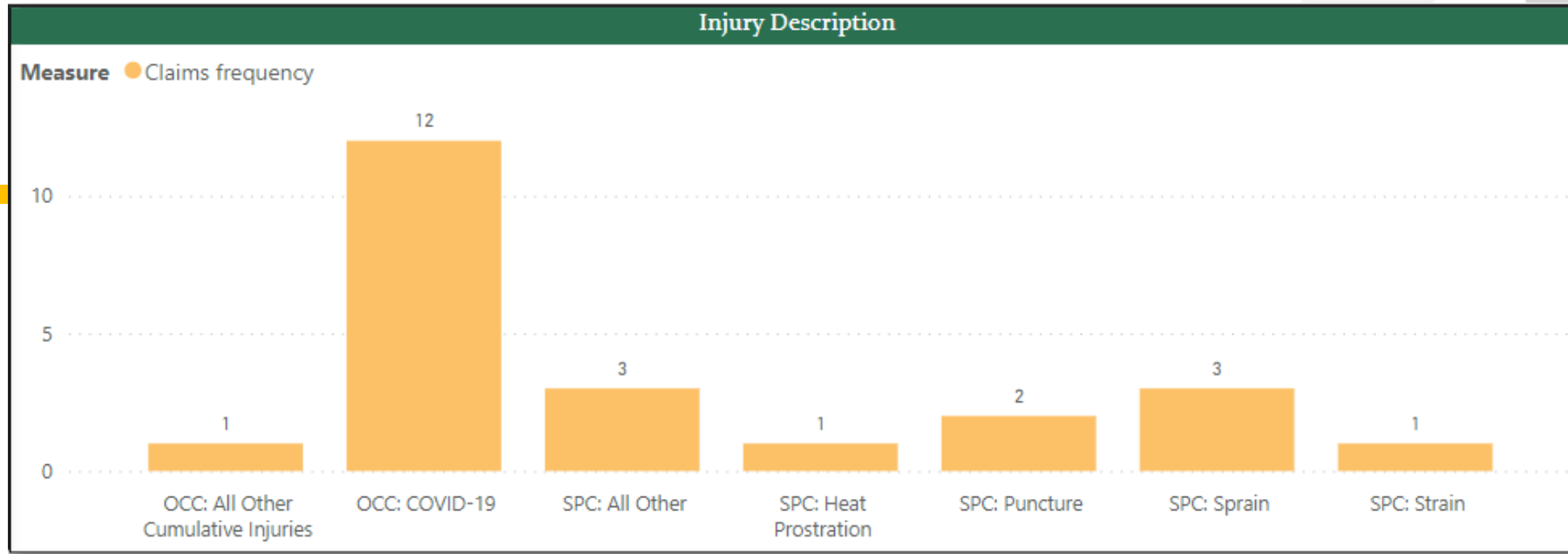
# Claim Type Frequency District Wide (7/1/23 through 10/27/23)



Claimant Type Description	Claims frequency
First Aid	1
Incident Only	14
Indemnity	6
Medical Only	2
<b>Total</b>	<b>23</b>

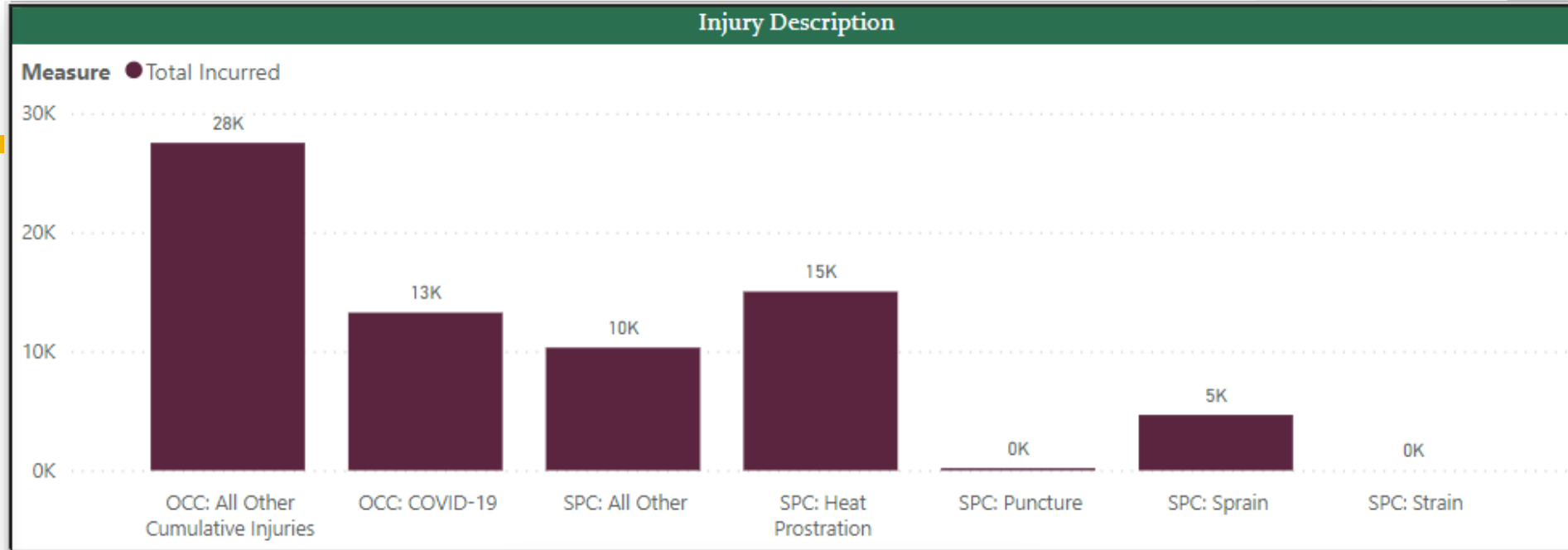


# Injury Description Frequency District Wide (7/1/23 – 10/27/23)



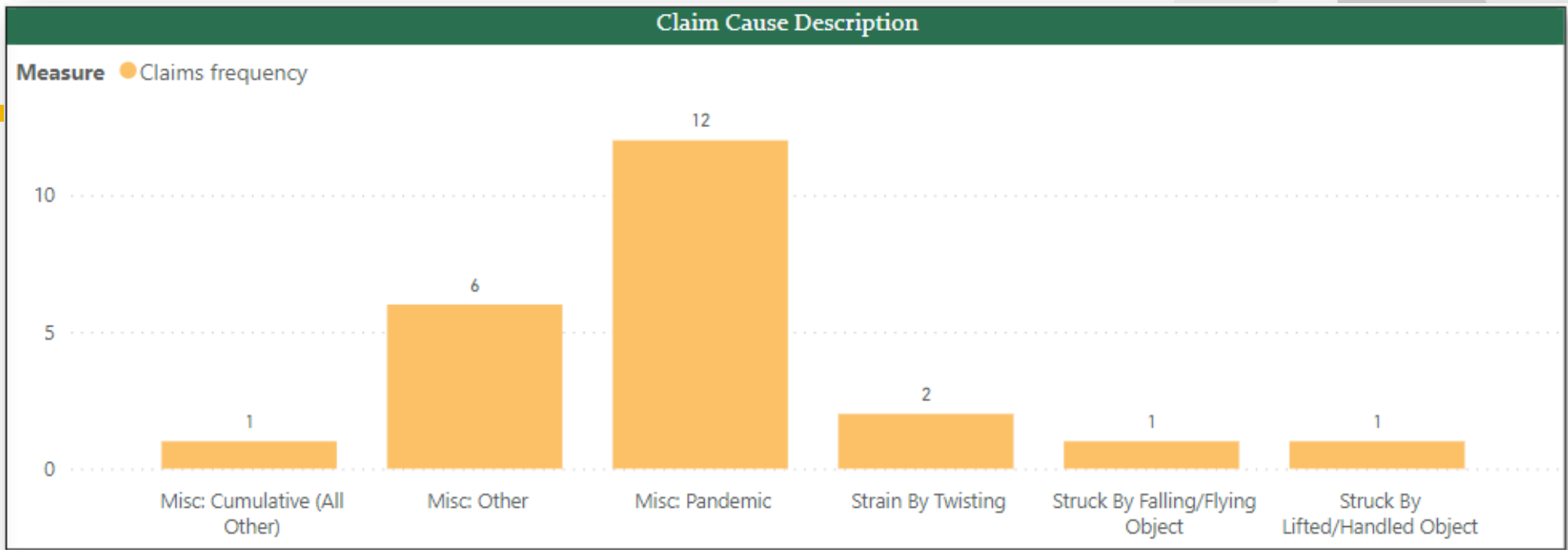
Injury Group	Injury Description	Claims frequency
Occupational	OCC: All Other Cumulative Injuries	1
	OCC: COVID-19	12
	<b>Total</b>	<b>13</b>
Specific	SPC: All Other	3
	SPC: Heat Prostration	1
	SPC: Puncture	2
	SPC: Sprain	3
	SPC: Strain	1
	<b>Total</b>	<b>10</b>
<b>Total</b>		<b>23</b>

# Injury Description Severity District Wide (7/1/23 – 10/27/23)



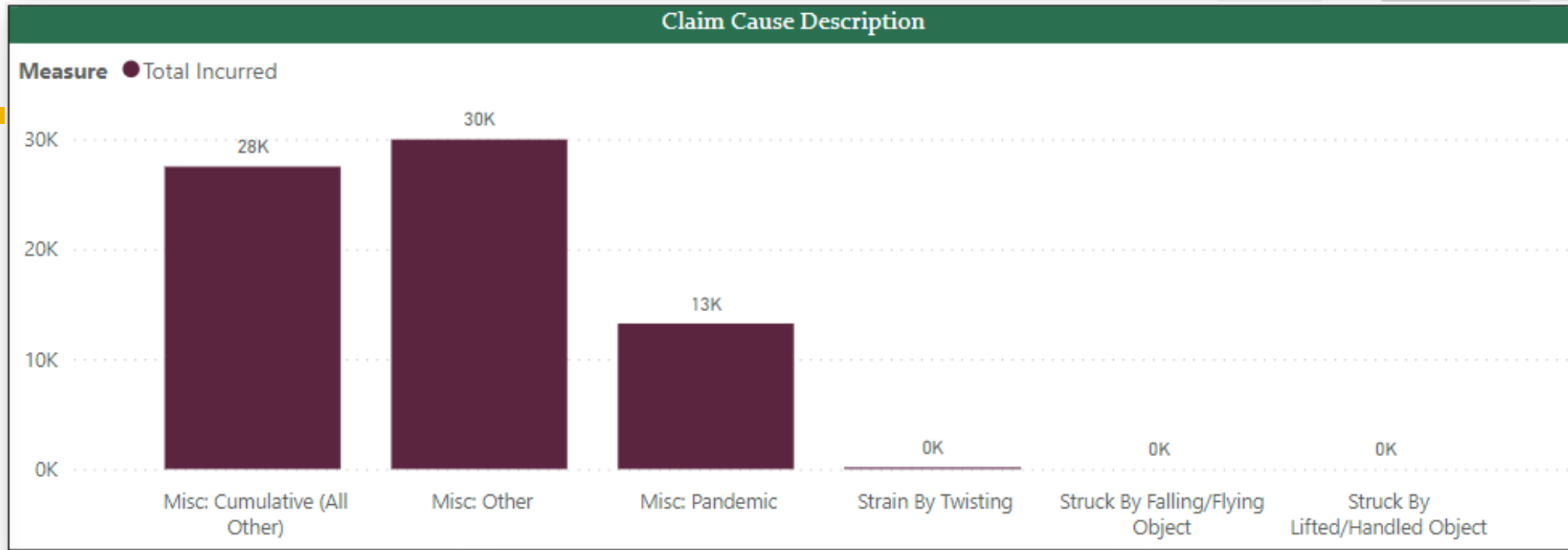
Injury Description	Total Incurred
OCC: All Other Cumulative Injuries	\$27,500
OCC: COVID-19	\$13,234
<b>Total</b>	<b>\$40,734</b>
SPC: All Other	\$10,294
SPC: Heat Prostration	\$15,000
SPC: Puncture	\$172
SPC: Sprain	\$4,647
SPC: Strain	\$0
<b>Total</b>	<b>\$30,113</b>
<b>Total</b>	<b>\$70,847</b>

# Claim Cause Frequency District Wide (7/1/23 – 10/27/23)



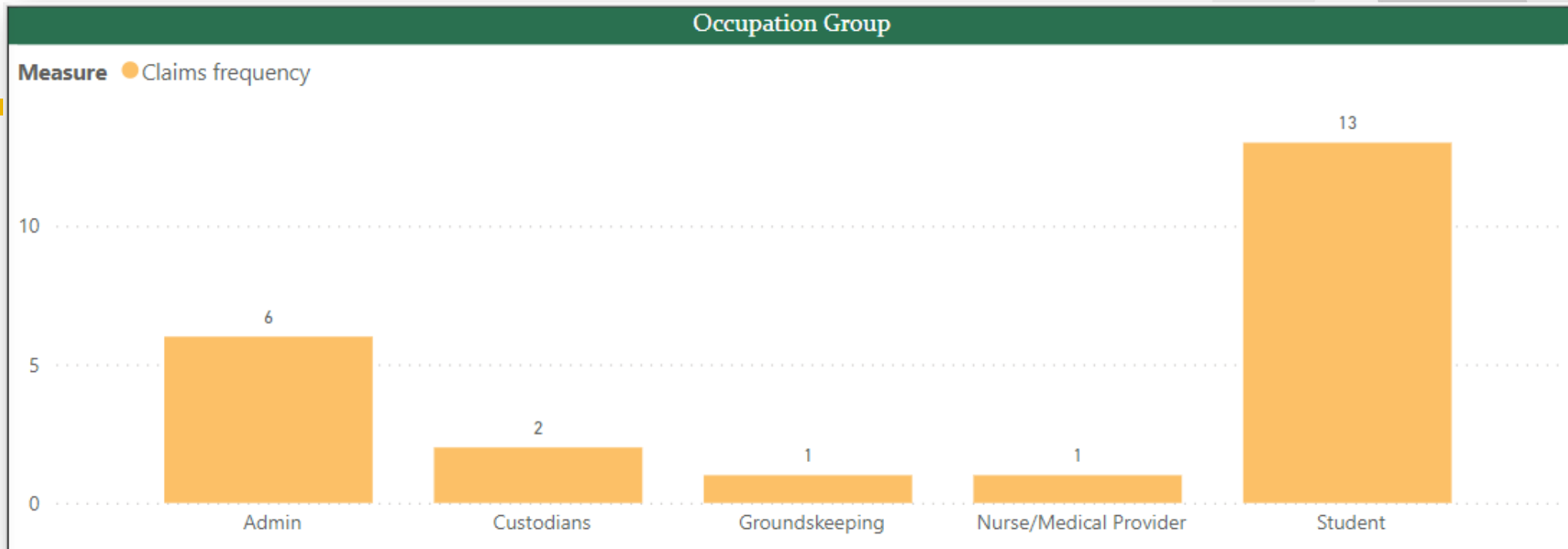
Claim Cause Description	Claims frequency
Misc: Cumulative (All Other)	1
Misc: Other	6
Misc: Pandemic	12
Strain By Twisting	2
Struck By Falling/Flying Object	1
Struck By Lifted/Handled Object	1
<b>Total</b>	<b>23</b>

# Claim Cause Severity District Wide (7/1/23 – 10/27/2023)



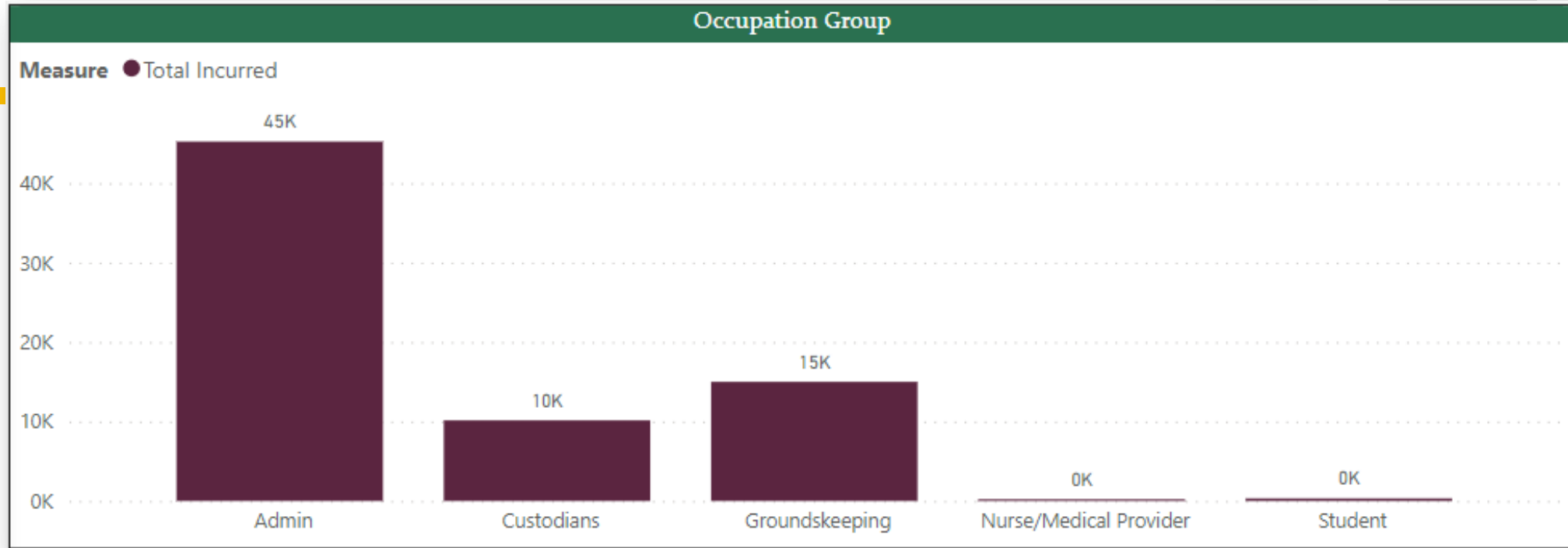
Claim Cause Description	Total Incurred
Misc: Cumulative (All Other)	\$27,500
Misc: Other	\$29,966
Misc: Pandemic	\$13,234
Strain By Twisting	\$147
Struck By Falling/Flying Object	\$0
Struck By Lifted/Handled Object	\$0
<b>Total</b>	<b>\$70,847</b>

# Occupation Group Frequency District Wide (7/1/23 - 10/27/23)



Occupation Group	Claims frequency
Admin	6
Custodians	2
Groundskeeping	1
Nurse/Medical Provider	1
Student	13
<b>Total</b>	<b>23</b>

# Occupation Group Severity District Wide (7/1/23 – 10/27/23)



Occupation Group	Total Incurred
Admin	\$45,234
Custodians	\$10,147
Groundskeeping	\$15,000
Nurse/Medical Provider	\$147
Student	\$319
<b>Total</b>	<b>\$70,847</b>

# The Great ShakeOut 2023



After action Debrief



Plan



Learning Opportunities



Solutions

# Great ShakeOut: Planning



After action Debrief



Notifications to be sent out at 10:19am on 10/19



All Students, Staff and Faculty to evacuate to their designated evacuation site




Building Captains to report to evacuation sites and Radio in



Once all sites evacuated IC will sound the all clear





# Great ShakeOut: Learning Opportunities

## After Action Debrief

- Alarms and Communication:
  - Fire alarms - not used intentionally
  - Desk Phone Notification - only partially worked at SBVC
  - Text message - positive feedback received
  - Cell phone call - about 50% of employees stated they received a call

# Great ShakeOut: Learning Opportunities

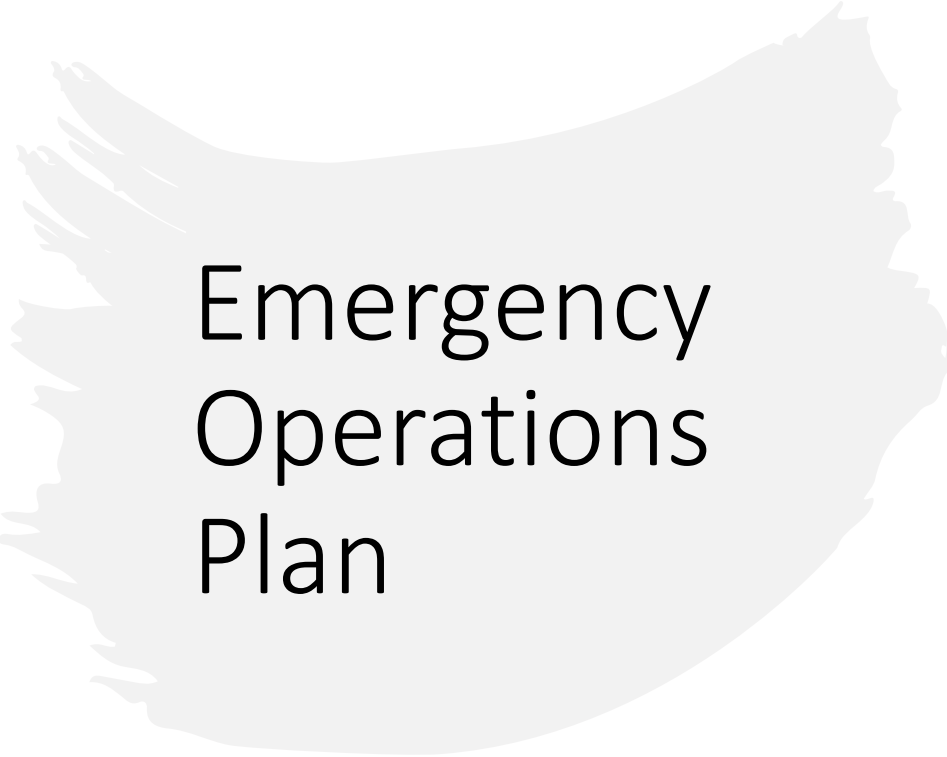
## After Action Debrief

- Building Captain Feedback:
  - No informacast, some faculty didn't know the drill was happening.
  - The supply bags were too heavy to move.
  - Multiple people with radios in each evacuation site, so there were multiple people reporting and updating for the site. It was confusing and unorganized.
  - Site coordinators with multi-floor building were struggling to confirm that floors were clear. No one from each floor was assigned that responsibility.
  - Request by Faculty/ instructional Dean. Requested early notification that the drill was happening. Requested notification in early August so that faculty can plan for the drill in their syllabus.
  - Site 11 was missing the evacuation site number; employees did not know where to go.

# Great ShakeOut: Solutions

## After Action Debrief

- Recommendations:
  - EHS to work with TESS to patch Informacast.
  - SBVC could promote to employees and students to update contact info on Webadvisor.
  - This impacts Cell phone calls and Text.
  - Consider smaller site-specific bags with essential supplies for immediate evac.
  - Should identify evacuation site chain of command, ensure radio traffic is limited and essential traffic only.
  - Consider going back to the model with multiple “floor captains” for multi-floor buildings.
  - Consider early notification to faculty.
  - Replace missing signage.

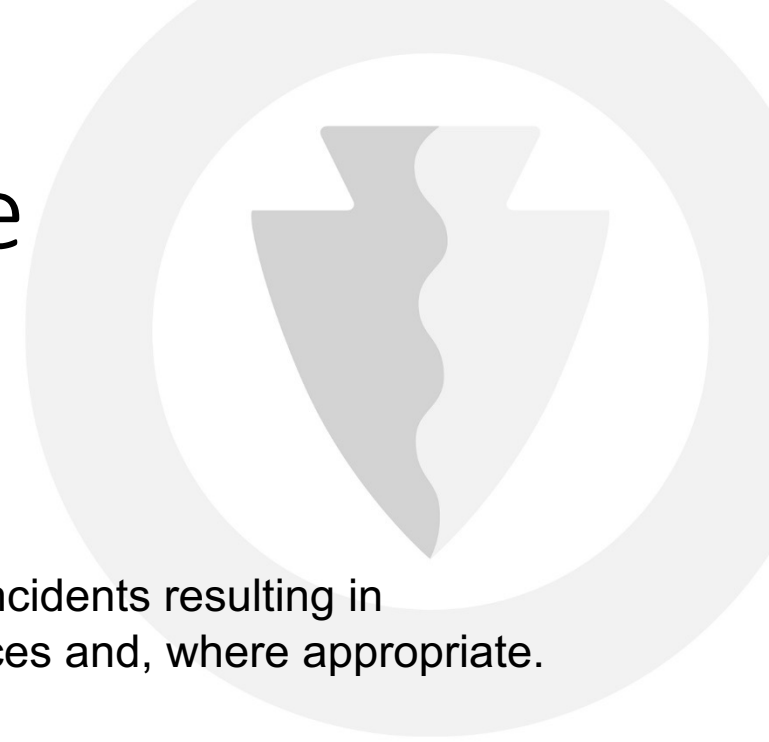


# Emergency Operations Plan

The Plan as been reviewed by Emergency Management, Human Resources, Police Department, and Campus Executive Leadership.

The Plan is in the final stages of review and should be complete by 2024.

# IIPP: Safety Committee



## The IIPP charges the Safety Committee's to Discuss the following

- Review results of the periodic, scheduled worksite inspections.
- Review investigations of occupational injuries and illnesses and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate.
- Suggestions to management for the prevention of future incidents.
- Review investigations of alleged hazardous conditions brought to the attention of any committee members.
- When determined necessary by the committee, the committee may conduct its own inspections and investigations to assist in remedial solutions.
- Employee safety suggestions.
- Review of any recent corrective/abatement actions implemented.
- Any other safety-related discussion deemed pertinent and appropriate.

# Questions?

Thank you!