



Facilities Advisory Committee (FAC)  
Meeting Minutes – February 14, 2024, 9:00 a.m.  
Via Zoom

**I. Welcome & Confirmation of Quorum**

Yash Patel called the meeting to order at 9:06 a.m.

Guests in attendance: Zoraida Gutierrez, Ashley Smith, Miriam Abunaja, Vivian Trinh, Andrea Hecht, and Natalie Lopez.

**II. Approval of Minutes**

There was not a quorum present, the minutes from the December 2023 meeting will be presented in March for approval.

**III. Current Topics**

**A. Facilities Masterplan Timeline**

Yash shared an overview of the process for the Facilities Master Plan. The last Facilities Master Plan was developed in 2017 and was done in tandem with the Educational Master Plan. This time the Educational Master Plan has been completed and will provide input for the Facilities Master Plan.

Yash shared that we have been intentional in our planning to ensure that there are multiple ways for the campus community to have input in the plan. We intend to utilize multiple forums to collect input from all groups, including Senates, College Councils, and Open forums as applicable. In addition, there will be specific meetings with subject matter experts. We would like to use this committee to take components of the plan back to their constituency groups to help ensure that everyone has a voice.

Mike asked if everyone felt that we had the process right or if we were missing something. Sarah Yearyear appreciated the opportunity for campus feedback.

DLR Architects, a local firm will be leading this effort. The goal is to have the final plan ready by the end of the year. We are currently gathering information to drive the plan and working to tie together all plans including, wayfinding master plans, strategic master plans, etc.

Yash shared that we are asking for the committee's help to encourage constituency groups to actively participate in the open forums. The goal is to meet with the faculty and students during the spring semester. The summer will be used to develop the plan based on the feedback that has been received.

Mike asked a couple of questions to ensure that there was understanding and agreement since there was no discussion or questions.

Davena appreciated that it was recognized that the faculty and student body are not available during the summer and that was proactively considered when creating the

timeline. She noted there is a significant amount of work to be done and encouraged everyone to take the information to their constituency groups.

#### **B. Safety Update by Dave Stevenson**

Dave Stevenson, the Interim Environmental Health & Safety Administrator shared a safety update.

The following Plans have been recently updated: Communicable Disease Plan, Bloodborne Pathogen Plan, Chemical Hygiene Plan, Hearing Conservation Program, Aerial Work Program, Fall Protection Plan, Formaldehyde Phenol Glutaraldehyde Program, Fume Hood & Biosafety Cabinet Program.

Safety Plans Pending updates: Hazardous Waste Management Plan, Fire, Life & Safety Prevention Program, Utility Cart Safety Program, Hazardous Communication Program.

The Emergency Operations Plan was board-approved on January 11, 2024. The Campus Readiness Plans are in development. Annual Hazard Assessment Inspections were completed between November and December 2023. Workers Comp reporting was also shared. The slides from the presentation are attached as part of the minutes.

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

Yash encouraged all committee members to email any suggestions on future topics.

#### **V. Adjournment**

Yash Patel adjourned the meeting at 9:34 am  
The next Meeting will be on March 13<sup>th</sup> at 9:00 a.m.

Not Yet Approved



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 Via Zoom

**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.

<u>no</u>	1) 50% + one of appointed voting members (not 50% of members plus vacancies).
<u>yes</u>	2) Two persons from each site (CHC, SBVC, DSO)
<u>yes</u>	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>Absent</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	Keith Bacon	SBVC	MAN	<i>Present</i>
5	Facilities Director, CHC/Management Association	Demian Brunty	CHC	MAN	<i>Present</i>
6	Facilities Director, SBVC	Bob Jenkins	SBVC	MAN	<i>Absent</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	Interim Environmental Health & Safety Administrator	Dave Stevenson	DSO	MAN	<i>Present</i>
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	Davena Burns-Peters	SBVC	FAC	<i>Present</i>
13	Classified Senate, CHC/DSO Representative	Karen Peterson	CHC	CLA	<i>Present</i>
14	Classified Senate, SBVC	Sarah Yearyea	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>Absent</i>
18	Latino Faculty, Staff, & Administrators Association	Ernest Guillen	SBVC	CLA	<i>Absent</i>
19	CTA (appointed by CTA)	Robert McAttee	CHC	FAC	<i>Absent</i>
20	CSEA (appointed by CSEA President)	Deborah Castro	CHC	CLA	<i>Absent</i>
21	Confidential Group	Kelly Goodrich	DSO	CON	<i>Absent</i>
22	Police Officer’s Association	James Quigley (proxy: Angelica Arechavaleta)	DSO	MAN	<i>Absent</i>
23	Asian Pacific Islanders Association	Souts Xayaphanthong	CHC	MAN	<i>Present</i>
24	TESS Representative	Roger Robles	DSO	MAN	<i>Absent</i>
25	EDCT Representative	Stacy Garcia	DSO	MAN	<i>Absent</i>
26	KVCR Representative	Cheryl Alexander	SBVC	MAN	<i>Present</i>
27	Print Shop Representative	Nicholas Judson	CHC	CLA	<i>Present</i>

# FAC Committee Updates

## February 2024

Presented by: Dave Stevenson  
Interim Environmental Health & Safety Administrator

# Discussion Topics



Safety plans recently updated



Safety plans pending updates



Employee Injury Report

# Safety Plans Recently Updated

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Communicable Disease Plan (CDP)



Bloodborne Pathogen Plan (BBP)



Chemical Hygiene Plan (CHP)



Hearing Conservation Program (HCP)

# Safety Plans Recently Updated



Hearing Conservation Program (HCP)



Aerial Work Program (AWP)



Fall Protection Program (FPP)



Formaldehyde Phenol Glutaraldehyde Program (FPGP) - Pending



Fume Hood & Biosafety Cabinet Program (FHP) \*New

# Updates to the CDP




 Last updated in August 2019

 Minor grammatical issues updated to be more clear

 Updated website links

 Updated Site-Specific Contact info

 Added COVID-19 reporting process

 Updated responsibilities and reporting structure



# Updates to the BBP



Last updated in Oct 2016.



Clarified exposure risk determination and minor grammatical issues updated to be more clear.



Updated website links.



Updated Site-Specific Contact info.



Added language regarding Hep-B vaccination



Updated medical facilities for work comp use.



# Updates to the CHP



Last updated in Dec 2022.



Updated website links.



Updated Site-Specific Contact info.



Removed section for fume hoods – making separate program



# Creation of the Fume Hood & Biosafety Cabinet Program



Removed from CHP -> created new plan with more specific details.



Added specifics about Biosafety cabinets.



Included Site-Specific Contact info.



Added details about certification and operating standards.



# Updates to the HCP



**Last updated in Oct 2016.**



**Updated website links.**



**Updated Site-Specific Contact info.**



**Minor edits to grammar and formatting.**



# Updates to the AWP



Last updated in Oct 2016.



Updated website links.



Updated Site-Specific Contact info.



Minor edits to grammar and formatting.



Clarified or added language from regulation



# Updates to the FPP



**Last updated in Oct 2016.**



**Updated website links.**



**Updated Site-Specific Contact info.**



**Minor edits to grammar and formatting.**



**Clarified or added language from regulation**

# Updates to the FPGP (pending)

 Last updated in June 2015.

 Consolidated campus plans

 Updated website links.

 Updated Site-Specific Contact info. and Responsibilities

 Minor edits to grammar and formatting.

 Clarified or added language from regulation

# Safety Plans Pending Updates

- Hazardous Waste Management Program
  - Updated as needed-Last Updated in 2015
  - Updates nearly complete
- Fire Life & Safety Prevention Program
  - Updated as needed-Last Updated in 2016
- Utility Cart Safety Program
  - Updated as needed-Last Updated in 2016
- Hazardous Communication Program
  - Updated as needed-Last Updated in 2016







# Emergency Operations Plan



The EOP has been  
Board Approved  
as of January 11th

The Campus  
Readiness Plans  
are in  
development

# Review Annual Hazard Assessment Inspections



Between November & December 2023 inspections were completed.

FAC shall review a summary of results from the inspections and discuss recommendations.

# Summary of findings:



## **Fire Hazards:**

- 1) Fire Extinguishers have been inspected within the last month?
  - No: all fire extinguishers at DSO have not been inspected on a monthly basis. Recommendation: Immediately begin monthly inspections
- 2) Fire extinguishers are clearly labeled?
  - No: None of the fire extinguishers are labeled. Recommendation: label all fire extinguisher cabinets with “Fire Extinguisher”, or a placard above that clearly identifies the cabinet.
- 3) Fire exit procedures are clearly posted?
  - No, outside office 220. Recommendation: replace missing exit procedures.

## **Walkways and Exits:**

- 4) Walkways are clear of obstructions e.g. equipment and material?
  - No, 221. Recommendation: add a storage shelf for equipment scattered on the ground.
  - No, 224. Recommendation: add a storage shelf for equipment scattered on the ground.

## **Electrical Equipment:**

- 5) Electrical panels are free of obstructions?
  - No: E007, equipment stored in front of panel. Recommendation: Move supplies to a more suitable location
- 6) Electrical panels are kept locked?
  - No: E006, the room was locked but a panel was missing from an electrical box leaving exposed wires. Recommendation: Replace panel.

# Summary of findings:

## Storage and Clutter:

7) Large Cabinets are strapped down or secured to the walls?

- No, display cabinets outside board room. Recommendation: anchor cabinets with safety straps to the wall.
- No, 208 unsecured large shelves. Recommendation: anchor shelves with safety straps to the wall.

8) Are heavier items stored on lower shelves?

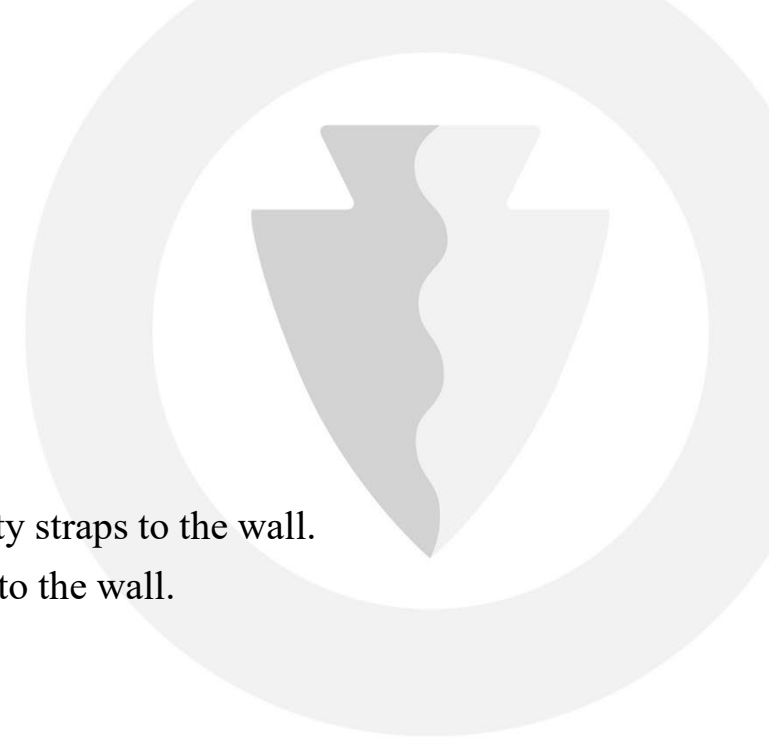
- No, E008. Recommendation: Reorganize the shelf to place heavier items lower.
- No, 208. Large heavy boxes found at the highest point on shelf. Recommendation: reorganize room and storage shelves.

9) Are storage areas neat and orderly?

- No, 208. Room is cluttered and unordered. Recommendation: reorganize room and storage shelves.

10) Are storage items properly stacked or stored to prevent toppling?

- No, 208. Large heavy boxes found at the highest point on shelf.
- Recommendation: reorganize room and storage shelves.
- No, 233. Items on top of cabinet. Recommendation: store items in more suitable location.



# Employee Injury Report

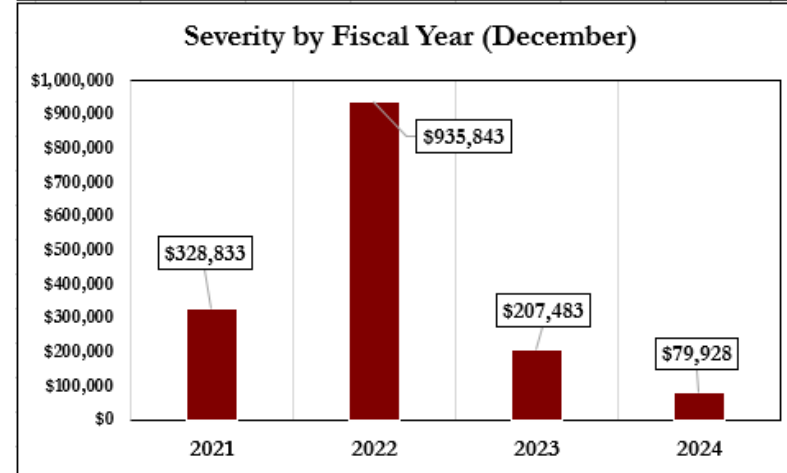
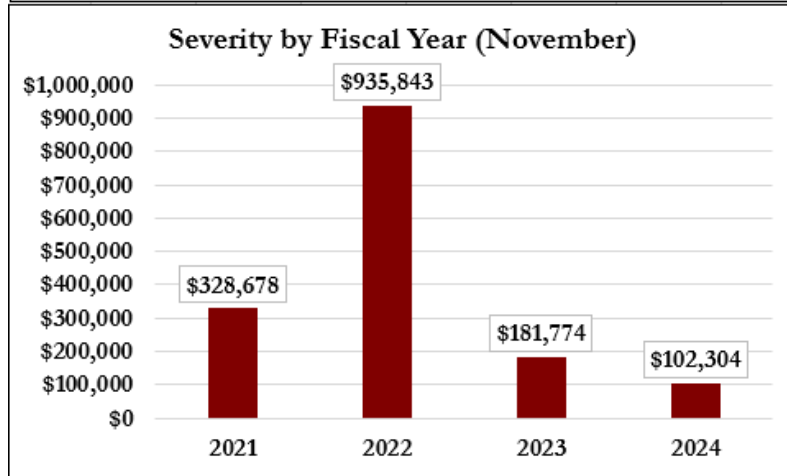
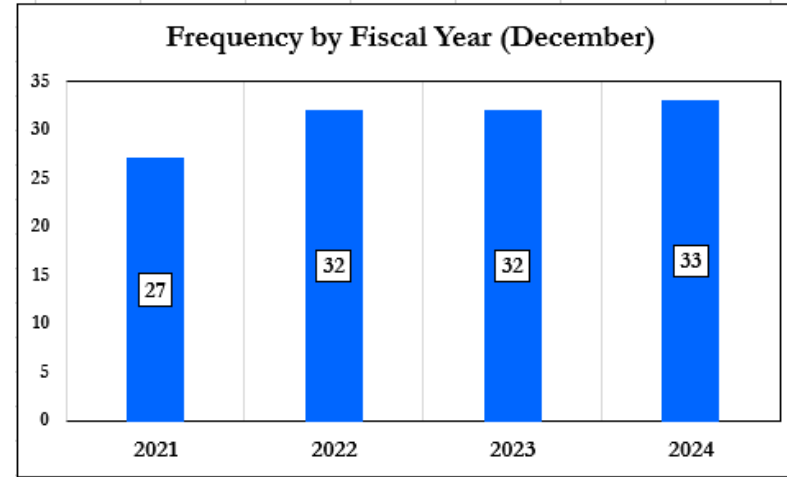
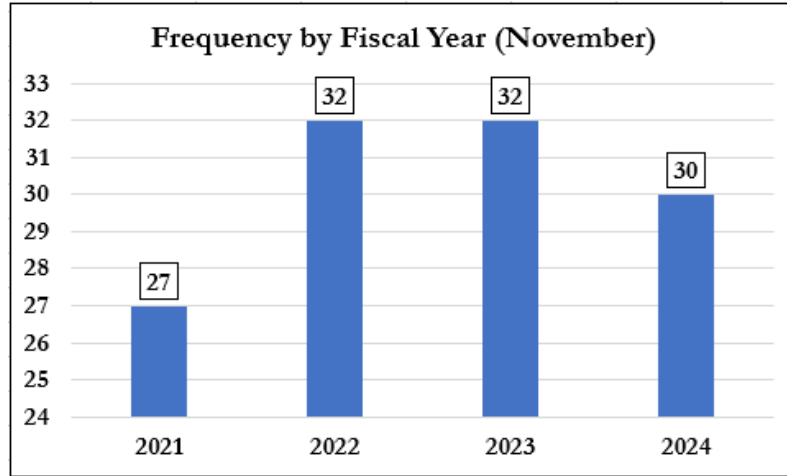


Safety Committee  
Update (Period  
Nov 23 – Dec 23)

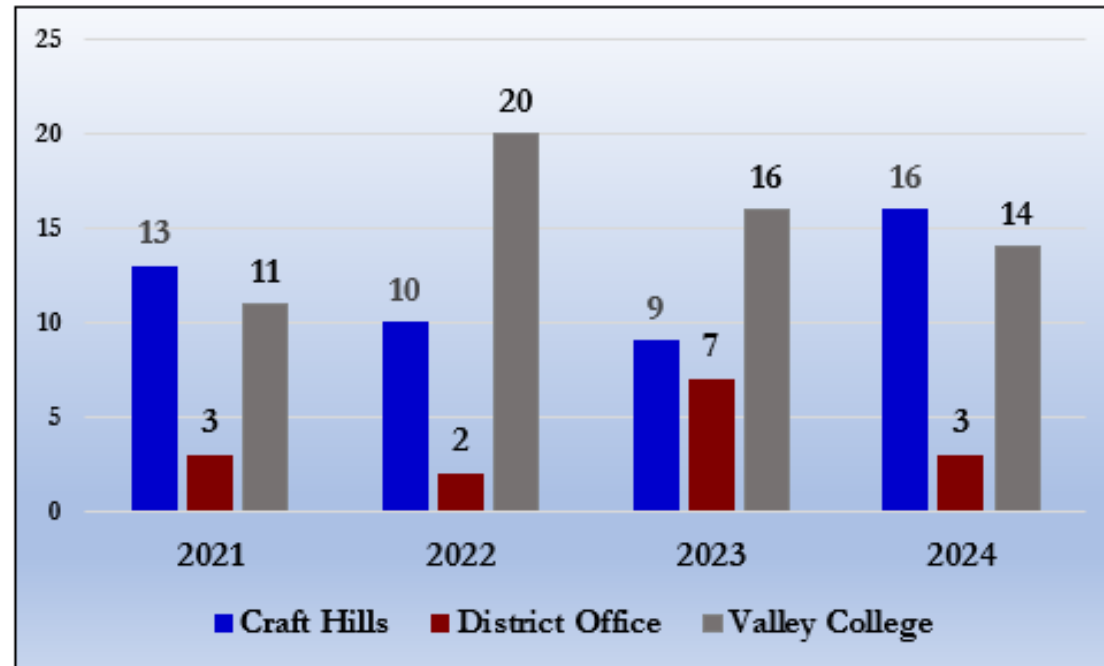
All Data in this  
Report valued as  
of 12/31/2023

Prepared by: Paul  
Keller, ARM,  
CSRM, SIP

# Frequency vs. Severity District Wide (by Fiscal Year & Comparison between November and December 2023)

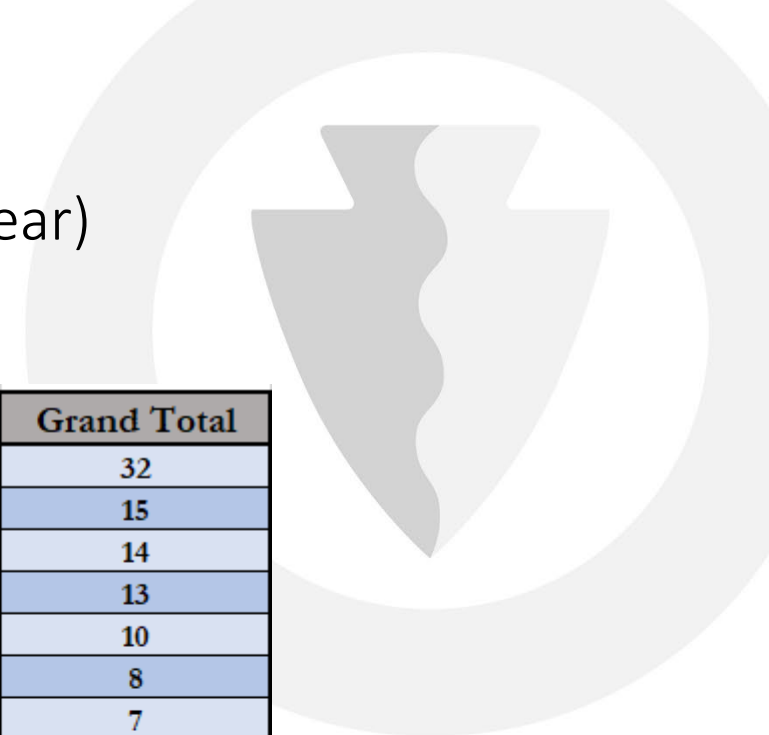


# SBCCCD – District Wide Comparison (by Fiscal Year)



Location	2021	2022	2023	2024
Craft Hills	13	10	9	16
District Office	3	2	7	3
Valley College	11	20	16	14

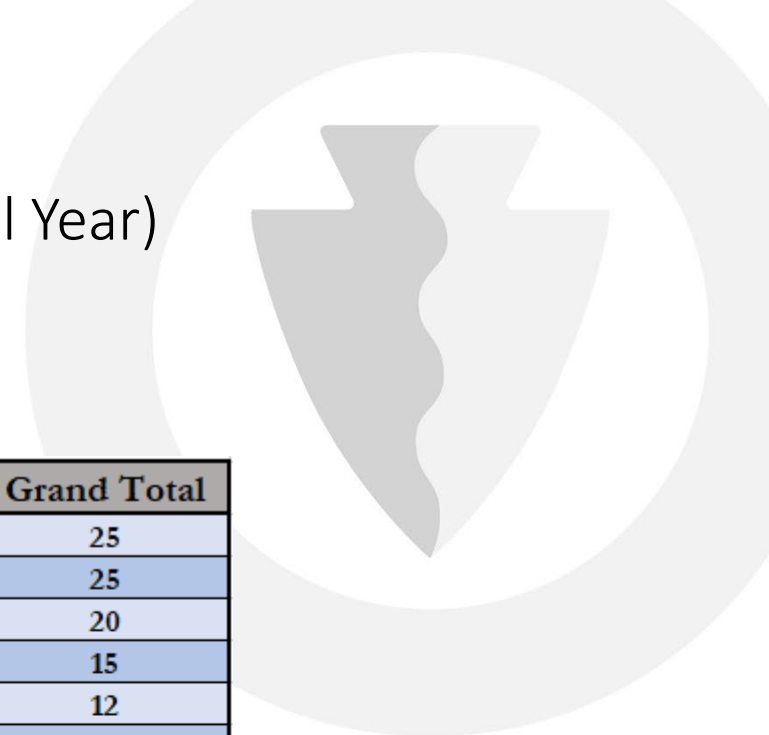
# Injuries by Occupation – District Wide (by Fiscal Year)



Occupations	2021	2022	2023	2024	Grand Total
Admin.	2	9	14	7	32
Custodians	2	3	6	4	15
Students	9	3		2	14
Medical Service Provider			1	12	13
Teachers	2	4		4	10
Aides	5	2	1		8
Clerical		2	4	1	7
Security	2	3			5
Police Officer	1	1	2		4
Maintenance		2	1	1	4
Groundskeeping	2			1	3
Driver			1	1	2
Other		1	1		2
Librarian		2			2
Food Service Worker			1		1
Volunteer	1				1
Counselor	1				1
<b>Grand Total</b>	<b>27</b>	<b>32</b>	<b>32</b>	<b>33</b>	<b>124</b>

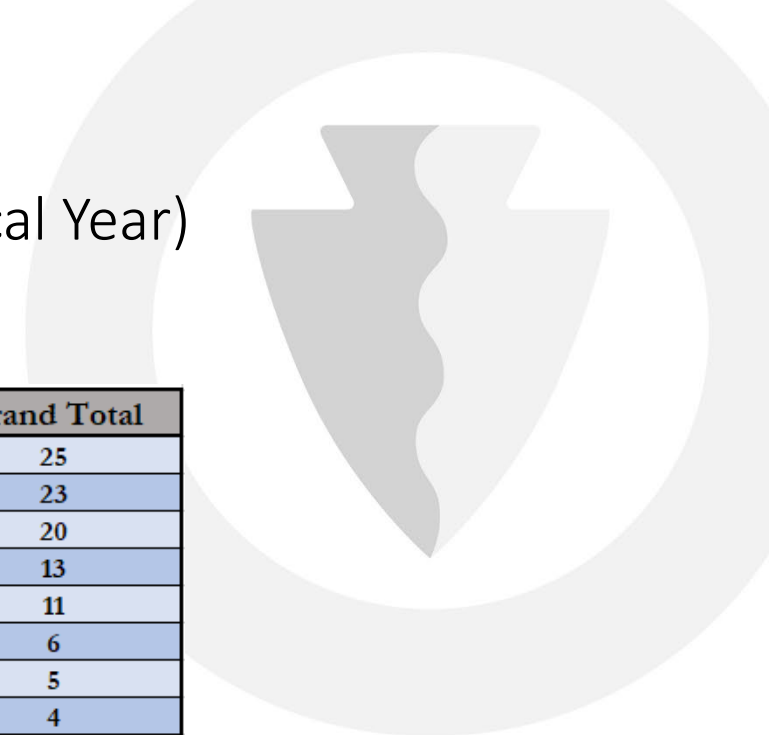


# Injuries by Cause of Loss – District Wide (by Fiscal Year)



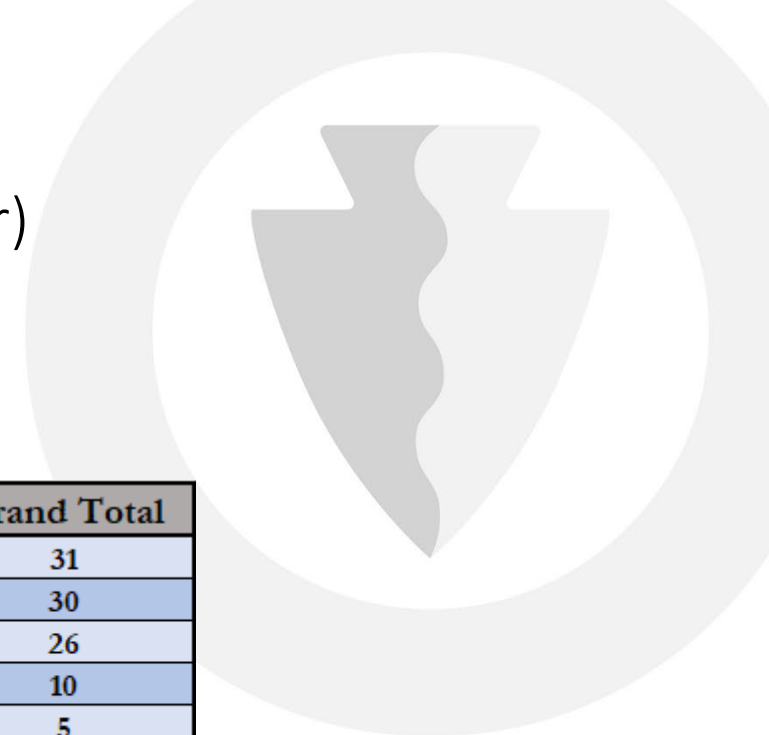
Cause of Loss	2021	2022	2023	2024	Grand Total
Strain By	4	4	12	5	25
Pandemic	3	4	5	13	25
Fall/Slip	3	10	4	3	20
Cut/Puncture/Scrape	6	4	3	2	15
Struck By	4	3	3	2	12
Other		2		5	7
Rep Motion/Carpal Tunnel	2	2	1	1	6
Cumulative (All Other)	1	2		1	4
Absorb/Ingest/Inhalation/Vaccine	1		2		3
Other Than Phys/Mental	1		1		2
Caught In/Between			1	1	2
Other Than Phys	1				1
Foreign Body In Eye		1			1
Motor Vehicle	1				1
<b>Grand Total</b>	<b>27</b>	<b>32</b>	<b>32</b>	<b>33</b>	<b>124</b>

# Injuries by Nature of Loss – District Wide (by Fiscal Year)



Nature of Loss	2021	2022	2023	2024	Grand Total
COVID-19	3	4	5	13	25
Strain	1	6	9	7	23
Sprain	6	4	7	3	20
Puncture	5	4	2	2	13
Multiple Physical Inj. Only	6	4	1		11
Crushing	1	1	3	1	6
All Other		1	1	3	5
Multi Inj Both Phys & Psych	1	1	1	1	4
Contusion		1		2	3
Laceration	1	1	1		3
Foreign Body	1	1			2
No Physical Injury			1		1
Carpal Tunnel		1			1
All Other Cumulative				1	1
Black Lung			1		1
Respiratory Disorders	1				1
Loss of Hearing		1			1
Dislocation		1			1
Mental Stress	1				1
Fracture		1			1
<b>Grand Total</b>	<b>27</b>	<b>32</b>	<b>32</b>	<b>33</b>	<b>124</b>

# Injuries by Body Part – District Wide (by Fiscal Year)



Body Part(s) Injured	2021	2022	2023	2024	Grand Total
Lower Extremity(ies)	3	8	13	7	31
Lungs	4	4	7	15	30
Upper Extremity(ies)	9	7	6	4	26
Multiple Body Parts	3	4		3	10
Low Back (Lumbar)	2	1	2		5
Chest	2	1	1	1	5
No Phys Injury/Mental	1		1	2	4
Shoulder(s)		2	1		3
Head		2		1	3
Eye(s)	1	1			2
Neck	1	1			2
Buttocks	1		1		2
Ear(s)		1			1
<b>Grand Total</b>	<b>27</b>	<b>32</b>	<b>32</b>	<b>33</b>	<b>124</b>

# 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.