



Facilities Advisory Committee (FAC)
Meeting Minutes – May 8, 2024, 9:00 a.m.
Via Zoom

Guests in Attendance: Zoraida Gutierrez, Patrick Keith, Andrea Hecht

I. Welcome & Confirmation of Quorum

II. Approval of Minutes

A. December 13, 2023

B. February 14, 2024

C. April 10, 2024

There was not a quorum present.

III. Current Topics

A. Facility Advisory Committee Survey Results

Farrah thanked everyone for their service on the committee over the last year. She noted that with the help of the committee, we were able to recommend the District Sustainability Plan which was board approved in November 2023. In addition, the committee provided valuable feedback to help improve construction communication at the campus level. Construction Updates can be found on the Facilities District website and can be viewed here (<https://sbccd.edu/district-services/facilities-planning-construction/measure-cc/project-updates/index.php>). The results of the survey were reviewed by the committee.

B. Safety Update

Dave Stevenson shared an update on Safety Plans, Occupational Health Monitoring Programs, Employee Injury Reporting, and Hazard/Injury Reporting. Patrick Keith has joined the Environmental Health and Safety team and will be overseeing Emergency Management and training; Dave will oversee safety and compliance. The presentations shared are attached.

IV. Acknowledgement & Adjournment

Mike Strong recommended that we look at the quorum requirements for this committee. The meeting was adjourned at 9:32 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.

<i>no</i>	1) 50% + one of appointed voting members (not 50% of members plus vacancies).
<i>no</i>	2) One faculty member from each campus
<i>yes</i>	3) Two persons from each site (CHC, SBVC, DSO)
<i>yes</i>	4) Three of four constituent groups represented (faculty, classified, student, management)

	Representation	Member Name or Vacant	Present or Absent?
1	Director Facilities Planning, Emergency Management & Construction, Chair	Farrah Farzaneh	<i>Present</i>
2	Associate Director of Energy, Sustainability & Safety Administration, Co-Chair	Yash Patel	<i>Absent</i>
3	VP, Admin Services, CHC	Mike Strong	<i>Present</i>
4	VP, Admin Services, SBVC	Keith Bacon	<i>Present</i>
5	Facilities Director, CHC/Management Association	Damien Brunty	<i>Present</i>
6	Facilities Director, SBVC	Sergio Zazueta	<i>Absent</i>
7	Associate Director, Bond Program Planning & Construction	Abel Favela	<i>Present</i>
8	Measure CC Campus Project Manager	Tony Cong	<i>Absent</i>
9	Environmental Health & Safety Administrator, Interim	Dave Stevenson	<i>Present</i>
10	Facilities Project Manager	Hassan Mirza	<i>Present</i>
11	Academic Senate, CHC	Meridyth McLaren	<i>Absent</i>
12	Academic Senate, SBVC	Davena Peterson	<i>Absent</i>
13	Classified Senate, CHC/DSO Representative	Karen Peterson	<i>Absent</i>
14	Classified Senate, SBVC	Sarah Yearyear	<i>Present</i>
15	Student Body Association, CHC	Enggie Ocampo	<i>Present</i>
16	Student Body Association, SBVC	Nelva Ruiz-Martinez	<i>Absent</i>
17	Black Faculty & Staff Association	April Dale	<i>Absent</i>
18	Latino Faculty, Staff, & Administrators Association	Ernest Guillen	<i>Absent</i>
19	CTA (appointed by CTA)	Robert McAttee	<i>Absent</i>
20	CSEA (appointed by CSEA President)	Deborah Castro	<i>Present</i>



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21	Confidential Group	Kelly Goodrich	<i>Present</i>
22	Police Officer's Association	James Quigley (proxy: Angelica Arechavaleta)	Present
23	Asian Pacific Islanders Association	Souts Xayaphanthong	Present
24	EDCT Representative	Stacy Garcia	Absent
25	TESS Representative	Roger Robles	Present
26	KVCR Representative	Cheryl Alexander	Absent
27	Print Shop Representative	Nicholas Judson	Present

FAC Committee

Safety & Compliance Updates

Presented by: Dave Stevenson
Environmental Health & Safety Administrator

May 2024

Discussion Topics



Safety Plans Recently Updated



Safety Plans Pending Updates



Compliance Programs Pending Updates



Occupational Health monitoring Programs



Employee Injury Report



Hazard / Injury Reporting

Safety Plans Recently Updated



Hazardous Material Waste Management Plan*



Fire and Life Safety Program*



Utility Cart Safety Program

Updates to the Utility Cart



Last updated in Oct 2016.



Updated website links.



Updated Site-Specific Contact info.



Edits to formatting.



Clarified or added language regarding Student Workers and Authorized Drivers

Safety Plans Pending Updates



- Hazardous Communication Program
 - Updated as needed-Last Updated in 2016
- Heat Injury Prevention
 - Updated in 2023
 - Updates nearly complete
- Injury and Illness Prevention Plan
 - Updated in 2023
 - Updates nearly complete

Compliance Programs Pending Updates



This document has been developed to comply with SWRCB's General Waster Discharge Requirement (WDR) order No. 2006-0003 and sets specific wastewater collection system requirements and upholds State water quality standards.

- Sewer Management Program
 - Last updated 2016, required every 5 years

Occupational Health monitoring Programs



- Noise Exposure monitoring
 - Testing being scheduled
 - SBVC employees planned for May & June
 - CHC employees – TBD
- Formaldehyde Exposure Monitoring
 - SBVC – testing conducted April 30th
 - CHC – Testing scheduled for May 9th

Employee Injury Report

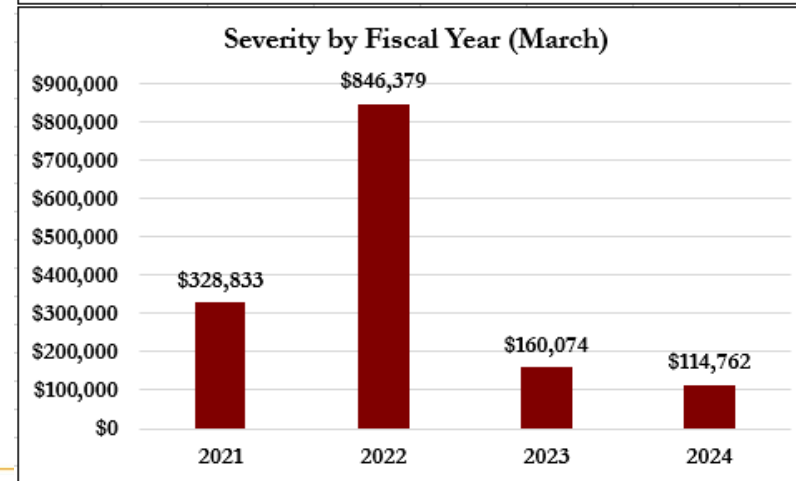
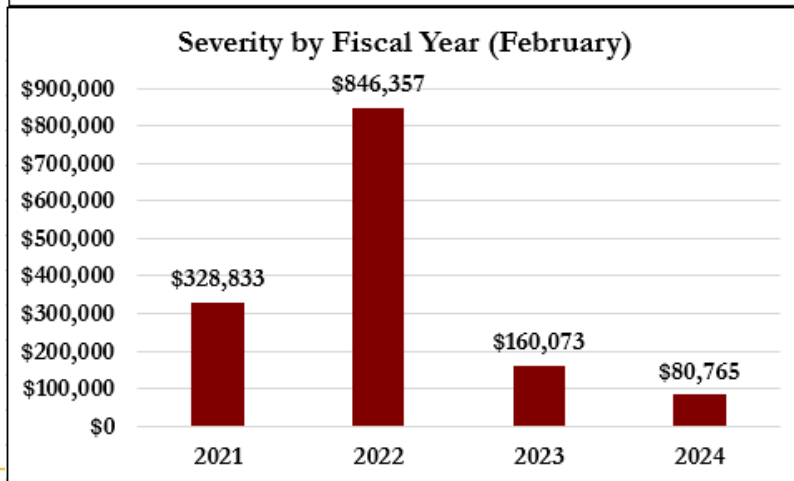
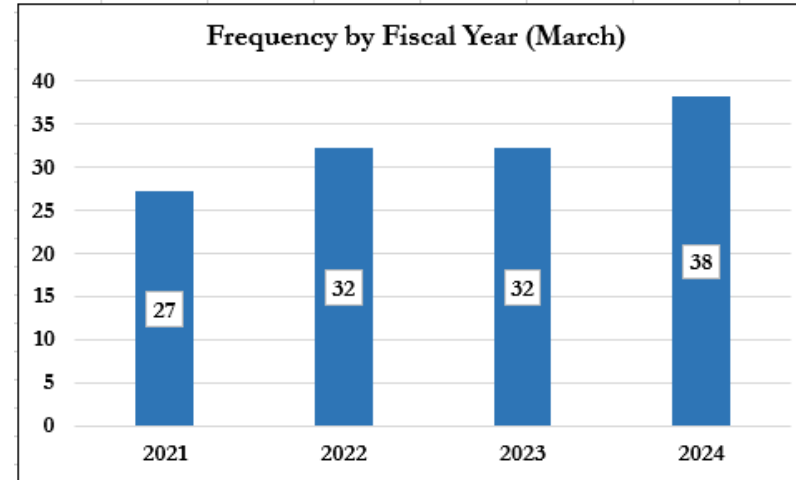
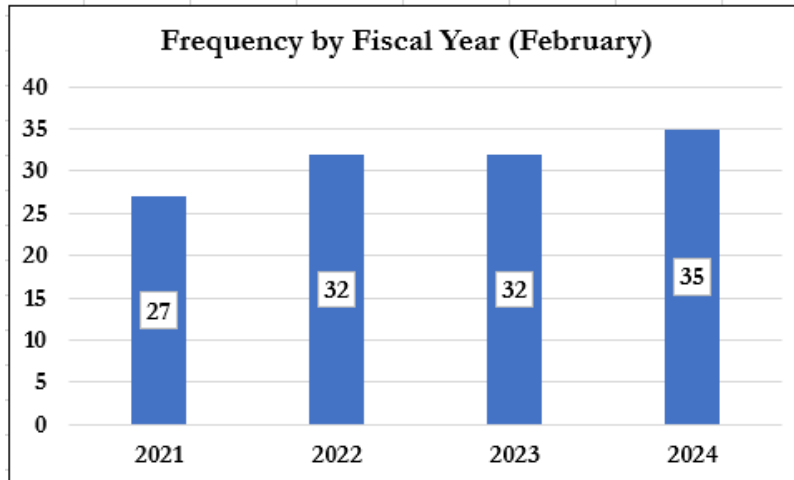


Safety Committee Update
(Fiscal year up to April 2024)

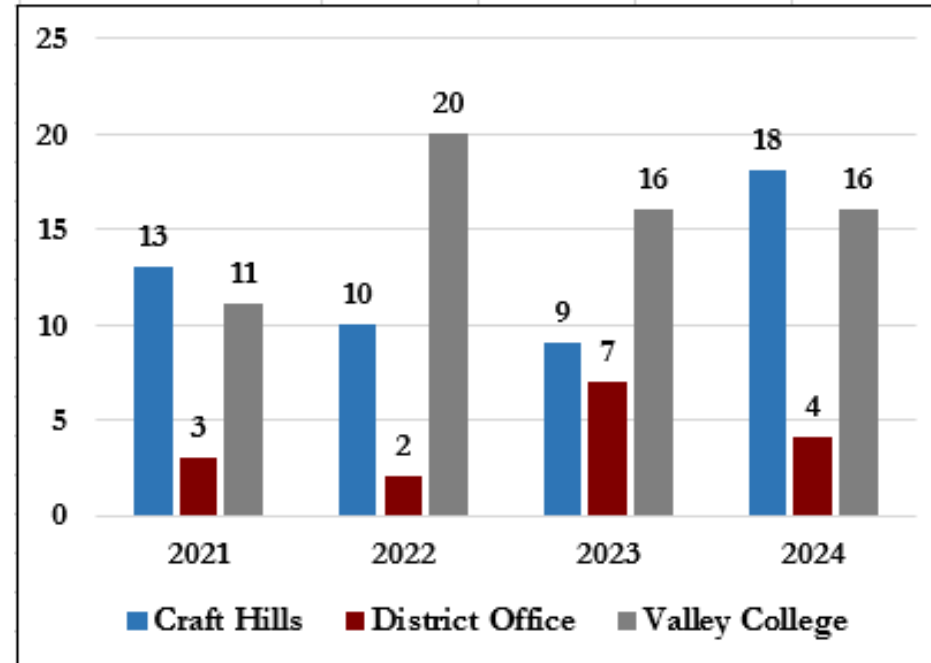


Prepared by: Paul Keller, ARM, CSR, SIP

Frequency vs. Severity District Wide (by Fiscal Year & Comparison between February 2024 & March 2024)



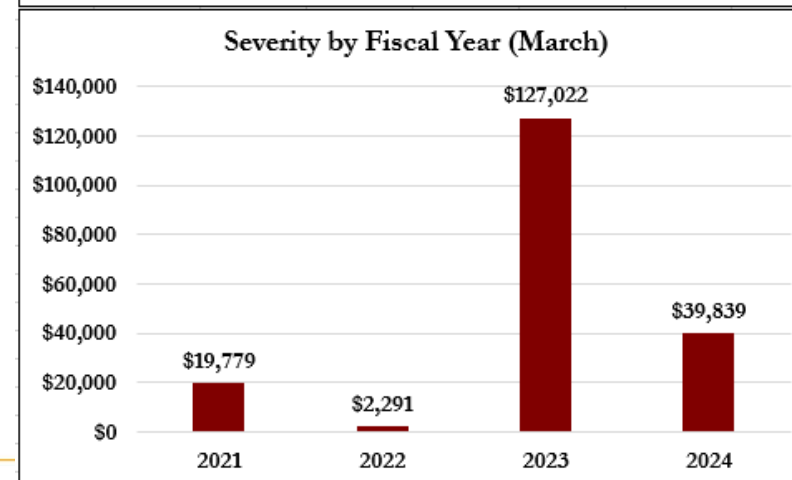
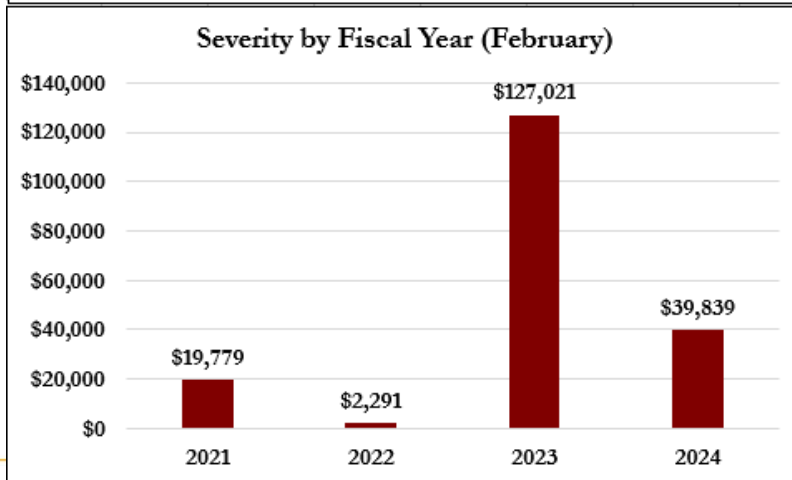
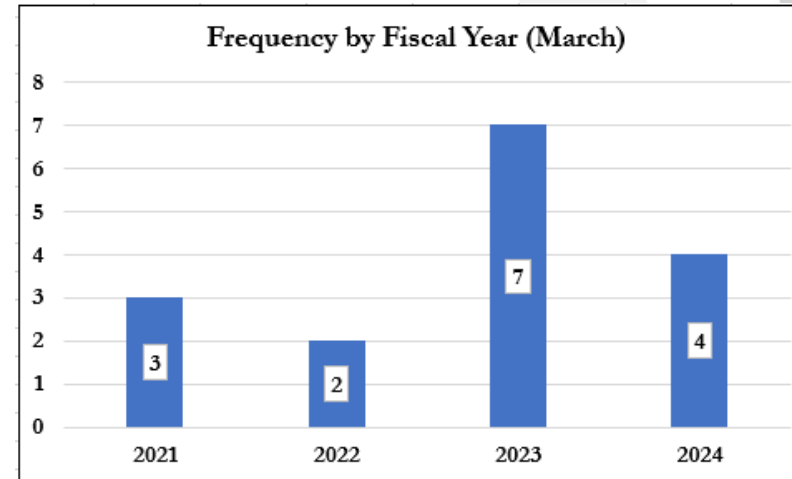
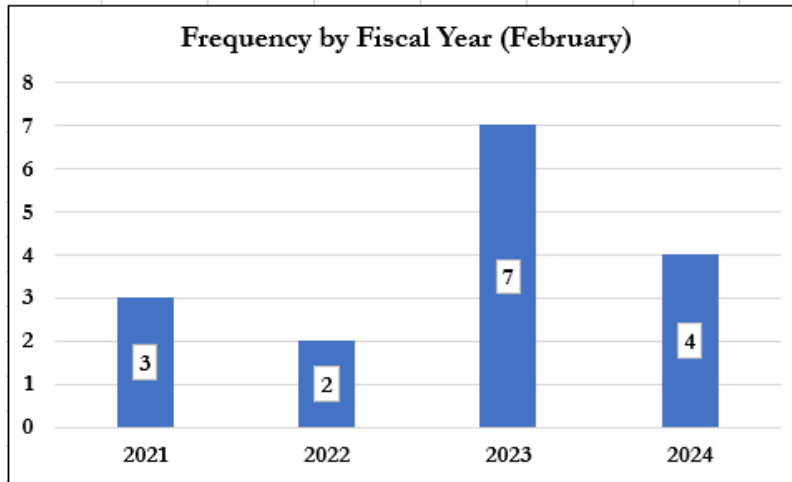
SBCCCD – District Wide Comparison (by Fiscal Year)



Location	2021	2022	2023	2024
Craft Hills	13	10	9	18
District Office	3	2	7	4
Valley College	11	20	16	16

Frequency vs. Severity District Office

(by Fiscal Year & Comparison between February 2024 & March 2024)

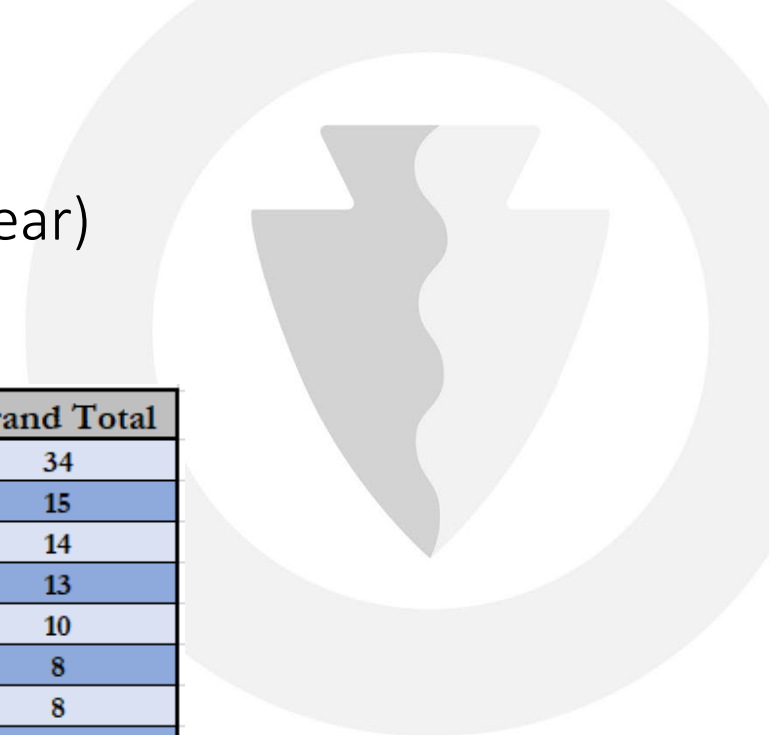


Claim Count per 100 Employees



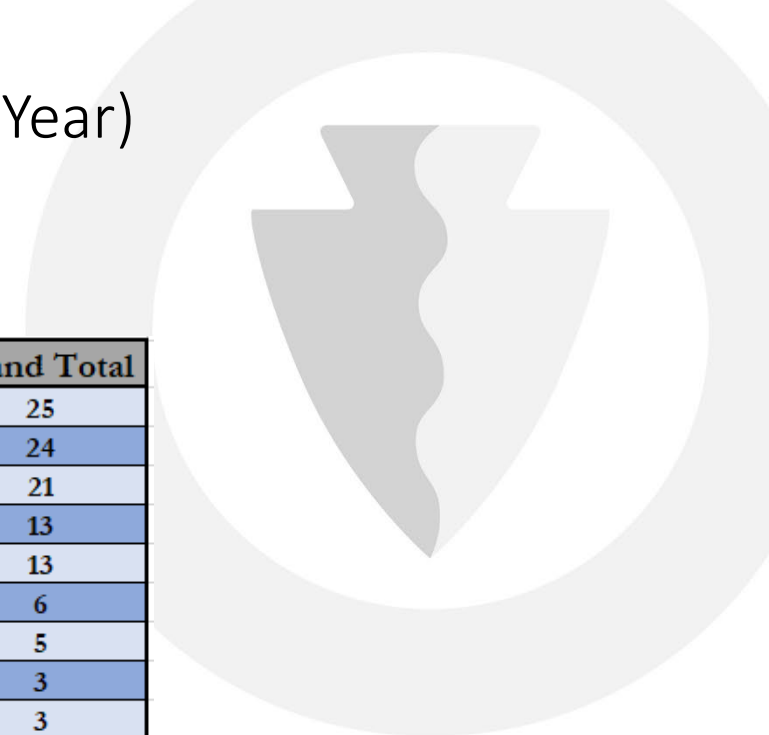
Fiscal Years	Craft Hills College	District Office	Valley College
7/1/2020 to 6/30/2021	2.3	2.8	0.9
7/1/2021 to 06/30/2022	2.1	1.7	1.8
7/1/2022 to 06/30/2023	1.7	5.2	1.4
7/1/2023 to 03/31/2024	3.5	3.0	1.3

Injuries by Occupation – District Wide (by Fiscal Year)



Occupation	2021	2022	2023	2024	Grand Total
Admin.	2	9	14	9	34
Custodians	2	3	6	4	15
Students	9	3		2	14
Medical Service Provider			1	12	13
Teachers	1	3		6	10
Aides	5	2	1		8
Clerical		2	4	2	8
Security	2	3			5
Police Officer	1	1	2		4
Maintenance		2	1	1	4
Groundskeeping	2			1	3
Driver			1	1	2
Athletics	1	1			2
Librarian		2			2
Other		1	1		2
Volunteer	1				1
Food Service			1		1
Counselor	1				1
Grand Total	27	32	32	38	129

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



Nature of Injury	2021	2022	2023	2024	Grand Total
COVID-19	3	4	5	13	25
Strain	1	6	9	8	24
Sprain	6	4	7	4	21
Multiple Physical Inj. Only	6	5	1	1	13
Puncture	5	4	2	2	13
Crushing	1	1	3	1	6
All Other		1	1	3	5
Contusion		1		2	3
Laceration	1	1	1		3
Foreign Body	1	1			2
Multi Inj Both Phys & Psych	1		1		2
All Other Cumulative				2	2
Respiratory Disorders	1				1
No Physical Inj			1		1
Concussion				1	1
Carpal Tunnel		1			1
Dislocation		1			1
Mental Stress	1				1
Heat Prostration				1	1
Black Lung			1		1
Loss of Hearing		1			1
Fracture		1			1
Grand Total	27	32	32	38	129

Hazard / Injury Reporting

- All Hazards and Injury must be reported immediately.
- Hazard Reporting form found on Safety & Risk Management Website
 - <https://sbccd.edu/district-services/safety-risk-management/>

[Click here to Report a Hazard](#)

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!

Facilities Advisory Committee May 2024

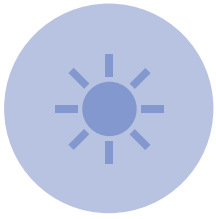
Presented by: Patrick Keith
Environmental Health & Safety Administrator



**DIVISION OF
DUTIES IN S&RM**



**EMERGENCY
OPERATIONS PLAN**



**HEAT ILLNESS
PREVENTION**



CAMPUS PROTESTS



**KEENAN TRAINING
UPDATES**



**UPCOMING
TRAININGS**



Division of Duties in Safety and Risk Management



-
- Dave Stevenson
 - Safety and Compliance
 - Patrick Keith
 - Emergency Management and Training

Emergency Operations Plan (EOP)



The EOP has been Board Approved
as of January 11th



The Campus Readiness Plans are in
development

Work Safely in Heat

Indoor and outdoor workers are at risk for heat illness.



Heat illness is preventable



Drink cool water



Take rest breaks



Find shade or a cool area



Wear light-colored, loose-fitting clothing where possible



Check on each other



Some equipment can increase your heat exposure

Heat Illness Prevention

- Summer is around the corner, be prepared for warm weather.
- Remember your sunscreen, hats, and sunglasses.
- Know the signs of **heat-related illnesses** including headache, nausea, weakness, and dizziness.
- Know the signs of a **medical emergency** including slurred speech, seizures, loss of consciousness, and abnormal thinking or behavior.

Campus Protests

- Protests are occurring at institutions of higher education nationwide.
- What is the district doing in response to this situation?
 - EOP – Management Watch active as of 5/2/2024
 - Campus PD is in constant communication with CSUSB PD
 - EH&S is in contact with other EH&S programs in Southern California



Keenan Training Updates



Development

- Review job classifications and finalizing required and suggested trainings.



Rollout

- Assign trainings in groups and send notification.



Analysis

- Review completion metrics and update strategies.

More updates to come, including meetings with district and campus leadership this summer.

Upcoming Trainings

Heat Illness Training (CHC)

- In-person training at CHC to prepare for and prevent heat-related injuries.
- Environmental and personal risk factors for heat illness
 - Employees with exposure to working in high heat are invited.
 - Wednesday, May 15th, 2024.
 - 8:00 AM – 9:00 AM.
 - CHC – LRC 226.
 - Dennis Burgess, Senior Loss Control Advisor with Keenan SafeColleges.

Forklift, Scissor Lift, and Boom Lift

- In-person training at CHC
- Date/time TBD



Questions?

Patrick Keith

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