

SBVC

Facilities & Safety Minutes



Members Present:

James Hansen	X	Karen Deck	X	Fernando Martinez	X	Cory Schwartz	X
Vincente Alvarez	X	Whitney Fields	X	Marie Mestas	X	Ed Szumski	X
Elaine Akers	X	Janet Johnson	X	Kathleen Pryor	X	Chris Tamayo	X
Susan Bangasser	X	Marianne Klingstrand	X	Lito Reyes	X	Alicia Tuvida	X

11-7-2011

3:00 – 4:02 pm

Topic:

Review Minutes

Discussion:

With addition of "signage at various sites for the Free Speech locations."

Jim Hansen

Lockdown - meeting went well; talked about hardware & room floor plans. Assigned responsibility of determining classrooms and public spaces for all buildings. Determine safe rooms in future meetings. Will share information with Charlie Ng in the hopes of funding through the bond initiative. Send out a second calendar invite reminder and include Russell Gamble a representative from Ingersoll Rand to Thursday's lockdown meeting.

Informacast – Can send messages campus wide; capable to send text messages. John informed Jim that he had 6 speakers that plug into the internet. Ideal for hallways and larger lecture rooms; 12" vandal resistant square box:

LA 100	LIB Viewing	NH MAC	WG	CC 1&2	PS Annex 2
LA 207	LIB Lab	HLS 1&2	SG	Bookstore	The Den
AUD	LIB Classroom		Weight Room	Warehouse	T & TRAN
	CDC playground	Elevators	Fitness Center	Restrooms	PL & PORT

Make sure to consider communication capabilities when remodel of locker rooms and Business.

Emergency Evacuation Sites Map – Change numbering

- Site 2 west of parking lot #1 will include LA and NH-interior
- Old site 2 becomes Site 3 quad area will include LIB, B and NH-exterior
- Site 3 becomes site 4 and will include CC and MC
- Site 4 becomes site 5 will include the TRAN and district Warehouse
- Site 5 becomes site 6 will include the CDC
- Site 6 becomes site 7 will include the M&O, MCHS, SHS, PL, PORT, WG, and SG
- Site 7 becomes Site 8 will include the ART, HLS and the PS's for now; might move PS's after construction fence removed or for next year's flip chart
- Site 8 becomes Site 9 will include the T

Whitney Fields

Training – How to encourage participation; Committees, Classified Senate, CTA, right before classes start, flex day, streamed to view at convenience. Cannot make mandatory. Friday's are bad days to do training. Files are also kept online with Keenan. Send out a notice every year on what trainings are required, include supervisor in email; include nag emails/reminders. New employees will have mandatory training determined by classification, when starting. Required training shows a 98% completion rate. Possible question if relevant, how many still have to take (number of trainings) out of (number needed?) Important to keep track electronically for reference.

Job Hazard Assessments – Review/include CDC, Computer Tech, PE, Industrial, Transportation, Art & Theater. Includes classification, safety equipment, work area and recommended training. Ties with training matric found online 1 page. Include on website, faculty handbook, orientations and send out via managers to individuals?

IIPP – Review, can make specific.

Inspection Records – Keep in VP, Administrative Services Office.

Workers Compensation – Keenan representative will attend a meeting to give a overview of WC.

Chris Tamayo

Free Speech - Do not have to sign-in at the CBO. Can't specify to group/individual where they have to be on campus. Can encourage but not require.

New Business

Snacks – Fruit, nuts, water, chocolate chip cookies, M&M's

Adjourned

4:02 pm