



Facility & Safety Committee

Monday, February 4, 2013, 3:00 pm

President's Conference Room ADSS 207

AGENDA

Members:

| | | | | |
|------------------------|----------------------------|----------------------------|------------------------|--|
| <i>Scott Stark</i> | <i>Mark Ikeda</i> | <i>Whitney Fields</i> | <i>Memo Parra</i> | |
| <i>Elaine Akers</i> | <i>Marcia Alfano-Wyatt</i> | <i>Carolyn Allen-Roper</i> | <i>Susan Bangasser</i> | |
| <i>Karen Deck</i> | <i>Janet Johnson</i> | <i>Marianne Klingstand</i> | <i>Gloria Kracher</i> | |
| <i>Carolyn Lindsey</i> | <i>Marie Mestas</i> | <i>Reggie Metu</i> | <i>Sarah Miller</i> | |
| <i>Kathleen Pryor</i> | <i>Zadock Reid</i> | <i>Lito Reyes</i> | <i>Julia Sanchez</i> | |
| <i>Nori Sogomorian</i> | <i>Ed Szumski</i> | <i>Chris Tamayo</i> | | |

- Review & Approve December 2012 Minutes
- New Issues
 - April National Emergency Preparedness Month
- Whitney
 - Workers Compensation Report
 - Workshops
- Handicap training & awareness planning meeting with DSPS
- Updates
 - AED
 - Signage
 - CPR/AED Training
 - EOC
- Handicap Restrooms – uniform key
- Renovations of Tech Building and/or Gym
- Program Review Facilities Requests Process
- Progress Reporting

Notes:

SBVC Facilities & Safety Minutes

12-03-2012
3:00 – 4:45 pm



Members:

| | | | | | |
|---------------------|---|----------------------|---|-----------------|---|
| Scott Stark | X | Janet Johnson | X | Lito Reyes | X |
| Mark Ikeda | X | Marianne Klingstrand | X | Julia Sanchez | X |
| Whitney Fields | X | Gloria Kracher | | Nori Sogomorian | |
| Parra Memo | X | Carolyn Lindsey | | Ed Szumski | X |
| Elaine Akers | X | Marie Mestas | | Chris Tamayo | |
| Marcia Alfano-Wyatt | X | Reggie Metu | | | |
| Carolyn Allen-Roper | X | Sarah Miller | | | |
| Susan Bangasser | X | Kathleen Pryor | X | | |
| Karen Deck | X | Zadock Reid | | | |

Topic:

Discussion:

Review Minutes

Approved 11/05/12 Minutes.

Scott S.

New Goal/Parking Lot/Task Tracking Sheet created for reference. North Hall roofs and walls design defect problem, puddle on 3rd floor near north exterior door. Scott will have the architect out to review persistent problem.

Construction worker perhaps without harness within last 2 weeks. Mat that student tripped on has been removed; Johnny Kates is ordering new replacement mats.

Pause on the PE renovation until more information; must haves, should haves and nice to haves. Tech study completed Board, Chancellors and Presidents will probably make the final decision along with input from employees and student committees.

Meeting to plan a safety meeting for handicap students and New Vision Club; include Scott, Whitney, Kathy, Chris, Krysten and the club. Single stall handicap accessible restrooms will be keyed alike and distributed to DSPS for student to sign out.

Administrative Services will communicate with the Deans and secretaries about checking green light flash daily. Administrative Services will confirm signage needed, purchase and install. Scott added the AED for the Business and Auditorium into the Bond money.

Scott, Memo, Aaron Chris, Aaron B., Jeremy S., and James H. met about the EOC. Investigating cable for phone lines; located in the construction area. Will have TV, antenna, phones, computers and maps. Scott will get a quote on an analog and 2 Data line SAT phones.

AED/CPR certification will be planned for the flex day January 10, 2013. Trainees will be determined by Vice Presidents and Deans and spaced out to best cover all buildings.

Whitney F.

Workers Compensation report should be out by the 5th Whitney will bring to next meeting. Communicate any safety presence concern to Whitney. Whitney hopes to tape workshops and have them online. Chemical inventory occurs in December. FEMA approved our Emergency Preparedness Plan

Adjourned

4:45pm

Facility & Safety Committee

| Goal | Start Date | Progress | Status |
|------------------------------|-------------------|---|---------------|
| Utility Shut-off Map & Tools | 11/05/12 | | In Progress |
| Bike Racks-Installation | 10/01/12 | Assigned to M&O to install 4 racks | In progress |
| North Hall Benches | 10/01/12 | | Not Started |
| AED Installation | 10/01/12 | Installed cabinets need to deliver AED's & post signage | In Progress |
| AED Signage | 12/03/12 | M&O determining best signage | In Progress |
| EOC Scope | 11/05/12 | Meeting on Scope Development | Completed |
| EOC Quote | 11/05/12 | Waiting for Quote from James Harris | In Progress |
| Phenol Testing | 11/05/12 | Testing Scheduled | In Progress |
| Campus Signage | 10/01/12 | | Not Started |

| New Task/Safety Issue | Start Date | Progress | Status |
|------------------------------|-------------------|------------------------------------|---------------|
| Radio/Battery Chargers | 12/03/12 | | Not Started |
| PA System-Quote | | Waiting for Quote from Atlas Sound | In Progress |
| AED/CPR Training | | Need to determine a date and time | In Progress |
| DSPS Safety Training Meeting | 12/03/12 | | Not Started |
| Lockdown Hardware Quote | | Waiting for Quote | In Progress |
| Handicap Restrooms | 12/03/12 | M&O working on keys | In Progress |