

# SBVC Facilities & Safety Minutes

10-01-2012  
3:05 – 4:40 pm



**Members:**

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

**Topic:**

**Discussion:**

**Review Minutes**

Approved 9/17/12 Minutes.

**Scott S.**

Mark Ikeda elected as co-chair. Meetings will occur one time per month. Committee name will continue to be Facilities & Safety Committee; Program Review still request this committees input for priorities - advisory in nature. Elaine mentioned that the scope of responsibilities is too big with both facilities and safety. May need to consider this for the future after verification of requirements to change name, split into two committees. Karen stated how this committee should be the eyes of the campus; locate any potential problems.

On our Goals to Accomplish for FY12-13 we had listed the ICS Position Control and decided this would be a task for the new district-wide emergency position.

Some of the items we can easily complete would be installation of the new AED; review of policies by administrators and those with expertise; The ShakeOut drill – inform campus via emails, flyers and information table, day of InformaCast, bullhorns and Black Board Connect-text only. Building Captain & Alternate training on October 10; an updated evacuation map with added PS’s site, sign will be posted before the October 18; and revised smoking policy with enforcement. Items that have been started are the lockdown project, Ingersoll Rand will send a door-by-door specification for review, Administrative Services will try to locate where the funding for this will come from. Scott will check into the electronic locking program in the PS’s; bike racks; campus wide public address system [included in Business Building remodel]; benches; and inside campus signage.

New AED’s currently in Warehouse will need to be delivered, installed and then checked monthly. EMS will need to be contacted with locations; we will inform our police and then can communicate with EMS. M&O will work with Elaine and Andee to decide on the best locations. Need employees to have ownership, know the location and check for green light daily. Administrative Services will create a tracking system.

**Whitney F.**

Education of employees of mandatory training and our online Keenan *safe*COLLEGES Training. SBVC is currently doing training assigned to specific employees, specialized training, monthly safety training and OSHA mandated training. Each classification is assigned job specific training.

**Chris Tamayo**

Will be able to cite smokers in non-designated smoking areas; new decision from state has gone to District Assembly in September and will go to the board in December and will be enforced in January.

**Adjourned**

4:40pm