



UNADOPTED MINUTES
Facilities & Environmental, Health and Safety Committee

Tuesday, October 11, 2016
Location: Room# 404
Time: 12:50pm

<p><u>PRESENT MEMBERS:</u></p> <p>Everardo Martinez-Inzunza, Chair Benjamin Barajas, ASG Rep. Bill Gay Becky Green Rick Macken Oscar Hernandez Carol Cortés-Ramirez Rick Webster</p> <p><u>Recording Secretary:</u> Saria Cardoza</p>	<p><u>NOT PRESENT:</u></p> <p>Nicholas Akinkuoye Rick Goldsberry Steve Holt Cristal Mora Rhonda Ruiz</p>
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VISITORS: None

I. CALL TO ORDER

Dean Martinez-Inzunza called the Special meeting of the Imperial Valley College Facilities & Environmental, Health and Safety Committee to order at 12:54 p.m.
(The regularly scheduled meeting of September 29, 2016, had not been called to order due to lack of quorum)

II. APPROVAL OF AGENDA

M/S/C (Cortés-Ramirez/Webster) to approve the agenda as submitted.

III. APPROVAL OF MINUTES

The minutes of Thursday, April 28, 2016 were not presented. This item was tabled till the next meeting.

IV. PUBLIC COMMENT

No public comments.

V. NEW BUSINESS

A. Review Mission Statement (Purpose)

The purpose of the committee was read and reviewed.

Item: Identity safety and cyber safety issues were discussed.

- **Recommendation:** On any questions regarding safety of identity theft or cyber security, the Technology Committee would be the most appropriate committee to address any campus wide concerns. That includes issues brought forward by students or staff.

Item: Dean Martinez-Inzunza stated that the ASG had inquired about recycling on campus. How does or campus address recycling? What does the campus do with all the recyclable items?

- **Response:** Mr. Webster stated that the college is considered one of the best in the state when it comes to recycling.
- Currently the ICOE group housed in the 3000 trailers are responsible of collecting the cans and bottles from the blue recycle bins. The group does this weekly and monies generated from such are kept within the program. Receipts must be turned in to Maintenance for accountability and reporting purposes.
- Due to budget restraints, no additional recycle bins are scheduled to be purchased.

Item: It is the duty of this committee to report and follow up with any facilities and Environmental health and safety suggestions or recommendations made from staff or students on campus.

- **Response:** To be most accessible and most accountable to our campus community, it was suggested that this committee develops a list of established objectives/goals for the academic year. This is to be followed by an end of year report to demonstrate degrees to which objectives/goals were attained.

B. Facilities & Environmental, Health & Safety Needs on Campus

- Mr. Macken stated that the college must hold a campus-wide fire drill preferably in the evening. A date is yet to be decided.
- Dean Martinez-Inzunza stated that administrators will benefit from participating in an Active Shooter training next week. This activity will assist in the development of an active campus wide strategy and clear plan of actions.

C. Naming Campus Facilities

- 1. IVC Classroom 315 – Request for Consideration Professor Emerita, Alicia Ortega**
- 2. IVC Amphitheater – Request for Consideration Professor Emerita, Roseanne Hillhouse**

An invitation for a motion was entertained by the chair to recommend moving forward with the request of naming Classroom 315 after Professor Emerita, Alicia Ortega and the IVC Amphitheater after Professor Emerita, Roseanne Hillhouse respectively.

Request of naming both of campus facilities failed due to lack of motion.

Additional invitations for motions were entertained by the chair to recommend moving forward with the above requests individually. ***The individual requests for naming of campus facilities failed due to lack of motions.***

Requests did not move forward and failed in this committee due to lack of motions.

M/S/C (Gay/Green) to put a freeze on this committee's recommendations on all naming of campus facilities for a period no longer than three (3) months until a new tentative administrative policy is drafted by this committee.

DISCUSSION: *The various processes of naming a facilities on campus were questioned. There seems to be inconsistencies in the criteria for naming facilities by different channels on campus. AP 6620 was shared by Mr. Gay which outlines the actual process and procedures. This will be made available to all committee members after today's meeting.*

DISCUSSION: *The policy needs to be reviewed and looked at from an institutional view with a clear understating of deadlines and final termination points. Mr. Macken asked if this committee has the authority to change or revise a policy. Mr. Webster stated that this is a recommending committee and this committee wrote the existing policy in place. Mr. Webster agrees that the policy must be revised for clarity purposes following campus proper channels for approvals.*

End of discussion.

The motion was unanimous approved.

Mr. Webster requested adding the following agenda item for the October 27th meeting.

- Alternative Ways of Honoring Staff vs. Major Donors

VI. UNFINISHED BUSINESS

A. Restroom Shelves

Mr. Webster provided hard copies of different restroom shelves options. This item will be shared with ASG for recommendation.

B. Surveillance Cameras on Campus (Indoor & Outdoor)

Report

Mr. Macken: To date there have been 21 Bosch brand cameras installed and are fully operating.

The locations of the cameras are as follows;

- North edge Lot J and north edge of Lot H
 - 3200 Building
 - 2700 building
 - 700 Building
 - Camera pole in Parking Lot C
 - East Student drop off area
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- The data storage server for the camera data feed has been ordered and we are waiting for its arrival. The date for the arrival and installation of the new server is pending.
 - The contract for the repair and up-grade of the 5 emergency towers has been issued to a contractor. The upgrade of the towers will allow us to record a message which can then be broadcasted repetitively in case of an emergency.
 - All camera installation and emergency towers should be completed by the end of October.

VII. ANNOUNCEMENTS

- Mr. Webster stated that the IVC Microgrid solar has done the ground breaking and solar panels should be fully installed and operating by January 1, 2017. This will be a great savings and will generate 85% to 90% of our power needs.
- Jackson Memorial Fountain is currently down for repairs. The fiber coat has cracked and leaks water. The cost of re-plastering the fountain is cost prohibitive at the current time, so we are looking into other coating options.
- Dean Martinez-Inzunza announced that he would like to have our college be competitive for a HACU sustainability campus award of \$10,000.00 in next years' HACU conference to be held in San Diego.

VIII. ADJOURNMENT: The meeting was adjourned at 1:51 p.m.

Attachment: AP 6620 Naming of Buildings

AP 6620 Naming of Buildings

Reference: Board Resolution No. 12647, March 12, 2003

1. The purpose of the Policy is to provide guidelines for the Campus Community in conferring recognition by the naming of College facilities. The final responsibility for the naming of any building or facility of the Imperial Community College District rests with the Board of Trustees. Each proposal for naming a District facility or building shall be considered on its own merit. No commitment to a proposed name shall be made prior to the Board of Trustees approval.
2. The following guidelines are appropriate for naming a building or facility on the campus:
 - a. It will be made known that other avenues for recognition exist; e.g., the naming of programs, scholarship funds and awards, college activities, memorial displays and monuments.
 - b. To honor the living and the dead through services and contributions.
 - c. There shall be a period of one year from the time a proposal is submitted before a final decision is made.
 - d. The recognition must lend prestige to the college.
 - e. Facilities shall include, but not limited to, buildings, roads, rooms, outdoor areas and athletic fields.
 - f. To designate the function of the building or facility.
 - g. Consideration will be given to names with historical or cultural reference in the area.
 - h. Buildings or facilities will not be named for former members of the board of trustees, faculty, or staff any sooner than one year after the person honored has served.
 - i. District facilities will not be named after a person currently serving on the board of trustees or as an active member of the faculty, staff or administration.
 - j. The naming of any district building or facility does not imply or constitute legal ownership.
 - k. No more than one facility or building will be named after any one individual.
3. The procedures to be followed when submitting a request are as follows:
 - a. Individual or group requests are to be submitted to the Campus Operations Committee for consideration. The Campus Operations committee will submit a recommendation to College Council, which will in turn submit a recommendation to the Superintendent/President for consideration by the Board of Trustees.
 - b. If the request is to honor a deceased person, that request will be submitted only after a suitable period of mourning. No request will be considered within a year of death.
 - c. If the request is to honor a living person, that person may not be an employee or trustee at the time of consideration. No request will be considered within a year of the employee's or trustee's last day of service with the college.
 - d. All requests must include the following:
 - i. A rationale for requesting the naming of the building or facility: such rationale must include evidence of a broad base of support for the naming of the building or facility.
 - ii. A biography of the person for whom the building or facility is to be named after.
 - e. Once the Imperial Valley College Board of Trustees has approved the naming of a facility or building, the signage will conform to the following campus guidelines:
 - i. The signage will conform to other campus signage identifying buildings.
 - ii. A plaque approved by the Campus Operations committee may also be placed at the appropriate location on a facility or building.
 - iii. Whenever possible, the college will seek outside funding for signage.

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