



UNADOPTED MINUTES
Facilities & Environmental, Health & Safety Committee

Thursday, March 24, 2016
Location: Administration Board Room
Time: 12:50pm

PRESENT MEMBERS:

Sergio A. Lopez, Chair
Carol Cortez-Ramirez
Oscar Hernandez
Steve Holt
Jose Lopez
Rick Macken
Cristal Mora
Brandon Moreno
Jose Velasquez
Ruben Villa
Rick Webster

VISITORS:

Nicholas Akinkuoye
Michael Heuman
Erik Lehtonen

Recording Secretary:

Miriam Trejo

I. CALL TO ORDER

Chair Lopez called the Facilities, Environmental, Health & Safety Committee meeting to order at 12:55pm

II. APPROVAL OF AGENDA

M/S/C (Villa/Webster) to approve the agenda of Thursday, March 24, 2016 as amended: New Business- Table *d. Naming of Facilities*, Unfinished Business- Adding of a. Faculty Parking

III. APPROVAL OF MINUTES

Chair Lopez tabled the approval of the minutes for the next meeting.

IV. PUBLIC COMMENT

No public comment

V. NEW BUSINESS

A. Evacuation Drill

An evacuation drill was conducted on Tuesday, March 22, 2016 at 10:15am. The drill was a bomb threat drill. Three buildings were “swept” as part of the drill.

- Macken informed the committee that he will be looking into getting feedback from the campus community in regards to the drill as to what improvement need to be made that the Campus Safety Department may have overlooked. He went on to add that from his perspective, the drill went well.
- Chair Lopez recommended to Macken that he conduct a survey once classes resume after the spring recess.
- Macken added that during the drill it was found that when a radio is “scanning,” it cuts off the multiple channels that were being used. He recommended two radios being used so there is open communication. He went on to add that some audible alarms were not working in some areas and this needs to be reviewed.
- Webster informed the committee that the following buildings did not have audible functioning alarms: 600, 2100 (network issues), 2400. He added that the alarm was functional in building 300 however due to the sound proofing of the rooms, the alarm was not heard and will be looking into a strobe alarm for the interior of the building.
- Macken informed the committee that the Preschool needs an independent walkway. Currently, the Preschool must walk through the parking lot to arrive to their evacuation destination. This will be reviewed by the Campus Safety Department as well as the Maintenance Department.
- Macken added that some of the emails were sent to employees “clutter” box and employees will need to make the change themselves.
- Webster added that faculty members need to be aware of what their evacuation location is as some teach in different rooms.
- Macken reported that the Regroup text that was sent out was incomplete as in the system does not allow drafts to be created and the session times out and does not allow the entire message to be distributed correctly.
- Chair Lopez recommended having saved generic Regroup messages saved to have copy and pasted into the software for distribution. Chair Lopez added that the College’s marquees are equipped with generic messages that can be posted.
- Macken went on to add that the drill was shorter than what was anticipated. In total, the drill took approximately 20-25 minutes which included the bomb sweeps.
- Hernandez made the recommendation that there be higher poles labeling the evacuation sites.
- Macken informed the committee that there will be an evening drill within the next couple of months and the signs will be illuminated.

- Chair Lopez stated that he felt that the drill went well and that a survey will be distributed once classes are back in session.

B. Old Faculty Mailroom

Chair Lopez informed the committee that all the faculty mailboxes have been relocated in the Reprographics Office and only the scantron machine is left in the room. Chair Lopez made the recommendation that the space be utilized as counseling offices for the Military and Veteran's Success Center. Currently, there isn't any private offices in the area. Chair Lopez informed the committee that further discussion and a recommendation will be made at the next meeting.

C. AED on Campus

- Chair Lopez informed the committee that the college is currently replenishing the pads for the AED machine that is utilized by the Campus Safety Officers.
- Currently there are three AED machines on campus:
 - Campus Safety & Parking Control Department
 - Athletic Trainer's Office
 - Student Health Center
- Webster informed the committee that there was one located outside the 400 building after the remodelization and the AED machine was stolen within a week.
- Holt stated that he feels that CSOs should have an AED as they are the on-campus first responders to emergencies.
- Some committee members expressed concern as to not knowing what the protocol was for an emergency or how to contact Campus Safety.
- Chair Lopez informed the committee that all classroom phones should have a red sticker with emergency contact information.
- Macken informed the committee that the Campus Safety Department will be checking all classrooms phones to make sure that all have an emergency contact sticker.

VI. UNFINISHED BUSINESS

A. Faculty Parking

- Chair Lopez informed the committee that a parking study had been conducted and he found that there was quite a bit of available parking during a "peak" employee time.
- Chair Lopez added that five parking spaces were removed from Lot A and were added to Lot B where other parking spaces had been moved to the north end of campus.
- Macken informed the committee that the move had already started taking place and should be completed by tomorrow.

VII. ANNOUNCEMENTS

There were no announcements

VIII. ADJOURNMENT: The meeting adjourned at 1:35 p.m.