



**ADOPTED MINUTES**  
**Facilities & Environmental, Health and Safety Committee**

**Thursday, March 22, 2018**  
**Location: Administration Board Room**  
**Time: 12:50 p.m.**

<p><b><u>PRESENT MEMBERS:</u></b></p> <p>Victor C. Torres, Chair  Dr. Lennor Johnson  Oscar Hernandez  Cristal Mora  Myriam Fletes (<i>Late: 12:59 p.m.</i>)  Carol Cortés-Ramirez  Rick Macken  Aaron Equihua, ASG Representative (<i>Alternate</i>)</p>	<p><b><u>NOT PRESENT:</u></b></p> <p>Rick Webster  Genaro Ayala  Bill Gay, <i>Excused</i>  Steve Holt  Becky Green  Ellena Garcia, <i>Excused</i>, ASG Representative</p> <p style="text-align: right;"><b><u>Recording Secretary:</u></b>  Saria Cardoza</p>
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**VISITORS:** None

**I. CALL TO ORDER**

Dean Torres called the regularly scheduled meeting of the Imperial Valley College Facilities & Environmental, Health and Safety Committee to order at 12:52 p.m.

**II. APPROVAL OF AGENDA**

*M/S/C Macken/Cortés-Ramirez to approve the agenda as submitted.*

**III. APPROVAL OF MINUTES**

*M/S/C Johnson/Hernandez to approve the minutes from the February 22, 2018 and March 13, 2018 meetings as submitted.*

**IV. PUBLIC COMMENT**

None

**V. NEW BUSINESS**

**a. AP 6620 – Naming of Buildings**

Dean Torres is yet to research other colleges in regards to naming of buildings. Dean Torres is well aware that this item has been dealt with numerous times. Dean Torres asked for volunteers to serve in an Ad-Hoc Committee to review this AP. The following will assist Dean Torres with AP 6620: Macken, Webster, Mora and Cardoza.

**b. AP 6700 Civic Center and Other Facilities Use**

An Ad-Hoc Committee to review AP 6700 was formed by Webster, Macken and Mora. Member Macken suggested meeting with John Lau regarding facilities fees.

Dean Torres will be researching facility fees at other local schools as well as the other community colleges in Region X.

## **VI. UNFINISHED BUSINESS**

### **a. Small Partitions in Men's Restrooms**

Member Webster was not present to discuss this item. However, each partition has a cost of \$395.

### **b. AP 3580 – Public Safety & Operational Camera Placement & Acceptable Use**

AP 3580 was emailed to the membership late February. Member Macken was present and stated that the college does not have a policy in place regarding the operational cameras. This AP will be our policy in place.

*M/S/C Macken/Mora to recommend AP 3580 as presented.*

### **c. First Aid Kits Availability**

Dean Torres reached out to Pioneers Memorial Health District (PMHD) in regards to replenishing all first aid kits on campus. The Campus Safety Department is currently working on a list to identify the locations of all first aid kits on campus. Once the list is completed, it will then be submitted to PMHD for further evaluation.

### **d. Committee Goals for 2017-2018**

- 1. Comprehensive Preparedness Training/Exercise – Update on Emergency Procedures**
- 3. First Aid & CPR Training for Faculty & Staff**

Dean Torres met with CHRO Clint Dougherty and discussed future trainings for employees. Mr. Dougherty will be including trainings in the Fall 2018.

#### **2. Safety Needs Assessment**

Dean Torres, Member Webster and Student Rep. Equihua conducted a safety needs walk on campus. Photos were presented addressing the safety hazards on the sidewalks.

A designated posting area at the bus stop is much needed. Member Macken stated that the East drop off area does have a posting area but does not know who maintains it.

Pavers in front of the 2700 building break easily being a safety hazard. Pouring concrete around the pavers might be the best solution.

A steel box transformer has visible rust damage and Dean Torres stated is now being worked on. The campus has a total of five transformers.

Member Hernandez stated that the benches next to the trees at the Spencer Library are full of bird feces. This is a health concern. The committee suggested trimming down the trees to help with the issue. Member Webster was not present to share other solutions to this problem. The custodians have done a good job washing the benches once a week but within a couple days the benches are covered of bird feces again.

Skunks on campus has been an ongoing problem. IVC Employees are known for feeding cats on campus and skunks end up on campus looking for cat food.

### 3. First Aid & CPR Training for Faculty & Staff

Dean Torres continues to work with college officials to provide First Aid and CPR trainings.

## VII. ANNOUNCEMENTS

Member Hernandez asked for the following item to be placed on the April's agenda:

- Update on Gender Neutral restrooms

The Campus Safety Department was commend for their website. Member Macken stated that the website has basic information but it is very informative.

Dean Torres asked for AED's to be added to the April's agenda. Member Macken reported that two new AED's have been purchased through the President's Office. One will be placed in the Child Development Center and the other one in the Student Health Center. The Campus Safety Department as well as the Athletic Trainer have an AED. It was suggested for the location of all AED's to be identify on the campus map.

## VIII. ADJOURNMENT: *M/S/C Mora/Johnson to adjourn the meeting at 1:35 p.m.*

**Next Meeting:** *Thursday, April 26, 2018 at 12:50 p.m. in the Administration Board Room.*