

Safety and Facilities Committee Meeting

AGENDA

Wednesday, September 14th, 2022

1:30pm-3:00pm

Meeting URL: <https://sjeccd-edu.zoom.us/j/87185897715?from=addon>

Meeting ID: 871 8589 7715

- I. **CALL TO ORDER** – 1:35 meeting started
- II. **ADOPTION OF AGENDA**
Additions/Deletions/Corrections
Adoption of Agenda
 - Janina motioned to approve. Colleen 2nd. All in favor of agenda as written
- III. **APPROVAL OF MINUTES**
 - Collen motioned to approve. Cindy 2nd. All in favor of meeting minutes as written.
- IV. **RECOGNITION AND ANNOUNCEMENTS**
 - a. Introductions
 - i. The committee introduced themselves and stated the following: Name, title and number of years w/ EVC
- V. **PUBLIC COMMENTS (limited to only 3 minutes)**
 - Richard Longacre joined SFC to follow-up from the last meeting and to express concerns about the need for signage at the Pickleball courts. Expressed that signage will help inform new players to pickleball on the process for drop-in play.
 - Vince expressed yes that new signage will be put up to support all who use the courts with an equitable approach.
- VI. **REPORTS**
 - a. Chair Update-
 - i. LETC Safety Concern Recommendation
 - Vince shared an update on the SFC recommendation for LETC. VP Alexander was emailed a recommendation that was put together by Vince and LT on behalf of the SFC.
 - Process recapped so that it could be documented:
 - o SFC was notified about a safety concern with the new LETC Walkway.
 - o SFC requested Facilities and District Police to review.
 - o Facilities and District Police provided SFC with recommendations to help increase safety. SFC voted and agreed on recommendations:
 - ♣ Temporary Speed bumps, lighting for signage, no clear signage for Drop-off.
 - o Response to recommendations:

- ♣ Recommendations will be included when Staff Lot 3 is updated/remodeled.
 - ♣ Drop-off locations identified on campus and signage has been placed. Students notified of drop off locations. One is located by VPA and another located by Auto Tech.
- ii. Pickle Ball Court Signage
 - Updated provided on Pickleball Court signage.
 - o 2 groups- competitive group who cycle among courts and small groups who prefer to play with a small group(i.e. families w/ children).
 - o Recommendation from Facilities- signage to inform guests that courts 1-6 are open drop-in play and courts 7-8 are for small group drop-in play.
 - ♣ The signage will list how folks should cycle in and out with time limits.
 - ♣ By splitting up the courts, it provides an opportunity to fit the needs of both types of groups that are using the pickleball courts.
 - o SFC voted and agreed w/ Recommendation

VII. **DISCUSSION ITEMS**

- a. Note taker – Shara volunteered to be note taker
- b. Annual Self Evaluation Report
 - i. Reviewed last academic year's Annual Self Evaluation Report
 - 1. Committee voted and agreed with report as written
 - ii. Updated goals for upcoming academic year and will review in next SFC meeting.

VIII. **ACTION ITEM**

- a. Recommendation around Campus Police at EVC Soccer Games
 - i. Colleen- said that schedules have been adjusted. No recommendation needed from SFC.

IX. **ADJOURN**

Safety and Facilities Committee Meeting

AGENDA

Wednesday, September 28, 2022

1:30pm-3:00pm

Meeting URL: <https://sjeccd-edu.zoom.us/j/81036100901?from=addon>

Meeting ID: 810 3610 0901

- I. **CALL TO ORDER Start at 1:35pm**
- II. **ADOPTION OF AGENDA -**
Additions/Deletions/Corrections
Adoption of Agenda
Janina motioned to approve. Kathy 2nd. All in favor
- III. **APPROVAL OF MINUTES**
 - i. Made adjustment to Action Item- EVC Soccer Games – Listed that Dean would be following up campus police and no recommendation needed from SFC.
 - ii. Cindy approved Minutes as written. Janina second
- IV. **RECOGNITION AND ANNOUNCEMENTS**
 - i. None
- V. **PUBLIC COMMENTS (limited to only 3 minutes)**
 - i. None
- VI. **REPORTS**
 - a. VP Alexander Update
 - i. In the process of breaking ground for 4 new buildings. Also have ADA projects taking place on campus to address areas from previous ADA report. Parking lot and Road are still not open yet because contractor has not addressed issues that have not been fixed. Once issues have been addressed, parking lot will be opened.
 - ii. Fences have been put up by campus police for the new G.ED Building and will be going up soon.
 - iii. Fences will be going up for new Nursing Building and demo will start in November.
 - iv. Updates for crosswalks and parking lots to improve safety.
 - v. Parking lots numbers have been updated to go in sequence. The committee helped provide feedback/recommendation and will be completed in Spring 2023
 - vi. Updated campus maps reviewed highlighting new buildings that will be coming online. Map also provides colored zones to help provide wayfinding.
 - vii. VPA buildings will get updated room numbers to reflect building. PA – Performing Arts & VA- Visual Arts.
 - viii. Janina- Deadline for Student Services building to come online- will be complete by 2024 projected.

VII. DISCUSSION ITEMS

- a. Receiving safety concerns protocol
 - i. How do we receive? Website link.
 - ii. VP Alexander reminded that the committee makes the recommendation, the community can give recommendation to the committee. Community should attend to provide recommendation. Just wanted to make sure committee stays within their charge.
 - iii. Cindy shared that we shouldn't make it difficult for folks to share a safety concern b/c it might prevent folks from sharing the concern. If concerns come up we(committee) can serve as a conduit for the community.
 - iv. Example shared of previous process of safety concern shared from Dean about LETC and how SFC reviewed and provided recommendation. VP shared that was an appropriate process because it allowed for recommendation items to be added to a current project.
 - v. VP wanted to make sure correct items are going to the SFC and not items like "the room is too hot".
 - vi. Janina – what are the parameters for facilities?
 - 1. VP shared- Ex. the carpet is coming up in AC152, that is not a SFC issues. The person should be directed to submit a team dynamix request. Issues that are CAMPUS WIDE or affects more than one group, it should come to the committee.
 - vii. Might be good for Deans to review protocols of who to call when issues arise around facilities.
 - viii. Committee members to continue to lead charge in the spaces that we sit in. If concerns come up, committee members can help inform folks.
 - 1. Vince/VP to connect to review document referred to.
 - ix. VP had a suggestion of having a landing spot for any concerns, but also don't want to conflict w/ Maxient Report.
 - 1. Student Services shares any safety concerns/facilities w/ VP. VP usually filters appropriate folks.
 - x. Cindy - maybe adding a "report a concern" link, which can direct them to the appropriate place to submit request- Maintenance, CTSS, SFC. This will help direct people where to go. Make information available to people, so that they are informed on where to report items.
 - 1. VP – maybe having a webpage on EVC vs being on SFC page, so that SFC does not receive all concerns.
 - xi. VP Alexander recommendations: Update protocol sheet of where concerns should go(VP has a protocol sheet) and list on SFC page, Review at Admin Council w/ Managers & Deans and include in New Employee Orientation.
- b. SFC Newsletter
 - i. Newsletter to showcase what SFC is working on. Sherryanne looked into a potential platform to use. Sherryanne shared that the platform is easy to use.
 - ii. Vince asked who would do the newsletter and what would we want to share on there.
 - iii. Sherryanne offered to do the newsletter. Vince – items to be shared, should be discussed during our meetings.
 - iv. Funding for an upgrade for the system? There is no budget for committees.

- v. What would our content be? Would people read it? If so, how would we use it campus wide.
- vi. Potentially adding updates on our SFC Page and keep it fluid, so that people can see as we move along the year.

VIII. ACTION ITEM

- a. Website updates – Meeting Minutes
 - i. Vince working w/ Shashi to update website. Meeting minutes need to be added. Working with Shashi to find the best way to make our agendas/meeting minutes user friendly.
- b. Annual Self Evaluation Report Academic Year
 - i. Reviewed the document as a committee. Committee agreed with goals for the year.

IX. ADJOURN

Safety and Facilities Committee Meeting

AGENDA & Minutes

Wednesday, October 12th, 2022

1:30pm-3:00pm

Meeting URL: <https://sjeccd-edu.zoom.us/j/87185897715?from=addon>

Meeting ID: 871 8589 7715

Attended: Cabada, Crary, Espinoza, Lau, Bevan, DeGray, Snider, Lim, Martinez

I. CALL TO ORDER

- a. Janina moved to call the meeting to order at 1336, Lu seconded

II. ADOPTION OF AGENDA

- a. Additions/Deletions/Corrections
- b. Adoption of Agenda – Lu moved to approve minutes with addition of SFC Meeting 10/26 by Vince Cabada, Janine seconded

III. APPROVAL OF MINUTES (found on teams)

- a. Additions/corrections
 - i. Vince Cabada showed how to find agenda and minutes on Teams Group.
 - 1. Lu noted she was not added to team group yet, Vince Cabada said he would add.
- b. Lu moved to approve minutes as written, Janina seconded.

IV. RECOGNITION AND ANNOUNCEMENTS

- a. Welcome Nancy Tung, new Classified member to committee

V. PUBLIC COMMENTS (limited to only 3 minutes)

- a. None
 - i. Visitors – Monica Galvan and Bryan Pham – no comments

VI. REPORTS

- a. None

VII. DISCUSSION ITEMS

- a. Highlights for SFC Website
 - i. Background: It was brought up at the September meeting that we might consider adding 2 to 3 bullet point ideas to our EVC Website Safety and Facilities page to highlight what we are doing for our committee, current or accomplished. Used either for updates or talking points. Discussion focused on what to put on the site:
 - 1. What is coming up – join for discussion (Lu)
 - 2. Goals and objectives to add to committee (Terrance DeGray)
 - 3. Recommendations/accomplishments made such as walk ways or renaming of parking lots, etc.
 - 4. Other ideas for updates to page:

- Follow up from last meeting, putting a link on website that allows individuals to report issues. (Cindy Bevan)
 - i. Not landing spot for the reports but provides them instructions on where to go to submit requests for safety issues/concerns
 - 1. Link to appropriate department
 - 2. Creating a culture to encourage everyone to report concerns or ideas on how to improve safety and facilities of the college.
 - Put Maxient link on the site
 - Bryan Pham recommended we place information on not only different ways to report issues but what to report to whom.
 - Terrance DeGray recommended a video/type up a refresher on the protocol for reporting issues and post that to site.
- 5. Cindy Bevan reviewed website where we typed in 'report a safety issue' in search engine
 - no clear response to search
 - Only thing that came back from our committee was meeting minutes
- ii. Who will be updating what, aka follow up:
 - 1. Vince Cabada to send bullet points to Sherryanne to be able work on
 - 2. Vince Cabada needs to follow up with VP Alexander for a document to assist with reporting issues.
 - 3. Possibly work with IT to get our Safety and Facilities Page to populate with the search engine. NOT ASSIGNED YET
 - 4. Vincent Cabada reported that he spoke to Sashi about posting agenda and meeting minutes
 - Sashi recommended that all agendas/minutes for the year be placed into one document and then loaded into website.
 - Vince completed this and sent to Sashi now we are waiting on them to get uploaded.
 - Vince to follow up to find out when this will be accomplished.
- b. SFC Meeting – Wed 10/26
 - i. Vince Cabada out of town – Keep or Cancel
 - 1. Terrance DeGray recommended we not meet but use the time for our individual review on the protocol. Cindy made a motion to approve, Janina seconded idea, all approved.
 - Vince to follow up and ensure the protocol gets sent out prior to 10/26.

VIII. **ACTION ITEM**

- a. Website updates –
 - i. Meeting Notes, Agenda, Protocol Sheet for submitting concerns – see above
 - ii. Adding Highlights
- b. Report in November Lockdown Drill at Cedro on how it went.
- c.

IX. **ADJOURN – Motion to adjourn meeting at 1408 by Lu, seconded by Janina all approved.**

Safety and Facilities Committee Meeting
MINUTES for
Wednesday, November 09TH, 2022
1:30 p.m. – 3:00 p.m.

Attendees in alphabetical order:

Cindy Bevan, Vincent Cabada (SFC chair), Janina Espinoza, Frances Lau, Sherryanne Lim, Amber Machamer (guest), Bryan Pham, Manuel Rosas (guest), Cindy Snider, and Zain (guest).

I. CALL TO ORDER

Vincent called meeting to order at 1:34 p.m.

Motion: Cindy B. made a motion to start the SFC meeting.

Second: Janina seconded the motion.

Approval: All approved.

II. ADOPTION OF AGENDA

Vincent screenshared the meeting agenda.

Motion: Janina made a motion to approve the agenda as is.

Second: Cindy B. seconded the motion.

Approval: All approved.

III. APPROVAL OF MINUTES

SFC read/reviewed the minutes from the October 26, 2022 meeting.

Motion: Cindy B. made a motion to approve the minutes as is.

Second: Sherryanne seconded the motion.

Approval: All approved.

IV. RECOGNITION AND ANNOUNCEMENTS

Vincent: Celebrated/Recognized classified staff on Classified Staff Day and also welcomed Zain to the SFC.

V. PUBLIC COMMENTS (limited to only 3 minutes)

Vincent: Reminder—Public comments don't necessarily require a response from the committee.

Guest: Dr. Amber Machamer, Executive Director, Institutional Effectiveness and Educational Services.

Amber: She is making her rounds to various committees and is sharing a handbook. A new tool, which will be accessible on the website on November 10, 2022, is available for employees—called Administrative & Governance Handbook. Employee can use the link at the bottom of the page to send concerns, questions, and suggestions. The handbook contains names with

contact information as well as organizational charts. The handbook will be updated then published once per semester.

VI. **REPORTS**

Vincent: Chief Morales (or perhaps Lt. Martinez) will join the next SFC meeting on November 23, 2022 to share about the emergency training and drill on campus.

VII. **DISCUSSION ITEMS**

Vincent screenshared the Protocol/Operation Sheet (P/O Sheet)—asked the group to share comments and/or suggestion on what to include/exclude on the P/O Sheet in order to post it on the SFC website.

The group discussed the P/O Sheet as follows:

- Identifying the purpose of the document
- Clarifying the purviews of each campus and the DO
- Including contact information, protocol, and websites
- Differentiating when faculty reports to division dean versus specific departments on campus
- Shared concerns about a classroom and needs further review
- Inquiring about posting of standards such as room temperature
- Revising the P/O Sheet to make it less text-heavy
- Using the bullet points in the P/O Sheet as drop-down menus in the SFC website

VIII. **ACTION ITEM**

Vincent will check with Maintenance about room temperatures.

Vincent will reach out to Nancy about collaborating on the SFC website.

Vincent will continue work on P/O Sheet.

IX. **ADJOURN**

Vincent: We can adjourn for the day.

Motion: Zain made a motion to conclude the SFC meeting.

Second: Sherryanne seconded the motion.

Approval: All approved.

Meeting ended at 2:37 p.m.

Minutes respectfully submitted by Sherryanne Lim.

Safety and Facilities Committee Meeting

AGENDA

Wednesday, November 30th, 2022

1:30pm-3:00pm

Meeting URL: <https://sjeccd-edu.zoom.us/j/81036100901?from=addon>

Meeting ID: 810 3610 0901

Attended: Vince Cabada, Lu Crary, Nancy Tung, Janina Espinoza, Bryan Pham, Sherryanne Lim, Frances Lau, Cindy Bevan, Raul Martinez, Janice Assadi, Micheal Cortese

I. CALL TO ORDER

- a. 1st SherryAnne Lim, Seconded Janina Espinoza

II. ADOPTION OF AGENDA

Additions/Deletions/Corrections

Adoption of Agenda

Moved to approve as written: 1st Lu, 2nd SherryAnne
approved

III. APPROVAL OF MINUTES

- a. Addition of last names for meeting minutes
- b. Move to approve 1st Lu, 2nd Cindy
 - i. Approved

IV. RECOGNITION AND ANNOUNCEMENTS

- a. Janina: World Cup viewing was well received
- b. Vince: Josh Russell shared out some of the PR that has been done, very well done
- c. Lu: Pickle Ball Court was well lit and high usage on the Wednesday before Thanksgiving

V. PUBLIC COMMENTS (limited to only 3 minutes)

- a. No public comments

VI. REPORTS

- a. Chief Morales & LT Martinez – Emergency Preparedness Drill
 - a. Report sent out
 - i. Reviewed reports
 - ii. Cindy Bevan:
 - 1. RAVE alerts notification: some students did not get alerts on phone, or phones on silent, questions related to use of phone system in classroom/intercom usage?
 - a. Also brought up good conversation inside the class
 - b. How to announce that the lockdown was over, again another announcement?
 - c. No indicator on door stating that the door locked after the button pushed.

- d. How often are audits done on the system
- 2. CERT bag - needs first aid equipment
- iii. Vince Cabada: PA announcement
- iv. Raul Martinez:
 - 1. Overall pleased with drill, same items above were also discussed by us
 - 2. Instructors reluctant to take time out of class/pick up phone to see RAVE alert
 - a. Solution may be the phone system announcements
 - 3. Patrol vehicle PA system broken
 - a. Solution: purchased more bull horns so there are 3/campus located in the PD equipment area.
 - 4. Locking system – some doors were not registering
 - a. May do training at PDD
 - 5. CERT bag recommendations, see report
- b. Manuel Rosas joined last time and the issue was resolved

VII. **DISCUSSION ITEMS**

- a. Review Operational Roles & Responsibilities sheet
 - i. Updates added per SFC discussion on 11/9
 - ii. Reviewed document
 - Put responsibilities in alphabetical order including bullet points
 - Some work orders are still TBD because the system is still in development
 - Cindy Bevan: faculty and staff should still contact Dean 1st then put in request into work order system, how can we indicate that on this form
 - Solution: Working on protocol that will indicate steps to resolve issues
 - i. Bryan Pham – put Admin contact information on the form somewhere
- b. Changing SFC Meeting Day-
 - i. Tuesday afternoons or Thursday late morning.
 - ii. There are conflicting meetings with this particular time.
 - Need to think about faculty availability
 - Cindy available on Tuesday & Thursday afternoons
 - Sherryanne available Tuesday afternoons are better
 - Michael flexible
 - 2nd & 4th Tuesday at 1330

VIII. **ACTION ITEM**

- a. Website updates –
 - i. Update Operational Roles & Responsibilities sheet and post on SFC Webpage
 - Develop FAQ/Protocol on reporting issues
 - Added highlights to the SFC page
 - Reviewed no additional suggestions
 - ii. Add highlights to SFC Webpage

IX. **ADJOURN**

- a. Move to adjourn 1422 1st Lu, 2nd Nancy

Safety and Facilities Committee Meeting

AGENDA

Tuesday, February 14, 2023

1:30pm-3:00pm

Meeting URL: <https://sjeccd-edu.zoom.us/j/89237890903?from=addon>

Meeting ID: 892 3789 0903

I. CALL TO ORDER

- a. **Attended:** Tung, Snider, Martinez, Crary, Cabada, Bevan, Lau, Espinoza, Lim, Pham, Assadi, Alexander, Chan, TKNguyen

II. ADOPTION OF AGENDA

- a. Move to approve 1st Espinoza 2nd Lim
Additions/Deletions/Corrections
Adoption of Agenda

III. APPROVAL OF MINUTES

- a. Meeting minutes from 11/30/22
 - i. Move to approve: 1st Crary 2nd Espinoza

IV. RECOGNITION AND ANNOUNCEMENTS

- a. EVC drill 3/15 09 – 1130 date and time confirmed

V. PUBLIC COMMENTS (limited to only 3 minutes)

- a. None

VI. REPORTS

- a. VPA Wayfinding updates
 - i. Cabada reported out that for PA building performance arts changes
 - Performance Arts (PA) versus Visual Arts (VA)
 - Room number changes

VII. DISCUSSION ITEMS

- a. Review Operational Roles & Responsibilities sheet
 - i. Draft to be completed on Protocol Sheet
 - What does maintenance, grounds, etc. each do so individuals know which group to contact
 - Still in process/draft
- b. College Resource Allocation
 - i. Training - In Person: Wednesday, February 15th, from 9am-10am (Gullo I Conference Room)
 - In funding for our committee, we must know how the allocation will take place and what we need to submit.
 - VP Alexander: Annual resource request
 - Departments will submit an Annual Resource Requests

- Then if it is something that deals with supplies/equipment/preventative maintenance jobs will be vetting those requests (comes to committee in late March 2023 through April 2023)
 - i. done or not,
 - ii. should be on the list,
 - iii. develop a proposal
 - We make a recommendation to the college budget committee
 - i. We need to look at how we want to assess these requests, rubric?
 - ii. Put on the agenda 3 ways to assess the requests
 - 1. Compliance
 - 2. Economies of scale
 - 3. Priority
 - Bevan requested training to learn what we should know to assess the requests related to ADA.
 - i. Keenan training?
 - The large building items such as roof replacement is budgeted through the large expenditure process
- c. Emergency Team – Building Managers/Marshals/Floor captains
 - i. Training – March 15th
 - ii. Training topics:
 - AED
 - Narcan
 - Radio training
 - CERT bag inspections
 - First Aid kits
 - Building evacuation review
 - Evacuation stair chair
 - Stop the bleed
 - iii. Vacancies if you know someone have them reach out to Vince Cabada directly
 - Needing Building Marshals
 - Cedro
 - PE
 - Sequoia
 - iv. CPR training was done in Fall PDD – would like to do it again for Fall 2023 (not sure on dates yet)
 - Are the building marshals required to be CPR/First Aid training?
 - Building managers – it is required
 - What is our protocol to make sure that are trained
 - If it is in their job description that is verified
 - If it is volunteer, then it is given every two years

VIII. ACTION ITEM

- a. Website updates –
 - i. Pending completion of Protocol Sheet for Reporting
 - Still in process

IX. **ADJOURN**

- a. Move to dismiss 1st Espinoza 2nd Crary

Safety and Facilities Committee Meeting

AGENDA

Tuesday, February 28, 2023

1:30pm-3:00pm

Meeting URL: <https://sjeccd-edu.zoom.us/j/86203932991?from=addon>

Meeting ID: 862 0393 2991

Attended: VP Alexander, V. Cabada, Chief Morales, F. Lau, C. Snider, N. Tung, B. Pham, C. Bevan, S. Lim, S. Crary, J. Assadi

I. CALL TO ORDER

- a. 1334: Lu Moved to start meeting; Janice 2nd.

II. ADOPTION OF AGENDA

Additions/Deletions/Corrections – SherryAnne 1st and Lu 2nd

Adoption of Agenda - SherryAnne 1st and Lu 2nd

III. APPROVAL OF MINUTES –

- a. Change VII.B. ii under 3 ways to assess requests: compliance, economy of scale, future projects/capital
- b. Move to approve as written 1st Lu 2nd Cindy - approved

IV. RECOGNITION AND ANNOUNCEMENTS

- a. none

V. PUBLIC COMMENTS (limited to only 3 minutes)

- a. none

VI. REPORTS

- a. none

VII. DISCUSSION ITEMS

- a. Review SFC Assessment Sheet
- i. Context: we are a part of the college allocation resource process this sheet standardizes our process.
- ii. Criteria:
- Compliance
 - ADA Requirement or 508 Compliance or Pose immediate safety risk
 - Economics of Scale
 - ADA Requirement or 508 Compliance
 - Prioritize based on improvement schedule for that year
 - Passed on year needed; 1 or 1-3 or 5 to 10 years
 - Our answers will allow us to provide feedback and track when these requests get completed.

- Lu asked about do we need to add a column for aesthetics? VP Alexander stated she would recommend we just state that that is not under our purview. We will add notes section after the draft is approved.
 - Add department and description of project then notes section. Send to VP Alexander and she will make it fillable
- b. Emergency Training Spring 2023: March 15 0900 – 1200 in Gullo II MPR
- i. More interactive this training.
 - AED, Stair chair, stop the bleed, etc.
- c. Update on ADA and 508 Trainings
- i. Can we use the meeting times to complete this training - yes

VIII. **ACTION ITEM**

- a. Website updates –
- i. Pending completion of Protocol Sheet for Reporting

IX. **ADJOURN**

- a. Lu 1s, Janina 2nd

Safety and Facilities Committee Meeting

AGENDA

Tuesday, March 14, 2023

1:30pm-3:00pm

Meeting URL: <https://sjeccd-edu.zoom.us/j/89237890903?from=addon>

Meeting ID: 892 3789 0903

I. CALL TO ORDER – Start at 1:35pm

II. ADOPTION OF AGENDA

Additions/Deletions/Corrections

- Added additional item to the agenda- Work Order/Request Policy

Adoption of Agenda

- Sherry Ann motioned, Janina 2nd. All approved.

III. APPROVAL OF MINUTES

- Made adjustment to attendance- Janina was present at February Meeting
- Sherry Ann motioned to approve. Cindy 2nd. All approved.

IV. RECOGNITION AND ANNOUNCEMENTS

V. PUBLIC COMMENTS (limited to only 3 minutes)

- Sherry Ann- Mark Hua's email about the new incident reporting systems.
- Looking to have Mark Hua to join a meeting and report out. Will be added to future agenda.

VI. REPORTS

VII. DISCUSSION ITEMS

a. Review SFC Assessment Sheet-

- i. Committee reviewed updated SFC Assessment sheet per the previous suggestions from Feb meeting.

- ii. No concerns from committee.

b. Work Order/Request Policy-

- i. Committee reviewed Work Order/Request Policy.

- ii. Work Order/Request is specific to EVC versus the general overview given for onboarding.

- iii. Janina asked about set-up information for events. Vince will add information about making sure set-up requests are 14 days prior to event to account for staffing and equipment needed.

- iv. Colleen asked about staffing costs for after hours/weekend events. Vince will be adding details about costs for staffing.

- v. Janina said it gives specific contacts for any faculty who are new. We just need to add Nursing and Library info.

- vi. Janina mentioned Facilitron Access. Vince explained that Deans & Admins have access to facilitron because of the limited licenses.
- c. Emergency Training Spring 2023- March 15th, 9am-12pm in Gullo II MPR.
 - i. Information provided on training
- d. Update on ADA and 508 Trainings
 - i. Vince- Kennan doesn't provide any specific items around ADA or 508, so Vince is looking into potential training elsewhere.
 - ii. Potential using SFC scheduled meeting to complete the meeting individually.
 - iii. Janice- 508 training potentially may have happened. Janice will look into it and send over to Vince.

VIII. **ACTION ITEM**

- a. Website updates –
 - i. Pending completion of Protocol Sheet for Reporting

IX. **ADJOURN-** Janice motioned to end meeting. Janina 2nd

Safety and Facilities Committee Meeting

AGENDA

Tuesday, April 18 , 2023

1:30pm-3:00pm

Meeting URL: <https://sjeccd-edu.zoom.us/j/88690945578?from=addon>

Meeting ID: 886 9094 5578

Attended: Crary, Cabada, Tung, Alexander, Lau, Pham, Bevan, Calderon, Lim, Snider, Assadi

I. CALL TO ORDER

- a. Started at 1330

II. ADOPTION OF AGENDA

Additions/Deletions/Corrections

Adoption of Agenda

Approve as written 1st Crary 2nd Pham

III. APPROVAL OF MINUTES

- a. Caldron approve minutes with name changes, Crary 2nd

IV. RECOGNITION AND ANNOUNCEMENTS

- a. Moment to recognize the loss of Vice Chancellor Escobar
- b. Yerba Buena road construction has delayed traffic and slows ability to get to campus.
This is construction being done by the city, not EVC. Beware of the delay.

V. PUBLIC COMMENTS (limited to only 3 minutes)

- a. No public members

VI. REPORTS

- a. VP Alexander
 - i. SFC committee will play an important role in budget allocation.
 - ii. Reviewed rubric. We will only receive the proposals under the purview of safety and facilities.
 - 19 requests from 9 different departments
 - iii. Vincent then went and place the rubric into a survey format to make it easier to complete.
 - He will send out the form to everyone to use.
 - 1 form per department not per request
 - iv. VP Alexander placed spreadsheet in Teams folder for review.
 - Open Teams then EVC-Safety & Facilities Team – then Files – then Budget Requests through PR & Annual Requests – Spreadsheet is titled S&F PR and Annual Requests
 - CPR = Comprehensive program Review
 - AURR = Annual Update and Resource Request
 - Open full pdf and you can find under Facilities information about requests.

- Due to VP Alexander by 4/25/23

VII. **DISCUSSION ITEMS**

VIII. **ACTION ITEM**

- a. All voting members to review the budget allocation and fill out survey
- b. Cabada and VP Alexander will report back to the committee what funding was recommended after tabulating the results.

IX. **ADJOURN**

- a. Motion to adjourn 1st Crary 2nd Pham at 1415